



RISK AWARENESS DOCUMENT AND VISTOR PROTOCOLS FOR ST ANNE'S CATHOLIC PRIMARY SCHOOL

Name of School		Date of assessment	Review date
St. Anne's Catholic Primary School		07/09/2020	31/10/2020
Name and Position of Author:	Nuala Ferguson	Assessor(s) Signature:	<i>N. Ferguson</i>
Headteacher's Name:	Nuala Ferguson	Headteacher's signature	<i>N. Ferguson</i>

Visits to school at this point in time should be kept to a minimum and only if essential and/or at the request of the school. If not pre-booked or requested by the school to attend the site to assist in the maintenance, installation or delivery of goods or services then visitors should contact the school in advance and discuss their visit. Once a member of the senior management team – Nuala Ferguson, Colette Alcock or Natalie Spurrier have agreed the visit is necessary please read carefully the information below and the protocols we ask all visitors to follow when entering the building. You will be asked to sign to say you have read this document and supply us with your home address and telephone number as part of our commitment to the NHS Test and Trace programme.

Overarching Guidance for all Visitors:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). The DFE has introduced a nine-step system of controls which they require schools to work effectively in order to reduce risks and create a safer environment, the items listed below are those we expect every visitor to adhere to;

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**
- 2) Clean hands thoroughly more often than usual**
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**

Numbers 1 to 4 must be in place in all schools, all the time.

- 5) Minimise contact between individuals and maintain social distancing wherever possible**

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

- 6) Where necessary, wear appropriate personal protective equipment (PPE)**

Number 6 applies in specific circumstances.

Response to any infection:

- 7) Engage with the NHS Test and Trace process. That requires you to leave full contact details at the point at which you sign into the building.**

For Staff and Visitors these principles transforms to:

1. Do not come to work/to visit if you have coronavirus symptoms or go home as soon as these develop (informing your manager/member of the office staff) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach. These are available from the site manager and are available in every classroom. Additional supplies can be provided on request as you enter.
6. Follow the whole school cleaning regime and work as part of the whole school team to maintain cleanliness during the time you are in the building.
7. Continue to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
8. Ensure you request a visor or wear a mask if you are going to have to work within a 2 metres distance of a children for more than 15 minutes (this is defined as a 'close contact').
9. Consider avoiding calling pupils to the front of the class/hall or going to their desk to check on their work if not necessary.
10. Help the group or class you are working with to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, and kill it' etc.
11. Prevent your group or class you are working with from sharing high use equipment and resources (like stationary). Within Classes from September some resources such as books and games can be shared.
12. Any resources which are shared between classes should be cleaned thoroughly between each use and must be left clean.
13. Keep your classroom door and windows open if possible, for air flow.
14. Limit the number of children from your group or class using the toilet at any one time.

15. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. Follow the school's rota system.

16. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

PPE

Current guidance is that PPE is not routinely needed in schools and should only be used when staff are in close contact with a child or adult who may have COVID-19. Visitors are however required to wear masks in shared areas around school e.g. Photocopier, staff room, corridors. Good hygiene, including frequent handwashing and social distancing remain essential in all circumstances. Face masks should also be worn if you need to undertake an intervention within 2 metres of a child for more than 15 minutes, e.g. administering first aid. Face visors and masks can both be supplied by the school at requested.

Protocols on Arrival:

ONLY VISIT IF YOU FEEL WELL.

IF YOU HAVE ANY OF THE THREE MAIN SYMPTOMS OF COVID:

- High Temperature.
- Continuous Cough.
- Loss of sense of smell or taste.

Seek medical advice and DO NOT enter our site.

Upon Arrival at St. Anne's:

- 1) Use hand sanitiser.
- 2) Sign in and leave contact details.
- 3) Ensure you are accompanied to the class you are visiting or have the permission of staff to walk through the building and wear a mask whilst doing so. . Ensure you maintain social distancing when moving around the building and follow the correct route through building, the office staff will help you with this.
- 4) As you leave please ensure you sign out and notify a member of the office staff that you are leaving the site.