

COVID-19 Risk Assessment

Assessment conducted by: Rob Harker	Job title: Headteacher	Covered by this assessment: teachers, teaching assistants/volunteers/ supervising adults, pupils and parents.
<p>Date of initial assessment: 20th May 2020</p> <p>Version 1 - 01/06/2020 Version 2 – started 04/06/2020 Version 3 - started 18/06/2020 Version 4 - started 02/07/2020</p> <p>Version 5 - started on 08/07/2020 This version is comprised of:</p> <ul style="list-style-type: none"> - an abridged version 4 with previous version colours removed and obsolete or superseded areas, controls and actions removed for clarity of reading - additional considerations from 08/07/20 added in BLUE. 	<p>Review interval: Weekly updates in line with changing guidance.</p> <p>Date of next review: This document will be updated and reviewed regularly to reflect practice and procedure changes in school and government guidance.</p>	<p>Reviewed: Staff review - 01/06/2020 Governor review and ratification of: Version 1 - 01/06/2020 Version 2 - 17/06/2020 Version 3 - 26/06/2020 Version 4 - 03/07/2020 Version 5 -</p>
Related documents		
<p>https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Planning guide for primary schools; Managing school premises, which are partially open during the coronavirus outbreak; Covid-19: cleaning in non-health care settings; Guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19; Supporting vulnerable children and young people during the coronavirus outbreak; Conducting an SEND risk assessment during the coronavirus outbreak; Actions for education and childcare settings to prepare for wider opening from 1 June 2020; Opening schools for more children and young people: initial planning framework for schools in England; Coronavirus: implementing protective measures in education and childcare settings; Safe working in education , childcare and children’s social care settings, including use of PPE; Guidance for full opening – schools</p>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Introduction

The COVID-19 Risk Assessment is a continuous development document identifying relevant hazards and control measures.

The Management of Health and Safety at Work Regulations 1999, place a duty on all employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees, whilst they are at work, and to others who may be affected by the employer's undertakings.

This risk assessment procedure is being continuously developed by the Headteacher on behalf of, and in consultation with, the Governing Body, all members of the school staff and in accordance with the appropriate legislation the operational day-to-day responsibility for the management of Health & Safety is a School responsibility

(<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>)

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

The hazards, risks and control measures in this document are specifically related to adaptations made due to the coronavirus (Covid-19) pandemic. It should be read and considered alongside the comprehensive premises and practice risk assessments already in place to ensure that all significant hazards on site are adequately risk assessed with suitable control measures to ensure the risk is low as practicable.

Area for concern (hazard): Risk:	Risk Rating Prior	Control Measures	Risk rating Post	Control measure notes Further actions
<p>Reopening a building following closure (including partial)</p> <p>Employees, pupils, contractors, visitors.</p> <p>Fatality, serious illness or injury due to not using suitable equipment which could cause fire, explosions, Legionellosis, gas release, explosion, collapse, etc.</p>	H	<ol style="list-style-type: none"> 1. All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; ventilation, is in place and deemed suitable prior to opening. 2. A water treatment specialist has been commissioned to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certified the water system is safe before the buildings have been reoccupied. 3. All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. 4. All areas and surfaces have been cleaned and disinfected prior to reopening. 	L	<ol style="list-style-type: none"> 1. Inspections are all completed up-to-date for gas safety, fire safety, kitchen equipment, security, access and alarm systems, ventilation. Water systems throughout the site have been flushed as directed by legionella risk assessment (weekly) for whole building. 2. The school has never closed, and maintenance and checks have been completed for the whole building for the duration of partial opening. Water system is therefore safe. Flushing schedule extended to twice weekly. School have enabled access to take water samples from every outlet as part of the LA water hygiene review. 3. There has been no closure, therefore recommissioning not required.

		<p>5. Pest control for insect infestations have been contacted and remedied.</p> <p>Thoroughly clean the kitchen prior to reopening before food preparation resumes.</p> <p>School has reviewed Chartered Institute of Building Services Engineers' guidance on emerging from lockdown and ensured that all buildings have been checked and comply with this prior to reopening.</p>		<p>4. All proposed use areas have been deep-cleaned by LA contracted staff</p> <p>5. No infestations currently, no concerns currently.</p> <p>Kitchen risk assessment to be completed by Catering Services prior to reopening.</p>
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People management and communication

<p>Prevent spread of COVID-19</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	H	<ol style="list-style-type: none"> School will engage with NHS Test and Trace process. The school will keep a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups. Schools follows current government and HR advice on who can return to work and who should remain at home. Members of the Senior Leadership Team and Board of Governors to familiarise themselves with the COVID-19 inspection checklist. Senior staff visibly present around school to support and reinforce safety measures This risk assessment will be reviewed on a regular basis in consultation with 	M	<ol style="list-style-type: none"> Guidance read and informs risk assessment. Bubble classes and year groups will be consistently staffed and the statutory register taken daily. Each Bubble will have a register sheet on the door for other adults to record their activity in that Bubble. Staff audit completed SLT briefed on checklist, shared with governors. RH/AQ regular visits to class , year group and care Bubbles. At gates every morning. Check-ins with staff twice daily.
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		<p>all staff to ensure any issues can be addressed. It will be formally approved when significant changes are made.</p> <ol style="list-style-type: none"> 7. Task-based risk assessments which may be applicable have been reviewed and updated to include any specific COVID-19 control measures. This is cascaded through to relevant staff prior to undertaking such activities 8. School will keep specific Bubbles (class, year group, club) together and ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days 9. The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days 10. PPA is not covered by the use of an additional staff member in the Bubble. 11. Staff not assigned to work daily with children groups limit their movements around school and into classrooms 12. Children use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of the day. 13. Students use same desk each day if they attend on consecutive days 14. Posters displayed to follow social distancing 		<ol style="list-style-type: none"> 6. Risk assessment has a Version label and amendments between versions are shown in a different colour. 7. Covid-19 addendum added to LA and site specific risk assessment. Bubbles individually risk assessed. All staff consulted on RAs and signed to show understanding. 8. Bubbles established as classes, year groups or for extended care. Class bubbles will be limited to 30 pupils, year group Bubbles to 60, care Bubbles to 30. Where using larger groups (bubbles), school will ensure the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. 9. Teachers assigned to Bubbles and will remain with that Bubble. Support staff working with children in or from a different Bubble will maintain a 2 metre social distance.
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		<p>15. School timetable has been reviewed to ensure lessons which can be carried out in wider spaces (such as outdoors) do so and with a view to ensure movement around the school at the same time is kept to a minimum.</p> <p>16. Ongoing communications (emails, guidance booklets, inductions, briefings, staff meetings, Google Drive – Carville Covid-19) have been provided to all staff which includes:</p> <ul style="list-style-type: none"> a. Risks and symptoms of COVID19 b. Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis c. Social distancing measures d. Emergency procedures (i.e. first aid, fire) e. Effective infection control including hygiene measures f. Specific or individual risk assessment findings g. Wellbeing points and any issues <p>17. Ongoing communications (posters, letters, emails, website, videos) has been provided to all parents which includes:</p> <ul style="list-style-type: none"> a. Risks and symptoms of COVID19 b. Advice regarding self-isolation of those showing signs or symptoms c. Social distancing measures 		<p>Where 2 metres social distancing cannot be maintained by staff (e.g. due to specific needs of pupils), the school have limited the number of individuals which such staff members may come into contact with.</p> <p>10. PPA will be given to all staff on a Friday afternoon when the school will be closed to all pupils, except key/critical workers.</p> <p>11. Non-Bubble staff limit their movement to areas not used by the Bubbles and outdoor areas whenever possible. SLT and support staff manage and support ideally from the external access door to Bubbles or from the corridor directly outside the classroom doors. Entering the Bubble should be avoided unless absolutely necessary (follow hygiene rules). PPE may be used to support the Bubble temporarily.</p> <p>12. Children use only their designated area and designated outdoor space. Rooms cleaned for contact surfaces at lunchtime and thoroughly at the end of the day.</p>
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		<ul style="list-style-type: none"> d. Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) e. Not to enter the school if they are displaying any symptoms of coronavirus f. If their child needs to be accompanied to school, only one parent should attend g. drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) h. They cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) i. Recommendations on transport to and from education or childcare setting (including avoiding peak times). j. Education resources such as e-bug and PHE schools resources <p>18. Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all pupils which includes:</p> <ul style="list-style-type: none"> a. Risks and symptoms of COVID19 		<p>13. Children allocated to a specific desk and chair (carpet space for younger children Year 2 and below).</p> <p>14. Posters displayed around site.</p> <p>15. School timetable reviewed with staff – Bubble to toilet and Bubble to Outside Space is only movement. Each Bubble timetabled a space/slot.</p> <p>16. Communication effective for all staff. All have equal access to information and two-way dialogue with SLT.</p> <p>17. Website regularly updated with .GOV guidance and parent information (Curriculum> CORONAVIRUS, School Information>Reopening)</p> <p>18. Curriculum prior to closure focused on coronavirus and good hand and respiratory hygiene. Return curriculum will support understanding of these issues as well as social distancing.</p> <p>19. RH/AQ to build questions into morning greeting.</p>
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		<ul style="list-style-type: none"> b. Advice regarding self-isolation of those showing signs or symptoms c. Social distancing measures d. Emergency procedures (i.e. first aid, fire) e. Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) f. Recommendations on transport to and from education or childcare setting g. Education resources such as e-bug and PHE schools resources <p>19. Daily check-in questions to establish that the child has been social distancing, is not symptomatic and has not been in close contact with any individual who is symptomatic.</p> <p>20. Teaching and learning and curriculum support visitors will have their own risk assessments and will be given sight of the school risk assessment (in advance where possible).</p> <p>School equipment will be used whenever possible and cleaned or</p>		<p>20. Non-school staff and provision will follow the procedures outlined in this risk assessment regarding cleaning, Bubble safety, hand and respiratory hygiene, symptoms, etc.</p> <p>Any non-school staff entering a Bubble will maintain 2 metre social distancing or 1 metre + additional safety measures guidance as appropriate to school. This will be agreed in discussion with the staff members.</p>
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		quarantined between use by separate Bubbles.		
<p>Staff or pupil shows signs of COVID-19 while on school premises</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	H	<ol style="list-style-type: none"> 1. People who are ill with coronavirus symptoms stay at home. Pupils whose household members are showing symptoms should also not attend and isolate. If anyone becomes unwell with coronavirus symptoms: a new, continuous cough, a high temperature in school or change in sense of taste or smell, they will be sent home and advised to self-isolate for 7 days and arrange to have a test. Other members of the household should self-isolate for 14 days from the onset of symptoms. [Refer to response and management of coronavirus cases - below] If a child or staff member is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using 	M	<ol style="list-style-type: none"> 1. First day absence procedures support staying at home for coronavirus symptoms. Track and trace engagement will be encouraged by school. Guidance shared with all parties. Testing guidance (.GOV) available. Track and trace information (.GOV) available. Parents/carers will be given the Track and Trace number (119) and the School Home number - kept by Mr Harker. Their number will be added to the school home phone temporarily and they will be advised to call as soon as they have a test result. Outside stage may be used if available and appropriate, otherwise first-aid room will be used for isolation. This has external access for leaving the school site with minimal transmission risk. Disabled toilet in KS1 corridor will be used. This can be placed 'OUT OF ORDER' until cleaned thoroughly. Staff supervising will ensure the pupil doesn't touch any surfaces on the way to the disabled toilet.

		<p>standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else.</p> <ol style="list-style-type: none"> PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). This includes disposable gloves, disposable plastic apron, fluid resistant surgical facemask (include eye protection if client is coughing or sneezing) In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds and clean the affected sink area with a normal household detergent followed by a disinfectant. The member of staff will not have to self-isolate unless they become symptomatic. 		<ol style="list-style-type: none"> PHE provided list of PPE. Available on site. This will be worn by any staff member dealing with coronavirus symptoms and they will follow 'Donning and Doffing' guidance. Telephones in every room for quick communication with SLT and external lines to 999. Disabled toilet will be used (see 3. above)
<p>Mental health and wellbeing</p> <p>All staff and pupils due to demands, control (or a lack of), support, relationships, role and change</p>	H	<ol style="list-style-type: none"> The Governing board and senior leaders are working with staff to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders. Workload is carefully managed. Staff who are having to stay at home due to health 	L	<ol style="list-style-type: none"> Usual Full and sub- committee meetings agenda continues. Extraordinary meetings re: coronavirus consider staff support and work-life balance. Three staff working from home to support 'Home learning' during initial reopening. No expectation of face-to-face staff to also work from home.

		<p>conditions support remote education, while others focus on face-to-face provision.</p> <p>3. Where resource and curriculum planning needs aren't able to be met, consideration will be given to ways of utilising extra resources</p> <p>4. School wellbeing policy arrangements include Schools UK Wellbeing, etc.</p>		<p>3. Early adopter of SRE. DHT leading on PSHE curriculum delivery. Mental health and wellbeing prioritised to enable effective "ready to learn" behaviours.</p> <p>4. Wellbeing policy in place. Staff have access to Level 1 wellbeing package through individual logins. ESP is a charity dedicated to improving the mental health and wellbeing of the education workforce.</p> <p>How can they support you?</p> <p>Staff health matters at every level. At ESP we believe that better mental health and wellbeing of educators leads to a better education for pupils. We do whatever we can – through counselling, funding and research – to support education staff.</p> <p>Counselling:</p> <p>Support is available to anyone working in education, 24/7. This support is free, confidential and provided by qualified and accredited counsellors. To speak to someone, call 08000 562 561.</p>
<p>Visitors to premises: Including Contractors, parents and deliveries</p>	H	<p>1. Unannounced visitor access is restricted to essential visits only. Curriculum and teaching and learning support visitors by arrangement with school.</p> <p>2. Where visits are essential school will look at alternative methods of working including:</p>	M	<p>1. Signed on site and advised by email/phone.</p> <p>2. Essential visits:</p> <ul style="list-style-type: none"> a. Zoom and MSTeams adopted b. Appointments made where possible after hours

<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ol style="list-style-type: none"> a. Elimination of the need for the visit (Use of technology to carry out appointments) b. Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends). c. Reduce the amount of time within our premises d. Limit the numbers of visitors (Appointment system, Access controls) 3. Communication in the form of letters, email, signage, surveys has been provided to parents, visitors or suppliers: <ol style="list-style-type: none"> a. Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus b. Visitors must wash/sanitise their hands upon entering our premises. c. Reminding them of social distancing measures in place d. Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers e. communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times) 4. Physical barriers at entrance to prevent access of visitors until measures above have been clarified 5. If physical barriers are not feasible, consider barriers 2 metres from receptions or floor 	<ol style="list-style-type: none"> c. Face-to-face meetings, when possible, completed outside. Working with pupils outside whenever possible. d. Appointment system in place, parent email address to contact teachers. 3. Regular communication with all parties. All visitors and contractors working in the building or with/near children complete a checklist stating they are not symptomatic, have had opportunity to review the risk assessment and agree to the risk level and controls. This will include direct contact numbers and arrival/departure times) to assist with track and trace program. 4. Car park gates and front automatic door remain closed to visitors, until the need for access is confirmed. 5. Additional tables placed in front of counter to provide distancing. 6. Only one-chair in waiting area – disabled, elderly. 7. Drop-off points for children identified. Materials and meals, etc. placed in foyer at social distance for collection. 8. Access to building only when necessary. Outdoors preferred. When the building is needed, a space separate to the existing Bubbles will be available and regularly cleaned. If
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		<p>markings that customers should not cross when speaking to staff.</p> <p>6. Waiting room furniture has been rearranged to ensure social distancing.</p> <p>7. Decide on a location as a set drop-off point agreed in advance</p> <p>8. Pre-booked curriculum and teaching and learning support visitors will be managed by a member of staff.</p> <p>9. Any non-school staff entering a Bubble will maintain a 2 metre social distance or 1 metre + guidance will be followed by mutual agreement.</p>		<p>used by multiple pupils, surfaces will be wiped between use. The Member of staff accompanying a visitor remains responsible for their own safety and the safety of the pupils in their Bubble and will retain the right to overrule any instruction or practice deemed 'unsafe'.</p>
<p>Supply teachers, peripatetic teachers and temporary staff</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND.</p> <p>Contracting Coronavirus</p>	H	<p>1. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>2. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</p>	M	<p>1. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>2. Spaces in school to do this safely will be provided, observing the 2 metre social distancing guidance.</p>
<p>Adults or Children with (or living with) additional or complex needs including those with EHCP's</p>	H	<p>From September, shielding will end for pupils. Provision should be provided in school following the "Guidance for full opening - schools" .GOV document.</p> <p>1. The school will keep up to date and follow government guidelines relating to clinically vulnerable (including those who are clinically extremely vulnerable)</p>	M	<p>Risk assessments for individual pupils will continue to inform provision.</p> <p>Measures 1-5 will remain under review according to emerging guidance.</p> <p>6. Any children requiring closer, personal contact will have a risk assessment in</p>

<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>		<p>individuals and local measures if higher rates are in place.</p> <p>2. Pupils who have previously been required to shield and remain under the care of a specialist health professional will have their individual health care plan reviewed with their health professional before returning to school</p> <p>3. Staff who are clinically vulnerable or extremely clinically vulnerable will be placed in roles where they can work remotely or 2 metres social distancing can be maintained at all times.</p> <p>4. Pregnant women are in the ‘clinically vulnerable’ category and will have an individual risk assessment completed which will also follow the relevant guidance available for clinically-vulnerable people.</p> <p>5. If staff, parents or pupils with particular characteristics or significant risk factors are concerned, the school will discuss their concerns, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support areas of apprehension.</p> <p>6. Activities which could increase the likelihood of coming into contact with another person’s bodily fluids are individually risk assessed to see if the contact can be eliminated, reduced, isolated.</p>		<p>consultation with parents. Child voice will be considered. Staff will be given clear guidance as to how to be in activity with that child to reduce the risk of bodily fluid contact. Hand and personal hygiene will be observed frequently.</p> <p>7. PPE go-bags will be carried by First Aiders and SLT (gloves, mask, sanitiser, aprons) in addition to first aid supplies.</p> <p>8. Teachers in each bubble aware of needs and appropriate support. Additional support staff used for higher need. SENDCo supporting staff.</p> <p>9. PPE provided including: gloves, apron, visor and fluid-resistant face mask. These will be in “Symptom PPE” boxes placed within each Bubble.</p> <p>10. Risk assessments carried out for EHCP and SEND pupils. Behaviour policy will also support.</p> <p>11. Staff will supervise all routines, particularly hand washing and toilet access.</p> <p>12. Where medication can not be kept in school it will be handed to the member of the staff responsible for that pupil’s Bubble in the same bag/box every day. This will be safely stored in the Bubble and the staff member will wash/sanitise their hands after handling.</p>
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		<p>7. The needs of children will be considered to ensure they get the right level of support to follow measures associated with COVID-19 transmission (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p> <p>8. Suitable PPE should be worn where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask 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</p> <p>9. A risk assessment will be carried out or reviewed for children who have an education health and care (EHC) plan to ensure that their needs can be as safely or more safely met in the educational environment. Parents and young people (if they are over the age of 16) will be contacted and involved within the planning or review of care plans/risk assessments</p> <p>10. School will carry out a risk assessment, if it is deemed that a child may not be able to follow</p>		
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		<p>instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home.</p> <p>11. For children who require it, staff will use simple language to explain safety measures, and reiterate and reinforce key messages. This will include safe routines for access to toilets, hand-cleaning and break and lunch times should be put in place.</p> <p>12. Medication will be kept in school, where possible.</p> <p>13. The school has reviewed competencies of staff to ensure there is sufficient numbers of individuals trained to carry out support/interventions to cover absences/self-isolation</p>		
<p>Emergency Procedures</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	H	<p>1. School will ensure key posts are present within school at all times, this includes</p> <ol style="list-style-type: none"> First Aiders Safeguarding Lead Fire Wardens SLT Facilities / premises management / caretakers <p>2. Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p>	L	<p>1. Key posts available in school. LA contingency if DSL, SLT become unavailable:</p> <ol style="list-style-type: none"> Four paediatric first-aiders available in school. DSL (RH) and Deputy DSL (AQ) Three trained Fire Wardens (RH, RM, TMc) RH and AQ RM adjusted working hours, lives on-site for urgent response outside these hours. <p>2. Fire evacuation plans still applicable. Remove wedges from doors prior to evacuation. All Bubbles will leave via</p>

		<ol style="list-style-type: none"> 3. Procedure in place to close the school or nursery at short notice if staffing levels fall to levels where safety cannot be assured 4. Everyone will maintain 2 metre separation as far as possible during evacuation and at assembly points. 5. Staff and children in temporary Bubbles briefed on fire evacuation plan and know how to evacuate safely. 6. Practice drills will continue as normal to ensure pupils have awareness of actions to take including one within the first week back. 7. If there is a reduced occupancy period the school will: <ol style="list-style-type: none"> a. carry out weekly checks of alarms systems, call points and emergency lighting b. carry out regular hazard spotting to identify escape route obstructions c. check that all fire doors are operational 8. Staff trained to use evac chairs to be provided with face masks. 9. Social distancing enforced where possible at assembly points. 10. Current first aid provision has been reviewed to ensure enough first aiders including Paediatric First Aid 11. First aid kits have been reviewed to ensure surgical masks, face shield, disposable 		<p>classroom fire doors as in plan. Assembly point re-signed for bubbles and lines socially distanced.</p> <ol style="list-style-type: none"> 3. Xpressions App, twitter and website setup to quickly communicate closure. 4. In the event of a fire, priority prior to assembly is safe, controlled evacuation NOT social distancing. 2 metre spacing will be encouraged, but not insisted on to the expense of efficient evacuation. 5. Clear route out of school to assembly point walked through with staff children. 6. Fire drill performed on morning of Monday 8th June. Register system revised as a result - one page per Bubble group. Fire drill 18th June - flow of children through secondary exit points monitored. No time deficit. Fire drill 2nd July - larger Bubbles evacuated safely. Regular drills thereafter, particularly as school opens to more pupils and additional year groups. 7. There are no outstanding remedial actions. 8. Evac chair not required. Face mask provided for staff member supporting EHCP pupil with evacuation.. 9. Assembly point re-signed for bubbles and lines socially distanced.
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		<p>gloves and hand sanitiser (at least 60% alcohol) are available</p> <p>12. First Aiders for the school have been issued with the current advice and guidance produced by the <u>resus council</u> and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of.</p> <p>13. First aid policy reviewed.</p>		<p>10. Four paediatric first aiders in school four days a week, three on the other day.</p> <p>11. First aid Go-bags include PPE</p> <p>12. Resuscitation Council UK statement given to all first aiders. Paediatric ALS flowchart given. Covid-19 waste will be disposed of as directed in identified disposal methods.</p> <p>13. Record keeping continues in school in copybooks. Parents informed verbally for most first aid and child wears a sticker to advise the parent first aid was received. Head injuries and more serious injuries still require a text message or phone call.</p>
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Effective infection protection and control

<p>Cleaning</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	H	<p>1. School will follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>2. School will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser (at least 60% alcohol) in classrooms, access/egress points and other learning environments</p> <p>3. School will provide skin care systems to prevent skin issues such as dermatitis</p>	M	<p>1. COVID-19: cleaning of non-healthcare settings guidance underpins practice</p> <p>2. Hand sanitiser stations at every Bubble entry point and main entrance. Staff carry own personal bottles</p> <p>3. Sanitiser use minimised, moisturising liquid soap prioritised. Hypo-allergenic, vegan hand cream available at need.</p>
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		<ol style="list-style-type: none"> 4. Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal 5. Pedal operated or lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. 6. Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms and other areas used by staff and pupils. 7. All adults and children will: <ol style="list-style-type: none"> a. frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning b. clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing c. be encouraged not to touch their mouth, eyes and nose d. asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 8. School will ensure that help is available for children who may not understand why; or have trouble cleaning their hands independently. Practise through observation, games, songs and repetition will be encouraged 		<ol style="list-style-type: none"> 4. Additional cleaning identified for all contact points, in every Bubble at midday. Deeper clean in the evening. 5. Pedal or lidded bins in each Bubble. Lidded bins cleaned twice daily. Contaminated waste double bagged in separate Dump Bin for 72 hours. 6. Tissues, surface wipes and sanitiser boxes in each Bubble. 7. Hygiene: <ol style="list-style-type: none"> a. Hands washed at hourly toilet trips. Supervised and modelled by teacher. b. Sanitisers at every arrival point. c. Specific curriculum teaching – including EBug d. Respiratory hygiene specific teaching, inc. EBug 8. Taught and modelled by teachers. Children invent own 20 second songs and design own posters. 9. Bins emptied at midday and end of day. Checked and verified empty every morning by caretaker. 10. All Bubble spaces have several windows which will remain open to allow ventilation. 11. Air shapes made with hands after using sanitiser will be encouraged to ensure they are dry. High alcohol sanitiser excess will evaporate quickly.
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		<p>9. Bins for tissues are emptied throughout the day</p> <p>10. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>11. If using alcohol-based hand sanitiser (at least 60% alcohol ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.</p> <p>12. Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours.</p> <p>13. When purchasing/using substances a hierarchy of control is implemented which considers;</p> <ol style="list-style-type: none"> Elimination Substitution Engineering Controls Administrative Controls Personal Protective Equipment <p>14. Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.</p> <p>15. Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</p> <p>16. Good hygiene practices – do not eat drink or smoke whilst using substances.</p>		<p>12. Bubble organisation will ensure accurate contact area map for anybody symptomatic. Additional deep clean same day as symptomatic of these areas as a priority.</p> <p>13. Hierarchy as standard operating procedure. Oversight by caretaker and Headteacher as persons responsible for H&S</p> <p>14. COSHH register kept and updated with new substances.</p> <p>15. Safety data for substances shared with staff (on original container for Bubble cleaning boxes)</p> <p>16. Eating and drinking separated by time and place from substances. This is a non-smoking school site.</p> <p>17. Guidance given.</p> <p>18. Risk assessment shared with school from Cleaning Services</p>
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		17. Staff to be instructed to refrain from bringing in their own cleaning products. 18. Cleaning staff must follow all Cleaning Services risk assessment guidance. 19. Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk 20. Any hand sanitiser dispensed from large bulk containers to smaller ones are labelled with similar labelling as the bulk container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser.		
<p>PPE</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	H	1. It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices: <ol style="list-style-type: none"> Robust hand hygiene. Do not touch your eyes, nose or mouth if your hands are not clean. Good respiratory hygiene. Environmental control (e.g., cleaning of frequently touched surfaces). Management of pupils Information, instruction and training 2. Staff will receive sufficient information and instruction on the use of PPE including how to put on (Donning), remove (Doffing), store, dispose of as well as any limitations of the PPE	M	1. PPE guidance states that additional PPE is not required for normal Bubble activity. Good practice a-f will need to be adhered to. First-aiders will be expected to take the time to observe these practices after administering first aid and before returning to usual activity. Tissues and cleaning wipes available in all areas used by staff or pupils. 70% alcohol wipes used on all electrical appliances. 2. PPE guidance included in DfE guidance. PPE donning and doffing guidance from PHE shared with staff. 3. Single use PPE disposed of after each use: masks, gloves, aprons. Reusable

		<ol style="list-style-type: none"> 3. Single use PPE should be disposed of so that it cannot be used again 4. Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. 5. Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards. 6. Pupils and staff arriving wearing PPE will be provided with a sealed plastic bag to place it in and asked to wash their hands again after removing it. 		<p>visors will be cleaned with cleaning solution and then disinfectant.</p> <ol style="list-style-type: none"> 4. Pedal bins cleaned at midday and end of day. Contaminated PPE placed in yellow biohazard bag, then double bagged. 5. Caretaker will continue to wear PPE in line with normal work activity in addition to any coronavirus PPE.
<p>Response to any infection</p> <p>Engage with the NHS Test and Trace process</p>	H	<ol style="list-style-type: none"> 1. Staff members and parents/carers understand that they will need to be ready and willing to: <ol style="list-style-type: none"> a. <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit b. provide details of anyone they have been in close contact with 	M	<ol style="list-style-type: none"> 1. School to contact the local HPT: <p>North East HPT Public Health England, Floor 2, Citygate, Gallowgate, Newcastle upon Tyne, NE1 4WH</p> <p>Telephone: 03003038596 (option 1); Out of hours advice: 0191 269 7714</p> 2. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child

		<p>if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace</p> <p>c. <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>2. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <u>NHS testing and tracing for coronavirus website</u>, 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.</p> <p>3. Parents and staff to inform school immediately of the results of a test:</p> <p>a. if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p>		<p>who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p>
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		<p>b. if someone tests positive, they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 7 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 7-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 14 days.</p>		
<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	H	<p>1. School will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become</p>	M	<p>1. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in</p>

		<p>aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>2. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p>		<p>close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ● direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ● proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person <p>2. The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that</p>
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				takes place between children and staff in different groups.
Contain any outbreak by following local health protection team advice	H	<ol style="list-style-type: none"> 1. If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. 2. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. 	M	<ol style="list-style-type: none"> 1. In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

<p>Physical Education, School Sport and Physical Activity (PESSPA)</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>H</p>	<p>PE, sport and physical activity has been risk assessed separately following guidance from the Association of Physical Education. The risk assessment covers practice in the following areas:</p> <ul style="list-style-type: none"> - Learning - Protective measures and hygiene - Changing areas - Teaching areas - Social distancing within lessons - group sizes - PE clothing - PE equipment - Washing hands - <ol style="list-style-type: none"> 1. Outdoor sports are prioritised for Physical Education where possible, and large indoor spaces used where it is not. 2. Pupils will be reminded about cleaning and hygiene prior to every lesson with signage displayed to reinforce the message. Pupils will wash/sanitise hands prior and following every PE lesson 3. School has reviewed and followed supporting guidance which includes <ul style="list-style-type: none"> - Sport England - Association for Physical Education - Youth Sport Trust 	<p>M</p>	<ol style="list-style-type: none"> 1. The hall will not be used for PE. 2. Sanitiser can be used before and after PE. 3. Implications for school PE, sport and physical activity are detailed in the AfPE risk assessment. All staff are familiar with this risk assessment and follow the guidance it outlines. 4. School will only work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. This will include a robust vetting process to ensure suitable risk assessments are in place prior to allowing activities to go ahead. 5. Task based risk assessments will be reviewed before re-commencing physical education 6. Sports equipment shared between Bubbles must be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
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				<p>7. Physical activity sessions should be strictly non-contact</p> <p>8. Sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach.</p> <p>9. Pupils attend school wearing PE appropriate clothing to limit the need to use changing rooms.</p> <p>10. Use of shared equipment is forbidden to mitigate against virus transmission</p>
Premises				
<p>Access and Egress including use of entrances</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	H	<p>1. School has a process for removing face coverings when pupils and staff who use them arrive at school.</p> <p>2. School SLT reviewed premises to ensure access/egress is as safe as possible, this includes</p> <ul style="list-style-type: none"> a. Sanitiser (at least 60% alcohol) available at all entrances and exits b. Separate entry and exit doors i.e. one door for in, and another door for out, c. Accessing rooms directly from outside d. Accessing site from different entry points e. Revolving and automatic doors 	M	<p>1. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>2. HT completed comprehensive risk assessment and coronavirus addendum items to existing risk assessments for the premises.</p>

		<ul style="list-style-type: none"> f. School entrance locked and visitors are buzzed through doors g. Unnecessary items and equipment have been removed from entrance areas h. Pick up and drop off times changed to ensure staggered intake and discharge of pupils i. Decontamination of items brought in from home i.e. water bottles, packed lunches, medications 		<ul style="list-style-type: none"> a. Sanitiser at every Bubble entry point/exit and main entrance. b. Not possible in all areas. Staff encouraged to use foot plates to push open and hold doors rather than hand pads/handles. c. All Bubble rooms have access directly from outside. From September, one Bubble room will access the school through the kitchen classroom. This access will be clearly marked and ensure separation from the equipment and resources in that room. d. Each year group and key/vulnerable group has its own entry gate to the site. e. Main entrance door is automatic opening and closing. f. By appointment only. g. Entrance areas and Bubbles have only essential furniture and equipment. h. Pick-up and drop-off times staggered and changed so Bubble pupils do not arrive together. i. No items will be brought in from home.
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<p>Classrooms</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Senior leadership team have carried out physical examination of spaces to specify layout that can be safely accommodated in an area to minimise contact and maintain social distancing systems of controls measures. 2. Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff 3. Control of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) 4. Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary 5. From September class and year group bubble sizes can be used (30 for KS1 and KS2, 46 EYFS). 6. Desks spaced as far apart as possible with sitting positions 2 metres apart. From September tables placed side-by-side and facing forwards. 7. Where the school cannot achieve small groups, further options will be discussed with local authority or trust. 8. Posters displayed to follow social distancing 9. Classroom handwashing facilities will be reopened and social distanced to enable more frequent handwashing when required. 	<p>M</p> <ol style="list-style-type: none"> 1. Completed by RH. Layouts take account of the age of children, their social and emotional development al needs and their wellbeing. 2. Outdoor education timetabled and encouraged. Spaces allocated for each bubble. Cleaned down after use. 3. Classrooms stripped back to essential hard-furnishing. Soft toys, where used, will be on a rota of use, wash (in washing machine 60° cycle with detergent), dry. Other difficult to clean resources will be used by one child then quarantined for 48/72 hours before being used again. 4. Staff to child ratios within allowed ratios for age groups returning. 5. From September, Bubbles will be whole classes, up to 30 in KS1 and KS2, year groups (up to 60 in EYFS) or for additional care. 6. Desks spaced at 2m apart for older Y6 children. Following guidance from DfE, Primary children cannot be expected to remain 2metres apart. Therefore each child has their own desk and chair, but arranged to allow them to see everybody else in their Bubble for social and emotional wellbeing (horseshoe). Each child also has a carpet area that gives personal space (not in direct contact) but also acknowledges social and emotional
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				<p>need. From September unnecessary furniture will be removed to allow more space.</p> <p>7. LA available for consultation around contingency should group sizes become an issue</p> <p>8. Posters on display around whole school.</p> <p>9. Classroom handwashing will be used, particularly with KS2 pupils as required to enable less frequent toilet trips for children better able to manage.</p>
<p>Music/Choir Lessons</p> <p>Employees, pupils, contractors, visitors.</p>	H	<p>1. Music lessons (which include singing, chanting, playing wind or brass instruments or shouting) to be held outside with social distancing measures strictly in place and maintained.</p> <p>2. Class sizes for such music have been reduced to be no more than 15.</p> <p>3. Pupils will be positioned back-to-back or side-to-side and will avoid sharing instruments</p>	M	<p>1. There will be no whole school or class singing assemblies or practices. Choir will not reform at this time. An outdoor classroom space has been provided for music lessons.</p> <p>2. Support staff can help facilitate music with half classes, under the direction of a class teacher.</p>
<p>Movement around the school, including use of corridors</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	H	<p>1. Staff and pupils advised to use elbow for opening door release and handles where possible.</p> <p>2. Staff and pupils advised to use foot on low level metal plate to push open doors and hold them open.</p> <p>3. Posters displayed to follow social distancing</p> <p>4. SLT have reviewed school setup considering movement around school.</p>	M	<p>1. Contactless fobs and large buttons to facilitate.</p> <p>2. Door closers will close the door automatically once released.</p> <p>3. Posters displayed age appropriate</p> <p>4. Movement inside school minimised. Toilets accessed around the outside of the building, wherever possible. Bubbles all have movement maps. Only one Bubble</p>

		<ol style="list-style-type: none"> 5. Vision screens in door kept clear at all times 6. Floor markings/graphics on floor/wall/ceiling to indicate one-way system/ social distancing queuing, etc 7. Doors should only be wedged open where rooms are occupied. 8. Unnecessary items and equipment have been removed, including soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) 9. All staff briefed to ensure that they are aware of these controls. 		<p>moves within school at a time and supervised by an adult to reduce touch contacts.</p> <ol style="list-style-type: none"> 5. Clear and cleaned twice daily. 6. Signs and markings supported by physical barriers to clearly mark 'no access' areas. 7. Door wedges in all Bubble rooms. Removed in event of fire alarm. 8. All classrooms taken back to one desk, one chair per pupil. Furniture turned to wall to prevent access. Soft toys used on a rota basis and washed in between in machine. 9. Staff briefed prior to opening – training day for new measures.
<p>Toilets</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	H	<ol style="list-style-type: none"> 1. Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing. 2. Staff will supervise pupil access to toilets 3. Paper towels used to dry hands. 4. Number of children who use the toilet facilities restricted to two at a time 5. Posters in toilets to follow social distancing and regular handwashing 6. Toilets are screened from each other – must be ensured capacity of toilets are not exceeded. 7. Consideration for the number of available urinals to ensure social distancing (for staff and older pupils). 	M	<ol style="list-style-type: none"> 1. Completed by RH. Toilets accessed by Bubbles separately. No free-flow to toilets. 2. Staff will supervise approximately hourly toilet/handwash visits. Children will use the same cubicle each time they visit. 3. Paper towels well stocked daily. 4. Two children will be supervised by the class teacher to ensure good hygiene practices. 5. Age appropriate handwash posters displayed. 6. Cubicles used in all toilet areas. Boys/girls enter room separately.

		8. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 9. Different groups do not need different toilet blocks, but require regular cleaning and pupils to thoroughly wash hands.		7. Urinals will be used by no more than two boys at a time. 8. Bins emptied twice daily. 9. Toilets cleaned thoroughly at lunchtime. Wipes available to clean respiratory droplets (e.g. from a sneeze) immediately. Pupils and staff have sanitiser to supplement handwashing to ensure thoroughly cleaned hands if necessary.
Meeting Rooms Employees, pupils, contractors, visitors.	H	1. Minimise use – look at different ways of working. Keep locked until needed. 2. Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing. 3. Display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.	L	1. Telephone, video call or email first. 2. Maximum of three people in the meeting room. 3. 6 person maximum occupancy displayed on door. Furniture set in place for 6 person socially distanced meeting.
Offices Employees, pupils, contractors, visitors. Contracting Coronavirus	H	1. Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing. 2. Posters displayed to follow social distancing 3. Staff should clean desk prior to working and leaving the area. They must also leave their desk as clear as possible to ensure that the desk can be easily cleaned. 4. Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationery.	L	1. Completed by RH. Non-office staff not to enter office area while occupied. 2. Social distancing 2 metres posters displayed. 3. Clear desk policy in place. Wipes provided for cleaning regularly. 4. Staff work side by side, distanced at own desks. 5. Maximum occupancies displayed on door. Furniture social distanced. 6. Windows open when rooms occupied.

		<ul style="list-style-type: none"> 5. Maximum occupancy communicated with staff and displayed on the door. 6. Natural ventilation encouraged 7. Waste bins should be lined with a bag for easy removal and discarded tissues should be covered. 8. Desks physically repositioned 9. Use of photocopiers: Photocopiers limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regimes are stepped up to clean more frequent 		<ul style="list-style-type: none"> 7. All bins have rubbish bags inside for hygiene. Tissues are available in all of the office spaces. 8. Desks and furniture socially distanced. 9. Sanitiser used before and after photocopier operation. Different copiers allocated to different year groups: R=staff room; Y1=ICT suite; Y6, key worker = Store room. 70% alcohol wipes at every photocopier for wipedown prior to use.
<p>Staff rooms</p> <p>Employees, visitors.</p> <p>Contracting Coronavirus</p>	H	<ul style="list-style-type: none"> 1. Use of staff rooms to be minimised, although staff must still have a break of a reasonable length during the day 2. Posters displayed to follow social distancing and regular handwashing 3. Wherever possible stagger breaks to reduce the number using the facilities. 4. Maximum occupancies (1 person every 2 metres) identified on the door. 5. Vision panels in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door. 6. Staff encouraged to observe good hygiene and sanitise before and after using shared equipment, cupboards, fridges, etc. 7. Disposable towels only – no multi use towels. 	L	<ul style="list-style-type: none"> 1. Staff encouraged to take their break outside. 2. Laminated posters on display. 3. All Bubbles have staggered break times. Two sitting lunches for staff. 4. Maximum occupancy of 7 displayed on door 5. Door propped open when occupied as no vision panel. 6. Sanitiser available in staff room. Cups, crockery and cutlery should be cleaned with detergent before and after use. 7. Tea towels removed. 8. Soap, tissues, sanitiser and paper towels stock checked daily. 9. Handwashing encouraged in toilets before and after using staff room. 10. 2 metre spacing in place.

		8. Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily 9. Preferably separate sinks for washing cutlery and handwashing. 10. Spacing seats and tables to ensure social distancing. 11. Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin 11. Staff encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site 12. Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently.		11. Good food hygiene practices briefed to staff. Cleaning wipes available in staff room. 12. Staff briefed.
Ventilation Employees, pupils, contractors, visitors. Contracting Coronavirus	H	1. Switch ventilation on at least 2 hours before the building usage time and switch off 2 hours after the building usage time 2. At weekends, ventilation will not switch off, but will run as a normal open day. 3. Ensure regular airing with windows 4. Toilet ventilation should avoid open windows in toilets to ensure right direction of ventilation 5. Switch air handling units with recirculation to 100% outdoor air. 6. Inspect heat recovery equipment to be ensure that leakages are under control.	L	1. Energy management revised ventilation time: ON: 06:00 OFF 20:00 2. Energy management advised to operate ventilation at the same times at weekends. 3. Windows will be open in all occupied spaces, at all times. 4. Toilet windows will remain closed. 5. Air handling units only feed from outdoor air. 6. No heat recovery equipment in school.

<p>Lunchtimes, breaks. including use of play spaces and equipment</p>	<p>H</p>	<ol style="list-style-type: none"> 1. Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing. 2. Staggered breaks to ensure social distancing 3. Social distancing rules enforced by supervisors to reduce contact between employees and pupils / pupils with other pupils / segregating groups 4. Children clean their hands before and after eating, tables cleaned after lunch is eaten. 5. Children have their lunch in their classrooms 6. Outdoor equipment should not be used unless school is able to ensure that it is appropriately cleaned between groups of children 7. Supervisors are encouraged to play games which can maintain social distancing and touching of equipment 8. Lines on yard with chalk to ensure social distancing 9. Games lined out with round robins for pupils to safely social distance 	<p>M</p>	<ol style="list-style-type: none"> 1. Class Bubbles suitable for all outdoor spaces. 2. Breaks staggered by space and time for Bubbles. 3. Bubbles will remain apart. Supervising adults not in Bubble will insist on strict social distancing. Cordoned off areas added to ensure full supervision with appropriate social distancing. 4. Timetabled toilet and handwashing before lunch. Cleaning rota established for lunchtime clean. 5. Take-away hot lunches brought to room by staff observing good hand hygiene. All waste disposed of in Bubble bin. 6. Outdoor equipment cordoned off to children in shared yards. EY and KS1 spaces cleaned at end of day. 7. Washable equipment packs provided to each bubble. Supervisors encourage use for games at distance. 8. Supervision areas clearly marked. 9. Temporary game lines marked on playground to supplement existing markings. Games taught in Bubbles with equipment for independent play at lunchtimes.
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<p>Movement of essential resources throughout the school</p>	<p>H</p>	<ol style="list-style-type: none"> Staff and pupils have been instructed not to bring any unnecessary items or resources to school. Resources brought to school should not be shared between pupils, adults or Bubbles. <ol style="list-style-type: none"> Essential items for pupils limited to: <ul style="list-style-type: none"> reading books packed lunch boxes coats and hats mobile phones a bag to place them in. Teachers may take books and other resources home, but sharing should be avoided. Resources usually locked away are opened at the start of every day. Resources that are not easily wipeable or washable have been removed, cordoned off or limited in contact The use of shared resources has been reduced: <ol style="list-style-type: none"> by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently 	<p>M</p>	<ol style="list-style-type: none"> Staff to ensure necessary resources are available before the start of am/pm sessions from school stock. Children all have a tray in the classroom for personal belongings. Open cupboards to remove necessity for keys. Staff limit the resources they touch. Use sanitiser before and after entering cupboards. Resources for Bubbles carefully selected. Resources that are not surface cleanable made into duplicate sets for washing and rotating. Intricate and non-washable items removed or made inaccessible. Reduction of resources: <ol style="list-style-type: none"> No non-essential resources or equipment brought to school or sent home. Individual stationery packs given to children and stored in school. Shared materials removed after use and washed. Ipads only used by one Bubble per day and cleaned after use with 70% alcohol wipe. Single Bubble occupancy of rooms, cleaned at lunchtime and end of day. Outdoor
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		<p>c. thorough cleaning of equipment and the classroom is occupied by the same children in one day, or properly cleaned between cohorts</p> <p>5. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>6. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>		<p>space with equipment designated to Bubbles.</p> <p>5. Wipes are available in each room for regular cleaning of classroom items, particularly after exposure to respiratory droplets.</p> <p>6. The hall will have 'quarantine boxes' for shared equipment to be cleaned or left unused. The date will be clearly displayed on the box on a sticker, showing when they were placed in quarantine.</p>
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<p>Extra-curricular provision (Autumn Term)</p> <p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>H</p>	<ol style="list-style-type: none"> 1. School will ensure children are kept within their year bubbles 2. Schools will limit the extra-curricular provision to Breakfast Club and Friday Club to ensure groups can be small and consistent to avoid mixing with other groups/bubbles 3. School has advised parents to limit the number of different wraparound providers they access and have encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this 4. There is a limit on the number of children using the toilet at any one time 5. Each group has been allocated their own toilet facilities to use 6. Suitably trained staff always available taking into account emergencies (first aid, fire, lockdown, etc), safeguarding and cleaning requirements for the setting? 	<p>M</p>	<ol style="list-style-type: none"> 1. The hall will be used and cleaned between groups to ensure segregation. 2. A booking system will be used for both clubs. 3. Advised by letter. 4. Year group Bubbles will use the toilets separately. This will be limited to 8 supervised at a time with a maximum occupancy in the toilets of two at a time. 5. Groups will use their usual year group toilets.
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Transport to/from school	M	<ol style="list-style-type: none"> 1. Vehicle management plan drawn up for school site and briefed to staff, this includes: <ol style="list-style-type: none"> a. The need to leave a space in between cars where possible b. If this is not possible, staff have agreed to parking plan to ensure all cars are facing the same way c. Staff vigilance also important to assess environment prior to accessing/egressing car to ensure social distancing can be maintained 2. Transport arrangements have been amended where necessary including: <ol style="list-style-type: none"> a. Encouraging parents and children to walk or cycle to their education setting where possible b. Encouraging government best practice for travelling on public transport c. Ensuring that transport arrangements cater for any changes to start and finish times 	L	<ol style="list-style-type: none"> 1. Vehicle management plan drawn up and covering control suggestions: Facing the same way, vigilant when leaving vehicle. 2. Transport arrangements: <ol style="list-style-type: none"> a. Majority of children walk to school. b. Reminders given of government best practice on public transport. c. Start and finish times fit with bus and Metro timetables, with appropriate planning to leave the house in good time. <p>The main car park gate will be closed to vehicular traffic, except when directly supervised by a member of staff.</p>
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