



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

COVID-19 Risk Assessment

This risk assessment must be completed to reflect the specific local circumstances of your school.

School name	St Joseph's Catholic Primary School, Moorthorpe	PUBLIC
Assessment carried out by (name/role)	Headteacher, Acting Deputy Headteacher, Admin Officer/Designated Safeguarding Lead & Caretaker	
Date of assessment	22 nd May 2020 (Version 1.1)	Date of next review 9 th June 2020 (First day of re-opening)

Hazard identified		THE SPREAD OF COVID-19 CORONAVIRUS				
Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Completed
<ul style="list-style-type: none"> ○ Staff ○ Pupils ○ Parents/Carers ○ Volunteers / governors ○ Visitors ○ Contractors 	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> • Staff given instruction on what to do if they or someone in their household experiences symptoms; • Staff given instruction on what to do if a pupil shows symptoms at school; • Any staff / pupils displaying symptoms of coronavirus in school to be sent home, please refer to Emergency Action Plan; • Parents/pupils and other potential visitors informed that they must not 	If a child/staff member becomes unwell, within a bubble or class, we will follow guidance as per 18 th May – Covid 19: Guidance for Educational Settings and in accordance with the Emergency Action Plan issued by the Trust.	Everyone	Before school re-opens and ongoing, daily.	

Risk of contracting Covid-19 and risk of transmission to others		<p>enter the school if they are displaying any symptoms;</p> <ul style="list-style-type: none"> • All staff must undertake online training by 31st May 2020 as directed by the Trust: <ul style="list-style-type: none"> ○ Infection Prevention & Control ○ Coronavirus Awareness • Staff/pupils will be encouraged to be tested if they display symptoms of coronavirus. Employer referral system activated by the Trust; • If a member of staff or pupil tests positive, the rest of the class/group/bubble will be required to self-isolate for 14 days; • Provide washroom facilities to regularly wash hands and sanitising stations, ensuring correct use of hand sanitiser; • Adhere to social distancing – increased awareness, signage, floor markings etc. 				
Heightened risk for those in vulnerable groups (clinically vulnerable or extremely	<p><u>Shielded children and adults:</u></p> <p>Ensuring that shielded (i.e. extremely clinically vulnerable) children and adults are not</p>	<ul style="list-style-type: none"> ○ Staff and parents given advice on who is not expected to attend school. 	Clarification and updated clinician letters for staff and pupils confirming they are classed as extremely clinically vulnerable.	HT SENCO	Before 8 th June	

clinically vulnerable)	expected to be in school.					
	<p><u>Clinically vulnerable children and adults:</u></p> <p>Parents are expected to follow medical advice if their child is in this category.</p> <p>School will support clinically vulnerable staff to work from home where possible; otherwise, the safest available on-site role will be offered following a discussion of risk.</p>	<ul style="list-style-type: none"> ○ Staff and parents given advice on who is not expected to attend school – <i>currently, this does not apply to anyone.</i> ○ Individual risk assessments conducted on an 'as required' basis to include review of PEEPs arrangements – <i>currently not required.</i> 	Should any staff be classed as clinically vulnerable, following further clarification, then working adjustments and discussions will take place to determine roles and whether working from home is a safer option.	HT	Before 8 th June	
	<p><u>Children and adults living with a shielded person:</u></p> <p>A child or adult who is living with someone</p>	<ul style="list-style-type: none"> ● Staff and parents given advice on who is not expected to attend school; ● Individual risk assessments conducted on an 'as required' basis to include review of PEEPs arrangements. 	Should any children or staff be living with anyone clinically vulnerable, following further clarification, then working adjustments and discussions will take place to determine roles and whether working from home is a safer	HT	Before 8 th June	

	<p>who is shielding (i.e. extremely clinically vulnerable) will only attend school if stringent social distancing can be adhered to (in the case of children they must also be able to understand and follow these instructions).</p>		<p>option/permitted to be in school.</p>			
	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch</p>	<ul style="list-style-type: none"> • Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after break time/eating, after sneezing/coughing, and visits to the toilets, with increased awareness signage; • Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; • Regular reminders about hand washing and social distancing (e.g. posters in prominent positions); • Hand sanitiser and tissues available in classrooms and other key locations; 	<p>When the Caretaker is not on site, paper towels and other cleaning/hygiene resources will be accessible via the cleaning cupboard in the hall.</p> <p>At 10:45am, each morning, before the Caretaker finishes at 11:30am, all paper towels, hand soap etc will be replenished as required.</p> <p>Tea Towels are not to be used in the Staff Room. All crockery to be washed in the dishwasher, each evening. Staff to keep their own water bottle and hot drinks flask and/or cup, with them, to</p>	<p>Everyone</p> <p>Cleaners</p> <p>Caretaker</p> <p>Parents</p>	<p>Ongoing (Daily)</p>	

	it, bin it, kill it' approach)	<ul style="list-style-type: none"> • Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily; • Social distancing signage; • Water Cooler to be taken out of use. 	<p>minimise the use of multiple cups.</p> <p>Children will be required to bring packed lunches in paper or plastic, disposable bags, where possible – Tupperware or lunch bags will be discouraged. All lunch bags, including break snack items, will be stored in classrooms – lunchbox trolleys not to be used.</p> <p>Water coolers to be flushed, weekly, by Caretaker but to be taken out of use. Disposable water bottles will be encouraged or sport top bottles, which are drunk from a spout. Staff will refill water bottles in classroom sink areas to ensure spouts or bottle rims do not contaminate the tap – children to keep these on their desk. Thorough washing of hands before and after should take place. Within Nursery and Reception, regular water breaks should be timetabled and all children in school, with no access to a water bottle, will be given a disposable (once only use) cup, as required. If it is found that staff can safely refill the children's water bottles,</p>			
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			<p>using the water coolers, then this will be re-evaluated.</p> <p>Children will not be required to bring school bags or any unnecessary items. PE bags will not be required.</p> <p>Uniform – no indoor pumps are required. We will advocate own clothes, to help with general, daily hygiene of washing/changing clothes. However, should a parent find school uniform easier, this will not be an issue. Parent choice will supported and PE days will be informed so jogging bottoms, for example, can be worn. Coats to be hung on the back of a child’s chair.</p> <p>In a change to the Staff Dress Code, staff will also be allowed a relaxed approach to clothing, to allow for ease of laundry, but must continue to wear clothing appropriate for work e.g. no strappy vest tops or shorts which are above the knee.</p> <p>Touch points, such as the photocopier screen, communal phones etc, will have anti-bacterial wipes with it.</p> <p>Shared resources such as guillotines and laminators</p>			
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			should be wiped, before and after use.			
	Enhanced cleaning	<ul style="list-style-type: none"> Enhanced cleaning protocols are in place, which include the Cleaning Staff working as a 'team' within areas of school, whilst maintaining social distancing. These include: <p>All cleaning staff and caretakers to complete Trust online training (Infection, Prevention & Control, Coronavirus Awareness).</p> <ul style="list-style-type: none"> Thorough cleaning of classrooms and communal areas at the end of the day – all classrooms and offices spaces will need to be cleared from 4:15pm to allow the correct cleaning of all surfaces and areas. Cleaning of frequently touched surfaces often to include desks, chairs and tables in classrooms; Closed lid waste bins for tissues emptied at the end of the day; staff to empty during the day, if, they become full; Cleaning of play / outdoor equipment between groups/bubbles/classes, as well as at the end of each day; Cleaning of other equipment for practical lessons between 	<p>At various intervals, adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment that will be stored appropriately within the classrooms. Staff will have to fulfil roles beyond what they are used to - daily cleaning, by bubble/class staff, to take place at morning break, lunchtime (including before and after eating) and afternoon break. All classrooms will have a bottle of disinfectant spray, which will be locked away in cupboards or drawers, and will be used on surfaces with disposable paper towels.</p> <p>Trim trails not be used.</p> <p>Only plastic resources are to be used within the same bubble, during any one day e.g. Lego, plastic farm animals, counters etc, which can then be cleaned (at the end of each day) before being used by another bubble or used again, within the same class.</p>	<p>Caretaker Cleaners Kitchen Staff/Lunchtime Supervisors Support from SLT/Teachers and Teaching Assistants.</p>	<p>By 8th June Ongoing (daily)</p>	

		<p>groups/bubbles/classes, as well as at the end of each day;</p> <ul style="list-style-type: none"> ○ Lunch tables cleaned between groups/bubbles/classes; ○ Removal of unnecessary items from learning environments; ○ Removal of soft furnishings, soft toys and toys that are hard to clean. ○ Additional protocols, including provision of PPE, (Emergency Grab Bag) will be followed for cleaning any designated area where a person with possible or confirmed coronavirus has spent time; ○ Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day. (Complete Cleaning Log) 	<p>Children to be given their own stationery pack, with an individual pencil etc.</p> <p>All classrooms to be cleared as per guidance regarding soft furnishings.</p> <p>Cloakrooms not to be used and used as storage of excess tables and chairs.</p> <p>Dining tables to be cleaned by lunchtime supervisors and kitchen staff.</p>			
Maximising ventilation	<ul style="list-style-type: none"> • Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). • Air Conditioning HSE Guidance - The risk of air conditioning spreading coronavirus is extremely low. If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. If you're unsure, speak to your heating 	<p>As of Friday 22nd May, the Caretaker is currently reviewing the manufacturer's instructions regarding the two air conditioning units in the Year 6 and Year 4 Classroom. Contractors are also being contacted via telephone to seek further advice. If it is found that the units do not allow a fresh air supply, these will be taken out of use. We believe that they do provide a fresh air supply because they are connected to</p>	Everyone Caretaker	Ongoing (daily)		

		ventilation and air conditioning (HVAC) engineers or advisers. Good ventilation is encouraged to help reduce the risk of spreading coronavirus.	units, based on the external building. Referenced current HSE guidance.			
Statutory Compliance and Maintenance of Premises (Inviting contractors to site)	<ul style="list-style-type: none"> Independent monthly Legionella testing has continued throughout the period of low occupancy. Caretakers have undertaken weekly flushes of low usage outlets and recorded information on the Trust compliance system; Statutory compliance in accordance with current legislation is up to date and recorded on the Trust compliance system. Contractors invited to site to complete periodic testing and maintenance must complete 'Inviting Contractors to Site' risk assessment prior to arrival, adhere to social distancing and work out of school hours where possible to minimise contact. 	It is not envisaged that any contractors will be working in site, from the 8 th June; this will only be in emergency reactive works.	HT Caretaker	Before 8 th June As and when		
Minimising contact and mixing between groups of staff and pupils	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> o Social distancing floor & wall signage o Accessing rooms directly from outside where possible – this applies to the Nursery and Reception Classroom, only. o Staggered start/finish, assembly/break/lunch times – assemblies will be done via Microsoft Teams. 	One-way circulation (or dividers) in corridors – this is not applicable to our setting. However, staff will be instructed to only 'move' their bubble when the corridors are clear. Specific parts of the day will be staggered to minimise contact. Children need to move around school in their small groups and not mix with other children, however staff/children, where	Everyone	Ongoing (daily)		

		<ul style="list-style-type: none"> ○ Staggered use of staff rooms / office space; ○ Limited numbers using toilet facilities at one time; consider how this can be monitored. ○ Introduction of drop-off / pick-up protocols that minimise contact. ○ Rearrangement of classrooms with sitting positions 2 metres apart (with pupils occupying the same desk where possible) – all unnecessary furniture to be removed. Cloakrooms to be used as storage and sealed off. ○ Limited use of shared resources and prevention of sharing stationery and other equipment where possible; ○ Consistent groupings of staff/pupils wherever possible with minimal mixing; ○ First aid for pupils – pupil is sick or has an accident – Emergency Grab Bag with PPE is available to safely administer aid; ○ Including advice and guidance, from external providers, such as the Association of PE, regarding social distancing in PE. ○ PE Leader to take part in a webinar, regarding Social Distancing in PE, and to disseminate to staff during Inset Day. ○ Conducting regular classroom activities outdoors; 	<p>required, are permitted to walk past one another in corridors – the risk of contracting the virus by walking past one another has been assessed as minimal.</p> <p>Admin Officer to be based in SBM Office. Office Clerk to be based in main office.</p> <p>HT to be based in HT Office. DHT to be based in Nursery.</p> <p>Caretaker to be based during morning working hours outside e.g. external site maintenance - power washing, washing windows etc.</p> <p>Staff room facilities e.g. microwaves and kettles can be accessed in the Staff Room and PPA Room. The Staff Room must not be used to sit in during any breaks. Staff must base themselves within their bubble classroom/area and can access fresh air, at lunchtime, for example, with their specific bubble area, e.g. the field. Staff are not permitted to leave the site during the school day, e.g. at lunchtime, to go home or to the supermarket. All risks, which can be eliminated, must be.</p>			
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		<ul style="list-style-type: none"> ○ Outdoor Games that encourage distancing and little touch. <i>(However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is then gathered back in at the end of their break/ lunchtime.)</i> ○ Reduction of unnecessary travel where possible – staff will not be attending courses or meetings. ○ Provision of additional support to children as necessary to follow these measures; ○ Emergency evacuation procedures (to include PEEPs) reviewed and adapted to ensure compliance with social distancing rules – no changes will apply to emergency evacuation procedure. 	<p>Bubble staff to monitor toilet use, with no queuing on corridors etc. Bubbles are not to be mixed within the toilets. At lunchtimes, Lunchtime Supervisors to escort children to their allocated toilet to ensure the toilets are free and to stop any bubble mixing. No children will access the toilets, whilst in the hall, having their dinner. Lunchtime Supervisors will coordinate hand washing before and after the bubble's food sitting, as well as before and after being outside for playtime.</p> <p>Children to be given their own stationery pack.</p> <p>All first aid boxes/packs have been audited and replenished.</p> <p>SENCO does not identify any children who cause concern regarding extra provision for additional social distancing support.</p> <p>Registers via electronic means will be resumed but these will be completed by the Admin Team. Staff within a bubble must complete a paper daily register, for their bubble, which will be placed outside the classroom door, collected by the Admin Team, inputted onto</p>			
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			<p>the electronic system and then displayed outside each classroom door in case of emergency evacuation. All usual first day responses/safeguarding procedures will continue. Weekly contact will be made to those families who have chosen not to send their child into school, to see if their decision has changed.</p>			
	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> • A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; • Trust supply of PPE. • School have enhanced PPE stock e.g. aprons, gloves etc. 	<p>Usual Intimate Care guidelines and PPE as normal.</p> <p>Where children have medical needs, we need to be aware of these even more. Usual appropriate medicine and record keeping must be adhered to, in the correct classroom so that the child has appropriate access to their medication. Where children are requiring very specific support with medication, they will be prioritised as pupils that should stay with their current class teacher.</p> <p>If support is required to administer medication, then adults must wear gloves, preceded by thorough hand washing.</p>	<p>Nursery Staff Everyone</p>	<p>By 8th June Ongoing (daily)</p>	

	<p>Reducing face-to-face contact between staff and between staff and visitors</p>	<ul style="list-style-type: none"> • Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing; • Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; • Only essential visitors are allowed on site with the prior permission of the Headteacher, for example, a Social Worker; • Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. • Protective screens to be installed where necessary to provide additional protection – <i>currently not required/not being installed.</i> • Contractor visits are scheduled outside school hours where possible. 	<p>Hand sanitiser standalone pumps and station to be placed in entrance for all visitors.</p> <p>No more than one visitor in the entrance at one time. Social distance queuing to take place outside the main entrance. A welcome sign will be placed on the door to explain one visitor in the foyer at any given time. The reception windows will only be opened slightly when speaking/dealing with visitors and a courtesy sign will also be displayed.</p>	<p>Everyone Admin Team</p>	<p>By 8th June</p>	
	<p>Social distancing in school office and communal spaces</p>	<ul style="list-style-type: none"> • Reduced occupancy of office space by splitting into small bubble workstations. • Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; • Reception / meeting areas reassessed to observe social distancing rules; 	<p>Admin Officer to be based in SBM Office. Office Clerk to be based in main office.</p> <p>HT to be based in HT Office. DHT to be based in Nursery.</p>	<p>SLT Admin Team</p>	<p>Before 8th June</p>	

		<p>additional chairs removed and signage installed – see above. <i>The intention is for the Meeting Room not to be used.</i></p> <ul style="list-style-type: none"> • Reception staff instructed on how to deal with deliveries safely – to be left in the main entrance, in a safe place to not cause a fire route obstruction or a trip hazard. 			
Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> • Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely; • Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical facemask and wash hands thoroughly on arrival. • Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. 	<p>If any Y6 children come to school on bikes, which wouldn't normally be their usual transport method, these will be stored in the pond area.</p> <p>If any Y6 parents now decide that they want their child to walk to and from school, independently, updated permission needs to be checked and placed on the electronic system etc, with all Y6 staff and DSLs aware.</p>	Everyone Caretaker – helping store bikes	Before 8 th June Ongoing (Daily)	
Monitoring	<ul style="list-style-type: none"> • Management checks to be undertaken each day on the control measures in place and reported back to the Headteacher; • Staff encouraged to report any breaches of health and safety protocol they have witnessed. 	<p><i>We have reviewed the possibility of staggering our introduction to children across w/c 8th June. (8th June will be an Inset Day).</i></p> <p><i>As of Friday 22nd May, we have decided to welcome N, R, Y1 & Y6 back on Tuesday 9th June, as per our staggered start times – scenario 1 (appendix 2) and believe that</i></p>	All Staff HT	Ongoing (Daily)	

			<p><i>we can do this in a safe way. We do recognise that further planning w/c 25th May and the 1st June, may result in us deciding to stagger from Tuesday 9th June.</i></p> <p><i>Leaders will monitor, assess and review the successes of Tuesday 9th June, and if necessary adjustments need to be introduced, for the safety of Staff and Children, this will be changed immediately and reviewed weekly, or as required. The HT will not hesitate to change the children entering school on Wednesday 10th June, if it is deemed that the safety of staff, children and parents could be compromised.</i></p>			
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Hazard identified		STRESS & ANXIETY RELATING TO WORKLOAD DURING THE CORONAVIRUS				
Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> ○ Staff ○ Volunteers / governors 	Ensure sufficient rest breaks	<ul style="list-style-type: none"> • All staff must undertake online training by 31st May 2020 as directed by the Trust: <ul style="list-style-type: none"> ○ Mental Health Awareness 	Prior to the possible reopening w/c 8 th June, HT will ensure that staff are able to take as much of a break, over the two week half term, as is possible. Teaching staff will be in school for only one day	HT	Weekly	

<ul style="list-style-type: none"> ○ Homeworking staff <p>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety</p>		<ul style="list-style-type: none"> ○ Infection Prevention & Control ○ Coronavirus Awareness <ul style="list-style-type: none"> • Revised timetabling to build in identified breaks during the day for those staff working on site. • Those working remotely encouraged to ensure that they take breaks from work during the day; • Staff encouraged to take breaks outdoors where practical, maintaining social distancing. • As well as statutory PPA time for all teaching staff, time will also be allocated, within the bubble/class, for teaching staff to prepare online learning/contact parents at home, as required etc. 	<p>each week, with Support Staff in once over the two weeks. HT/DHT will make the vulnerable, safeguarding phone calls and/or weekly home visits but teaching staff will not have to conduct general safe and well telephone checks, over this two-week period. Teaching staff will set no home learning and they will not be required to oversee the online learning, on Purple Mash. All this will be communicated to parents.</p> <p>No staff CPD will be set.</p>			
	<p>Regular contact with all staff by line managers</p>	<ul style="list-style-type: none"> ○ Line managers contact those staff working remotely by telephone or video conference at least weekly, to include a wellbeing check; ○ Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have. 	<p>From these discussions, risk assessments and procedures to be reviewed and updated.</p>	<p>HT</p>	<p>Weekly</p>	

	Weekly communication with all staff	<ul style="list-style-type: none"> ○ Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues. ○ Daily updates to be provided, as necessary and applicable. 	<p>Specific meeting times to be agreed with Cleaning Staff and Lunchtime Supervisors, in the hall (following social distancing) – not all have email access.</p> <p>Teaching Staff will meet on Teams as required. No face to face meetings will take place.</p>	HT	Ongoing	
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> ○ School has signposted suggested sources of support to all staff; ○ Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. 	<p>Catholic Care and SAS to be offered/used, as required.</p> <p>BKCAT HR to be contacted should additional signposting be required.</p> <p>Workload and wellbeing comments to be included in risk assessment reviews.</p>	HT	Ongoing	
	Rotation of staff required on site where possible	<ul style="list-style-type: none"> • Staff to work from home remotely when not required to be on site. • Staff required to work on site will, where practical, be rotated with homeworkers periodically, within agreed cohorts. 	<p>At this moment in time, it is anticipated that all staff will return to work on the 8th June.</p> <p>Amendments to staffing rotas will be made when pupil numbers are confirmed. There will be a requirement to be very flexible as a staff body, with everyone's safety paramount.</p>	HT	Before 8 th June and ongoing	