



ENGIE & North Tyneside Partnership -
 Schools Health and Safety, Quadrant, (1st Floor),
 The Silverlink North, Cobalt Business Park, North
 Tyneside, NE27 0BY

Considerations for COVID-19 Risk Assessment Development

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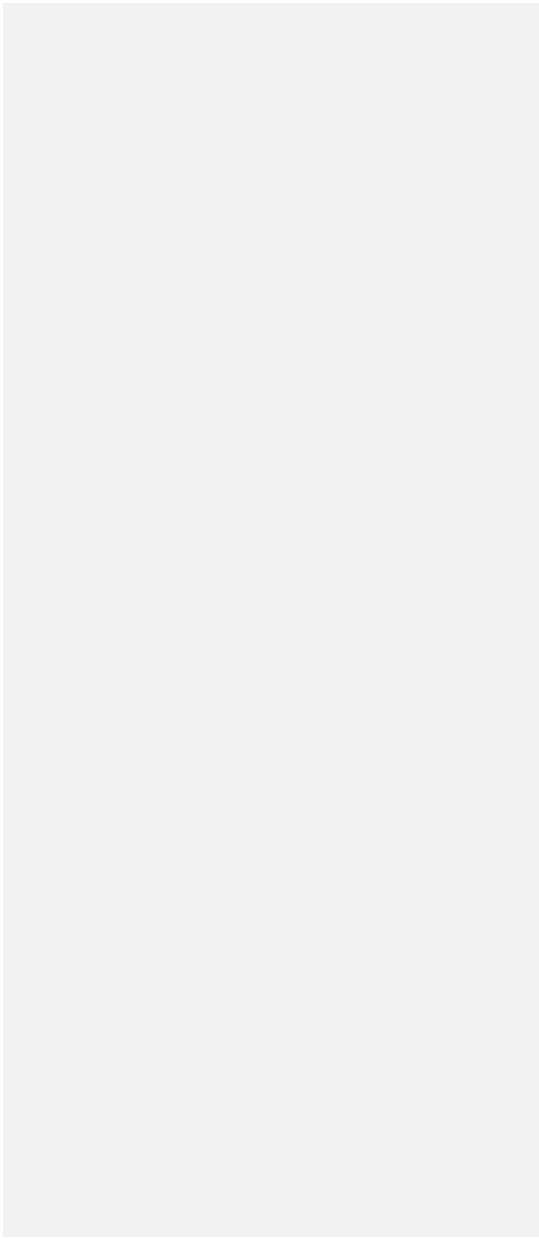
PEOPLE MANAGEMENT AND COMMUNICATION

Hazard	Risk	Control Measures	Site Comments
<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>	<ul style="list-style-type: none"> • 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, lifts/hoists is in place and deemed suitable prior to opening • 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 • 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. • All areas and surfaces have been cleaned and disinfected prior to reopening • Pest control for insect infestations have been contacted and remedied • Thorough clean the kitchen prior to reopening before food preparation resumes. • School has reviewed Chartered Institute of Building Services Engineers' guidance on <u>emerging from lockdown</u> and ensured that all buildings have been checked and comply with this prior to reopening. 	<p>MN See H&S checklist</p> <p>Deep Clean and Carpet Clean.</p> <p>NO Food Prep.</p>
<p>Prevent spread of COVID-19</p>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> • School will engage with the NHS Test and Trace process • The school will keep a record of pupils and staff in each group, and any close contact that takes places 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. 	



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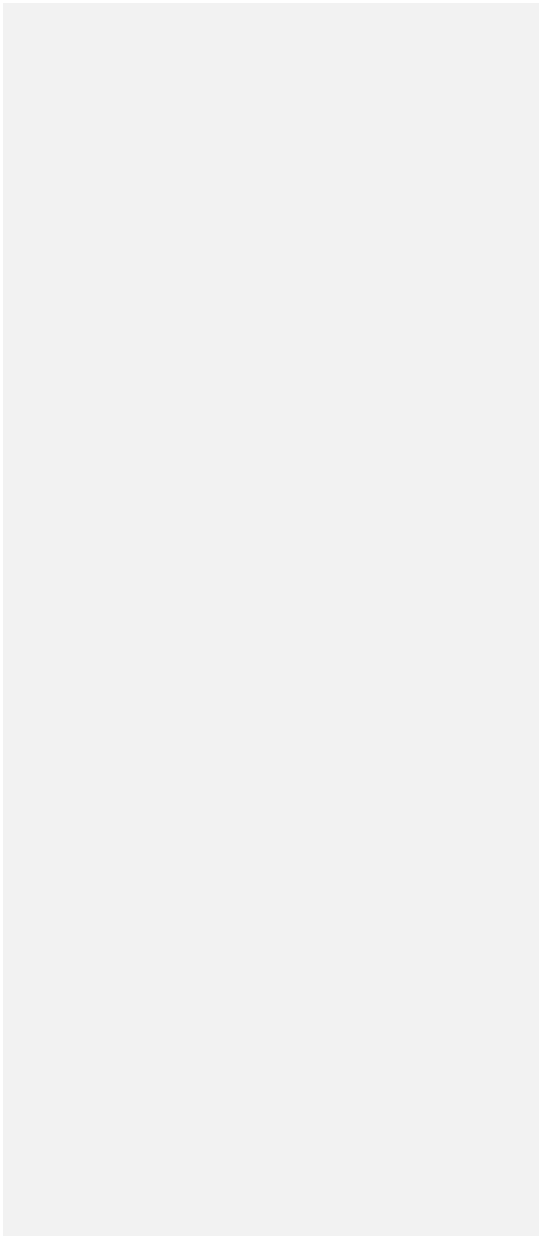
	<p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Members of the Senior Leadership Team and Board of Governors to familiarise themselves with the COVID-19 inspection checklist • Senior staff visibly present around school to support and reinforce safety measures • This risk assessment will be reviewed on a daily/two daily/weekly, etc (delete as appropriate) basis in consultation with all staff to ensure any issues can be addressed • 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 • Hand washing and hand sanitiser 'stations' have been made available around the premises so that all pupils and staff can clean their hands regularly • School will keep groups separate (in consistent 'bubbles') to minimise contact between individuals and will maintain social distancing wherever possible • School has reviewed teaching groups to ensure smaller bubbles can be maintained and isolated from other bubbles within the same year group • If 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. • School has ensured that staff who need to move between bubbles can maintain 2 metres social distance from other pupils and adults • Lesson changes are staggered to minimise large groups of pupils moving at one time 	<p>MN – To make phone calls to all staff affected by vulnerable groups. All guidance shared with Governor group</p> <p>Send Staff and governors the Risk assessment and staff guidance and go through this at Staff Meeting Timetable created and shared with staff. Staffing and children will be allocated a bubble.</p> <p>This is planned for but will not be the same adult if the rest of the school return for the final month of summer.</p> <p>Classrooms allocated to each bubble.</p> <p>Children allocated a desk. Teachers will reinforce this verbally and through positioning of the tables and furniture.</p> <p>Aim to include at least one outdoor activity per 2 days in addition to playtimes and lunch time.</p> <p>Include each bullet point in the guidance for staff i.e. – where is the isolation room?</p>
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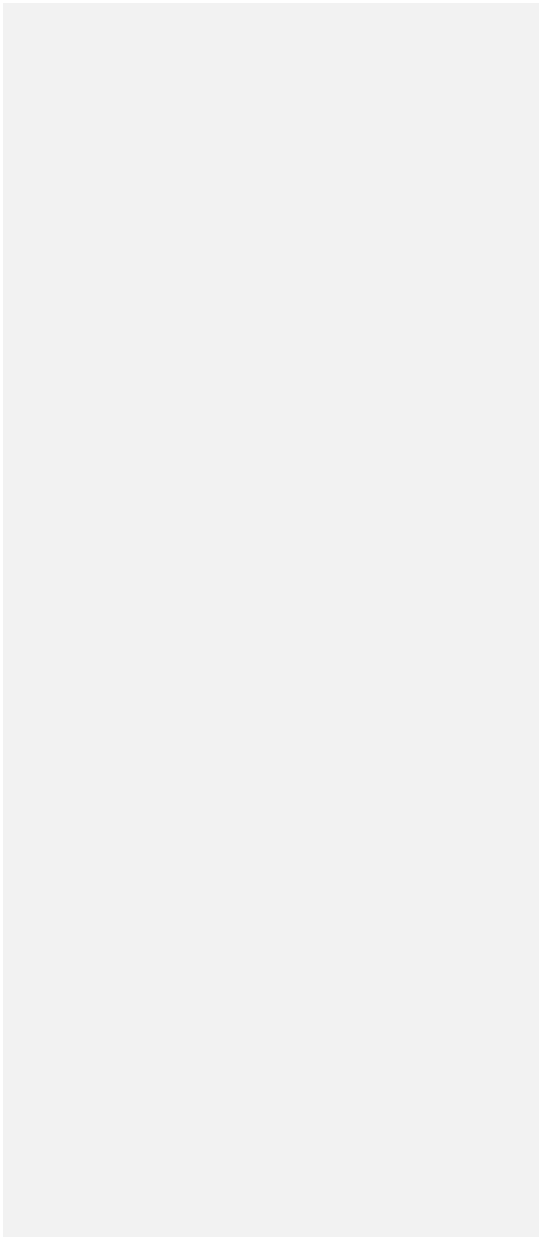
		<ul style="list-style-type: none"> • Pupils to be kept in same rooms following lesson change with staff members moving between classrooms instead to minimise movement throughout building • Where staff move instead of pupils, school has put process in place to ensure staff members cannot leave pupils until new teacher arrives. • The number of staff who operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision have been minimised to (insert number here) per bubble • 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 • Staff who are expected to carry out positive handling controls will adhere to strict personal hygiene measures which includes (include specific measures here) • No more than 15 pupils per group (not relevant for Autumn term) • 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 • 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. • Students use same desk each day if they attend on consecutive days • Posters displayed to follow social distancing • Drinking fountains taken out of use • School timetable has been reviewed to ensure lessons which can be carried out in wider spaces (such as outdoors or in hall) 	<p>Guidance for Parents from gov.uk doc.</p> <p>Clear outline of Drop off and Pick ups including times and locations. Social distancing on the yard and no waiting in between drop off/pick up for siblings.</p> <p>No Y6 walking to and from school independently initially during autumn term – to be reviewed</p>
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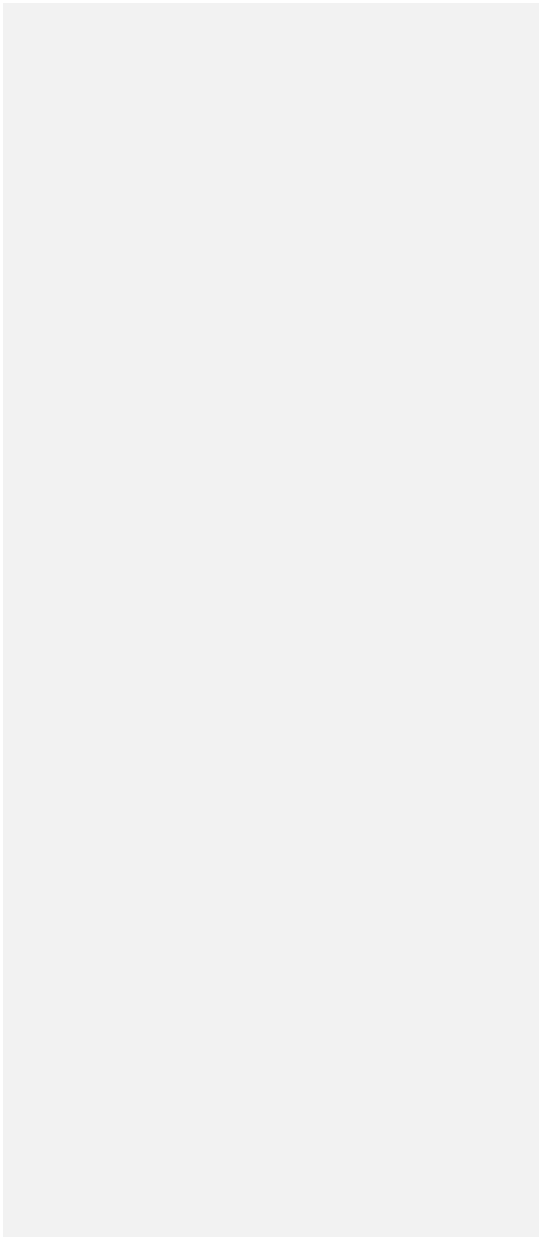
		<p>do so and with a view to ensure movement around the school at the same time is kept to a minimum</p> <ul style="list-style-type: none"> • Ongoing communications (posters, emails, inductions, briefing, has been provided to all staff which includes: <ul style="list-style-type: none"> ○ Risks and symptoms of COVID19 ○ Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis ○ Social distancing measures ○ Emergency procedures (i.e. first aid, fire) ○ Effective infection control including hygiene measures ○ Specific or individual risk assessment findings ○ Wellbeing points and any issues • Ongoing communications (posters, emails, inductions, briefing, has been provided to all parents which includes: <ul style="list-style-type: none"> ○ Risks and symptoms of COVID19 ○ Advice regarding self-isolation of those showing signs or symptoms ○ Social distancing measures ○ Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) ○ Not to enter the school if they are displaying any symptoms of coronavirus ○ If their child needs to be accompanied to school, only one parent should attend ○ 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) 	
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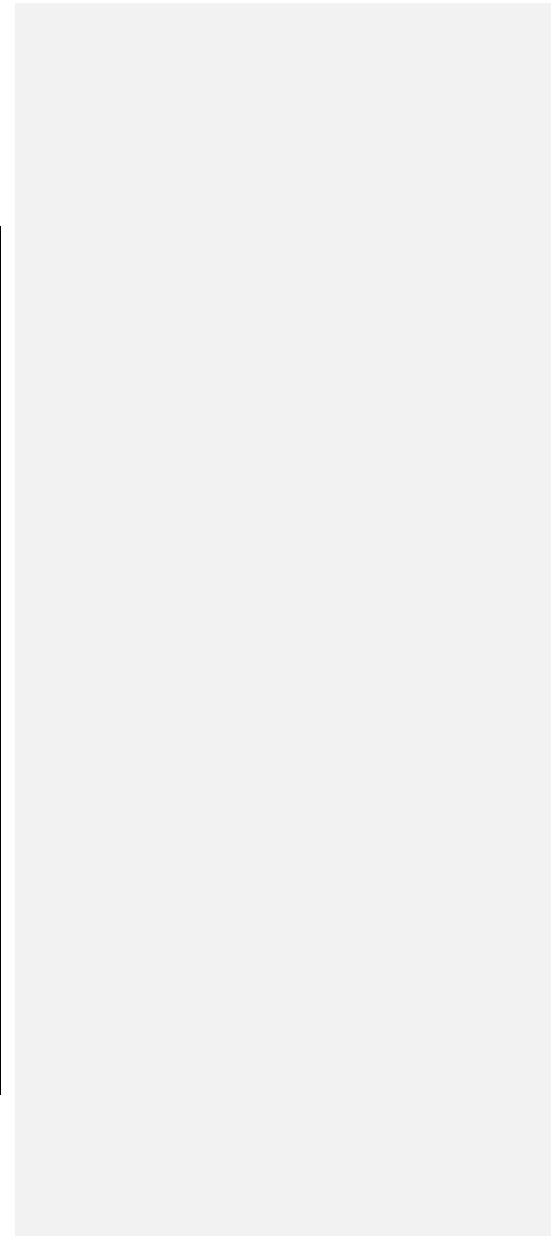
		<ul style="list-style-type: none"> ○ They cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) ○ Recommendations on transport to and from education or childcare setting (including avoiding peak times). ○ Education resources such as e-bug and PHE schools resources ● Ongoing communications (posters, emails, inductions, briefing, toolbox talks has been provided to all pupils which includes: <ul style="list-style-type: none"> ○ Risks and symptoms of COVID19 ○ Advice regarding self-isolation of those showing signs or symptoms ○ Social distancing measures ○ Emergency procedures (i.e. first aid, fire) ○ Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) ○ Recommendations on transport to and from education or childcare setting <p>Education resources such as e-bug and PHE schools resources</p>	
<p>Staff or pupil shows signs of COVID-19 while on school premises</p>		<ul style="list-style-type: none"> ● If anyone becomes unwell with a new, continuous cough, loss of taste or smell or a high temperature in school, they will be sent home and advised to take a test and self-isolate. Where the child, young person or staff member tests negative, they can return to their setting (if they feel well and no longer have symptoms similar to COVID-19) and the fellow household members can end their self-isolation. ● If they test positive, they can only return to school 10 days following isolation and only if they do not have symptoms other 	<p>Share this with Staff through staff guidance.</p>





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		<p>than cough or loss of sense of smell/taste (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> <ul style="list-style-type: none"> • If notified of a pupil or member of staff have been confirmed as a COVID-19 case, contact will be made to the local health protection team at PHE on 0300 303 8596 option 1 to get further support or advice before taking any action in the wider school. • The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person • 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, depending on the age of the child and with appropriate adult supervision if required. 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 standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else. • 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) 	<p>Meetings room to be used – ventilation: door open, NO through room,</p> <p>access to the toilet is for the people isolated in this room ONLY.</p> <p>PPE is available and in situ As with all rooms, Anti Bac spray, hand wash available.</p> <p>IF this room has been used for a child or adult showing COVID symptoms it needs to be deep cleaned.</p>
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		<ul style="list-style-type: none"> 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 area with normal a household detergent followed by a disinfectant 	
Mental health and wellbeing	All staff and pupils due to demands, control (or a lack of), support, relationships, role and change	<ul 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 with staff who are having to stay at home due to health conditions are supporting remote education, while others focus on face-to-face provision. Where resource and curriculum planning needs aren't able to be met, consideration will be given to ways of utilising extra resources School wellbeing policy arrangements include SAS Service, Wellbeing groups, etc. 	Timetable incorporates home learning for fairness element. No staff currently shielding self or other currently required back in school.
Visitors to premises: Including Contractors, parents and deliveries	Employees, pupils, contractors, visitors. Contracting Coronavirus	<ul style="list-style-type: none"> School will implement a system for recording visitors onto premises including direct contact numbers to assist with track and trace program Visitor access is restricted to essential visits only. Where visits are essential school will look at alternative methods of working including: <ul style="list-style-type: none"> Elimination of the need for the visit (Use of technology to carry out appointments) Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends). Reduce the amount of time within our premises 	Counsellors, CAMHS and any other visitors need to work remotely. Essential visitors will need to follow strict infection control guidelines and ensure they can carry out tasks whilst socially distancing



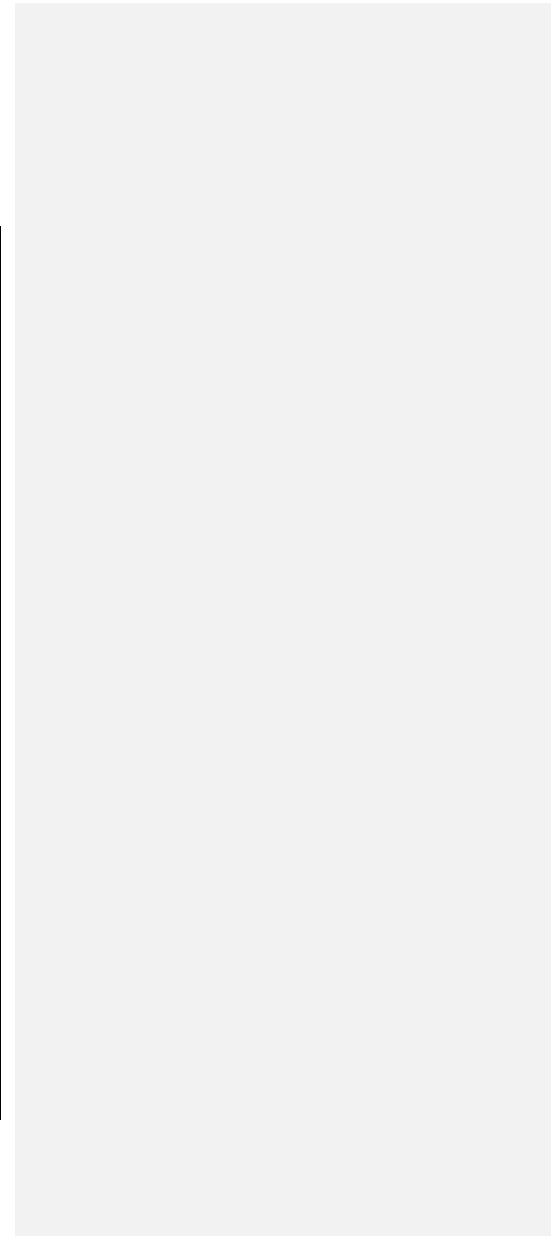
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		<ul style="list-style-type: none"> ○ Limit the numbers of visitors (Appointment system, Access controls) ● Communication in the will be provided to parents, visitors or suppliers: <ul style="list-style-type: none"> ○ Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus ○ Visitors must wash/sanitise their hands upon entering our premises. ○ Reminding them of social distancing measures in place ○ Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers ○ communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times) ● Physical barriers (door at main Reception) at entrance to prevent access of visitors until measures above have been clarified ● Consider barriers 2 metres from receptions or floor markings that visitors should not cross when speaking to staff. ● Waiting room furniture has been rearranged to ensure social distancing. ● Decide on a location as a set drop-off point agreed in advance. 	<p>Regular letters and emails to parents, staff and governors.</p> <p>Hand Gel at all entrances to school. Visitor guidance leaflet to be displayed in foyer</p> <p>REMOVE chairs from office area. Screen off work areas as appropriate, staff to speak to visitors behind the glass screen, screen not to be opened unless absolutely necessary</p> <p>Drop off and collection area on yard and at front of school - Clear signage and markers for parents to be able to socially distance.</p>
<p>Adults or Children with (or living with) additional or complex needs including those with EHCP's,</p>	<p>Employees, pupils, contractors, visitors. Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● The school will keep up to date and follow government guidelines relating to individual risk factors (including those who are clinically vulnerable and clinically extremely vulnerable) and local measures if higher rates are in place. ● Clinically vulnerable colleagues and Clinically extremely vulnerable colleagues should work from home in their own role or another role if their own role is not practicable, wherever 	<p>Staff have been contacted and ongoing dialogue will be maintained</p> <p>At this point we are not expecting these staff members to return.</p>



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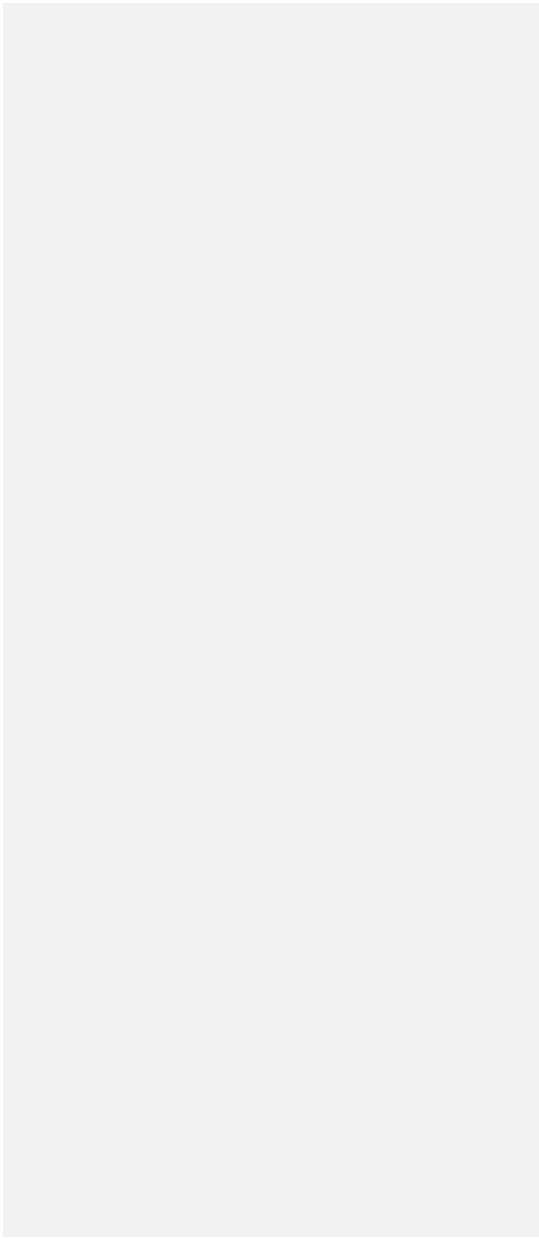
		<p>possible. If this cannot be facilitated the safest available on-site roles should be considered to enable them to stay 2m away from others. If they have to spend time within 2m of others, it must be carefully assessed whether this involves an acceptable level of risk.</p> <ul style="list-style-type: none"> • An individual risk assessment will be completed when an individual is either returning to the workplace in either their existing role, an amended version of their existing role or an alternative role and the potential level of risks to that individual are different or where there are additional hazards not covered in the existing risk assessments. Employees who may require a COVID-19 individual risk assessment include the following: <ul style="list-style-type: none"> ○ Clinically Vulnerable employees ○ Clinically Extremely Vulnerable Individuals ○ Employees with other risk factors (see below) <ul style="list-style-type: none"> ▪ Black, Asian, Minority Ethnic (BAME) individuals ▪ Age ▪ Male ▪ Mental Health condition or disability ▪ Other underlying health condition or disability • Staff performing Aerosol Generating Procedure's (AGP's) will follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is: <ul style="list-style-type: none"> ○ a FFP2/3 respirator which has been appropriately fit tested for each individual who is required to wear one ○ gloves ○ a long-sleeved fluid repellent gown ○ eye protection • Children and young people will be taken from the classroom or shared area for any AGP to be carried out in a designated room 	<p>Cleaning staff members happy to return in role that has no contact closer than 2m with any adult or child in school.</p> <p>Regular PPE to be worn for any First Aid measure, or toileting issue – additional PPE can be worn and is available</p> <p>No unnecessary travelling around school. Social stories being prepared for any SEN returnees (EHCP's can only return if individual RA allows)</p> <p>PPE available in isolation room</p>
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		<p>with the doors closed and any windows open. If this is not possible an individual risk assessment will be carried out. In all instances, efforts will be made to:</p> <ul style="list-style-type: none"> ○ Ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room ○ Minimise clutter to make the process of cleaning the room as straightforward as possible ○ Clean all surfaces and ventilate the room following a procedure and before anyone not wearing PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour <ul style="list-style-type: none"> ● 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 ● 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. ● 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 ● 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. 	
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		<ul style="list-style-type: none"> • 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) • 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 • 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 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 • School will carry out a risk assessment (or review current one), if it is deemed that a child may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home. • 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. • Additional support for pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating. 	
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		<ul style="list-style-type: none"> • Staff working with children and young people who spit uncontrollably provided with more opportunities to wash their hands than other staff • Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' provided with more opportunities to wash their hands than children and young people who do not. • School has made an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources are restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. <p>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>	<ul style="list-style-type: none"> • School will ensure key posts are present within school at all times, this includes <ul style="list-style-type: none"> ○ First Aiders ○ Safeguarding Lead ○ Fire Wardens ○ SLT ○ Facilities / premises management / caretakers • 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>Need to ensure staff know fire drill procedures.</p> <p>At end of playtime whistle blown to freeze and from there pupils walk into classroom once instructed</p> <p>Whilst social distancing is important, in the case of fire drills, effective evacuation is the key – assembly points will be reinforced to all staff. Social distancing to be enforced once at assembly points</p>



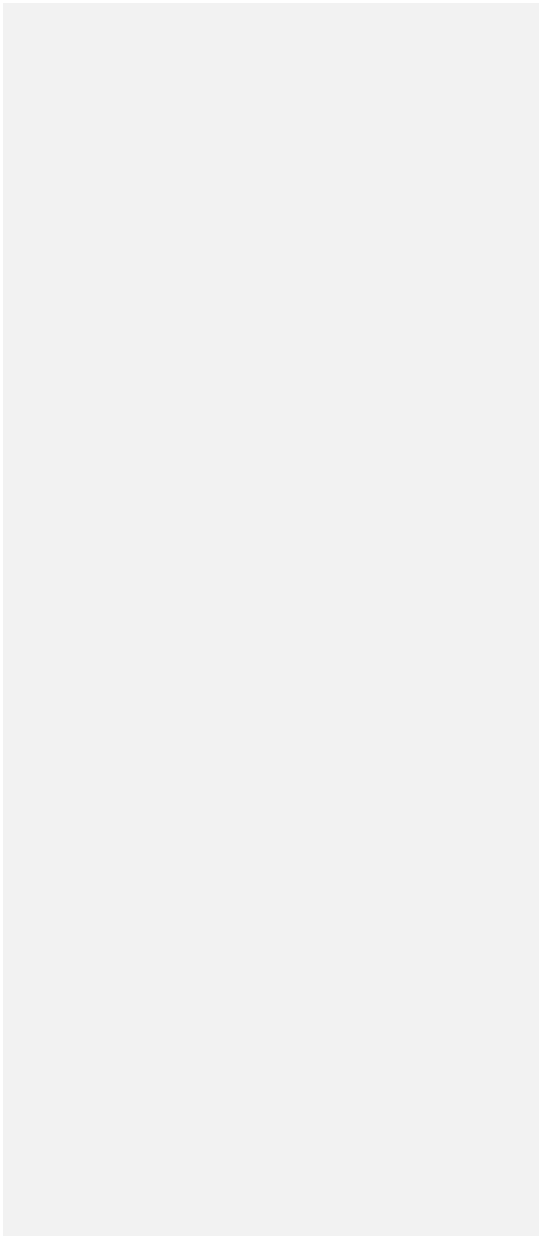
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		<ul style="list-style-type: none"> • Procedure in place to close the school or nursery at short notice if staffing levels fall to levels where safety cannot be assured • Everyone will maintain 2 metre separation as far as possible during evacuation and at assembly points. • Regular practice drills to ensure pupils have awareness of actions to take including one within the first week back • If there is a reduced occupancy period the school will: <ul style="list-style-type: none"> ○ carry out weekly checks of alarms systems, call points and emergency lighting ○ carry out regular hazard spotting to identify escape route obstructions ○ check that all fire doors are operational • Social distancing enforced where possible at assembly points. • Current first aid provision has been reviewed to ensure enough first aiders including Paediatric First Aid • First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available • First Aiders for the school will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of 	<p>First Aiders in place and present in school each day</p> <p>First Aid kits need to be in each classroom being used by children</p>
Effective infection protection and control			
Cleaning	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • School will follow the COVID-19: cleaning of non-healthcare settings guidance • 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 • School will provide skin care systems to prevent skin issues such as dermatitis 	<p>All sink areas need to be clear and have a clear route to them. Sinks should have hand sanitisers, liquid soap and paper towels. NO DRYERS</p> <p>Possible table outside Reception and link corridor toilets with paper towels and bin.</p>



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		<ul style="list-style-type: none"> • Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been on site for 72 hours no action required. • When purchasing/using substances a hierarchy of control is implemented which considers; <ul style="list-style-type: none"> ○ Elimination ○ Substitution ○ Engineering Controls ○ Administrative Controls ○ Personal Protective Equipment • Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow. • Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff. • Good hygiene practices – do not eat drink or smoke whilst using substances. • Staff to be instructed to refrain from bringing in their own cleaning products. • Cleaning staff must change into uniform (tabards) on arrival and remove uniform prior to egress from building. These should be suitably laundered • Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk • 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. 	
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<p>PPE</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • 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: <ul 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 • 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 • Single use PPE should be disposed of so that it cannot be used again • Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of where individuals has shown symptoms of COVID-19. • 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. 	<p>Handwashing protocol sent to all staff</p> <p>Info to be sent to all staff.</p> <p>Bin available in isolation room</p>
Premises			
<p>Access and Egress including use of entrances</p>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> • School has a process for removing face coverings when pupils and staff who use them arrive at school. 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 	



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	<p>Contracting Coronavirus</p>	<p>a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <ul style="list-style-type: none"> • School SLT reviewed premises to ensure access/egress is as safe as possible, this includes <ul style="list-style-type: none"> ○ Sanitiser (at least 60% alcohol) available at all entrances and exits ○ Separate entry and exit doors i.e. one door for in, and another door for out, ○ Accessing rooms directly from outside ○ Revolving and automatic doors ○ School entrance locked and visitors are buzzed through doors ○ Unnecessary items and equipment have been removed from entrance areas ○ Pick up and drop off times changed to ensure staggered intake and discharge of pupils ○ Decontamination of items brought in from home i.e. water bottles, packed lunches, medications 	<p>Not possible in all areas of school but clear instruction given.</p> <p>NA</p> <p>Children can bring their own packed lunch and water bottles.</p>
<p>Classrooms</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Adaptations have been made to the classroom to ensure pupils seat side by side and facing forwards, rather than face to face or side on • Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain as much space between individuals as possible. • Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff • Removal of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) 	<p>Timetabled outdoor time.</p> <p>EYFS – 2 per classroom</p>



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		<ul style="list-style-type: none"> • Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary • No more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). • Desks spaced as far apart as possible with sitting positions 2 metres apart or as close to up to a maximum of 15 pupils per class. • Where the school cannot achieve small groups, further options will be discussed with local authority or trust. • Posters displayed to follow social distancing 	
Lifts	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Lift to be operational only where necessary • Reduce maximum occupancy to one person. • Clear notice on each lift to identify maximum occupancy • Staff and pupil advised to use the backside of a pen or other item when using the lift call button. • Where lifts are operational the button should form part of additional cleaning regimes. 	N/A
Movement around the school, including use of corridors	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Lesson changes have been staggered to prevent large groups mixing at the same time • Staff and pupils advised to use elbow for opening door release where possible. • Posters displayed to follow social distancing • SLT have reviewed school setup considering movement around school and have implemented the following control measures <ul style="list-style-type: none"> ○ Divider placed down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors (subject to building limitations) ○ One-way system in place ○ Stick to the left-hand side. • Vision screens in door kept clear at all times 	<p>Keep all doors open but in line with Fire Safety – may need to buy more door stops.</p>



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		<ul style="list-style-type: none"> • Floor markings/graphics on floor/wall/ceiling to indicate one-way system/ social distancing queuing, etc • Doors should only be wedged open only where rooms are occupied or doorgard or mag lock fitted and checked monthly • 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) • All staff briefed to ensure that they are aware of these controls. • Staff rota in place to monitor adherence of implemented system of movement 	
Toilets	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing. • Hand dryers have been taken out of operation with paper towels used instead • Number of children who use the toilet facilities restricted at one time • Posters in toilets to follow social distancing and regular handwashing • Toilets are screened from each other – must be ensured capacity of toilets are not exceeded. • Consideration for the number of available urinals to ensure social distancing (for staff and older pupils). • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	<p>The water fountain is switched off.</p> <p>The milk room toilet will be out of use from 1.6.20</p> <p>Take hand dryers out of operation - BP</p> <p>Teachers need to send 1 child at a time to toilets. Bubbles to have allocated toilets times but move in small groups. This should be around playtimes and lunch times.</p>
Meeting Rooms	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> • Avoid use – look at different ways of working. • Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing. 	<p>Planning meetings will be on Wednesdays.</p> <p>1 classroom with 4 staff socially distanced.</p>



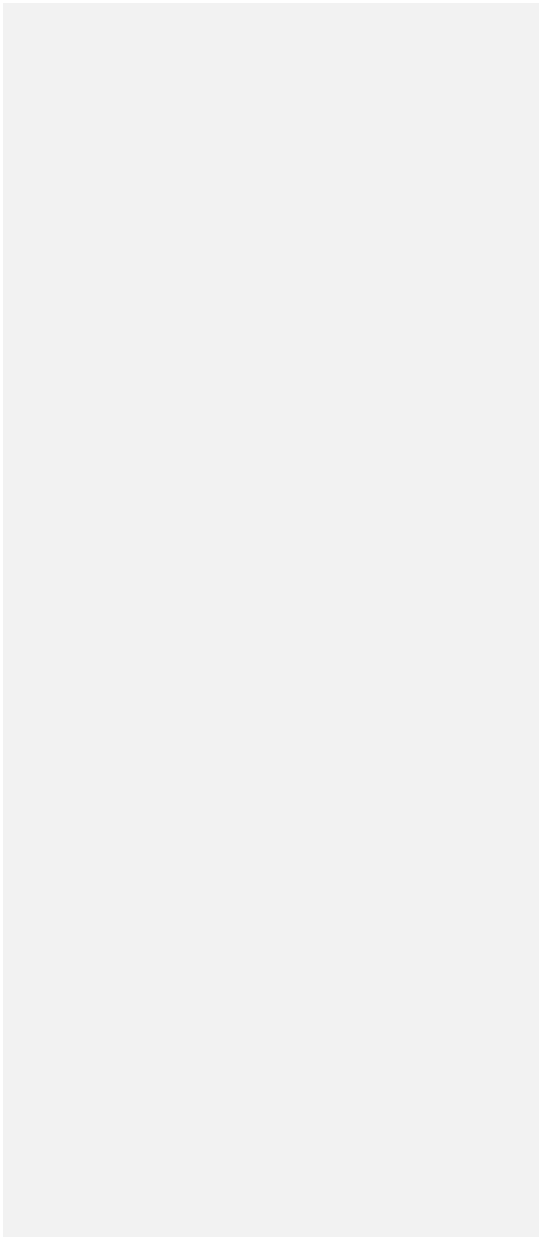
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	Contracting Coronavirus	<ul style="list-style-type: none"> Alternatively display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded. 	
Offices	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing. Posters displayed to follow social distancing 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. Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationary. Maximum occupancy communicated with staff and displayed on the door. Natural ventilation encouraged Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot. Desks physically repositioned 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 	<p>Cleaning equipment in each classroom, the office area and in MN office.</p> <p>Regular cleaning of printers and photocopiers</p>
Music/Choir Lessons	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> Music/choir 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. Class sizes for such music have been reduced to 15 Pupils will be positioned back-to-back or side-to-side and will avoid sharing instruments 	



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<p>Staff rooms</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Use of staff rooms to be minimised, although staff must still have a break of a reasonable length during the day. • Posters displayed to follow social distancing and regular handwashing • Wherever possible stagger breaks to reduce the number using the facilities. • Maximum occupancies (1 person every 2 metres) identified on the door. • 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. • Staff to follow strict infection control protocols when making hot drinks/using kitchen area/fridge – where possible sealed packed lunch to be brought into school/provided by school; consider bringing in own flask; if boiler used, ensure cleaned before and after use; hands to be sanitised or washed before any equipment touched, surfaces used to be wiped down after use, try to avoid use communal equipment e.g. cutlery, cups and clean thoroughly before and after use. No sharing of foodstuffs, avoid use of microwave/oven – if used clean thoroughly afterwards. • Avoid use of fridges if possible, if not, then follow the guidance above – clean hands before and after using, clean down handles/other areas touched. • Disposable towels only – no multi use towels. • Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily • Preferably separate sinks for washing cutlery and handwashing. • Spacing seats and tables to ensure social distancing. • Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin 	<p>Additional staffroom created in mobile classroom</p> <p>Staggered lunch times and playtimes will ensure numbers in staffroom are limited.</p> <p>Staffroom door propped open.</p> <p>Remove excess chairs</p> <p>REMOVE tea towels and replace paper towels.</p> <p>Where possible items to be cleaned in dishwasher overnight</p> <p>Included in staff guidance.</p>
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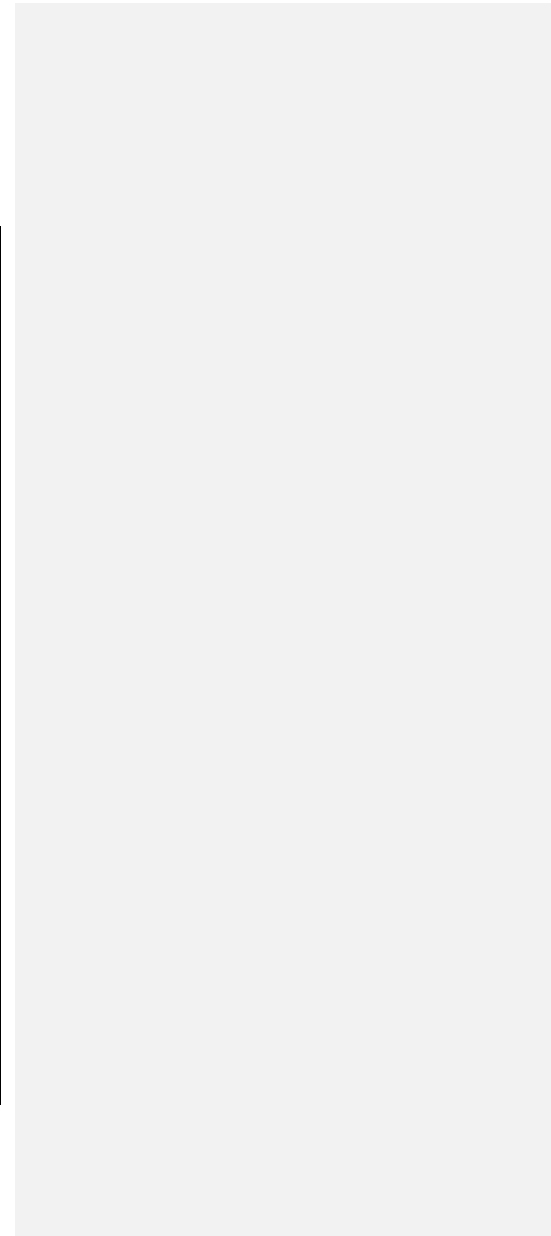
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		<ul style="list-style-type: none"> • Staff encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site • Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently. 	
Ventilation	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Ventilation to chemical stores should remain operational. • Switch any ventilation to nominal speed at least 2 hours before the building usage and switch to lower speed 2 hours after the building usage time • At nights and weekends, do not switch ventilation off, but keep it running at lower speeds • Ensure regular airing with windows • Toilet ventilation should run 24/7 in operation. Avoid open windows in toilets to ensure right direction of ventilation • Switch air handling units with recirculation to 100% outdoor air. • Inspect heat recovery equipment to be ensure that leakages are under control. 	
Lunchtimes, breaks. including use of play spaces and equipment		<ul style="list-style-type: none"> • Additional time provided for cleaning surfaces in the dining hall, changing areas and teaching areas between groups • Outdoor playground equipment subject to a more frequent cleaning process • Outdoor sports are prioritised for Physical Education where possible, and large indoor spaces used where it is not. • 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 • School has reviewed and followed supporting guidance which includes <ul style="list-style-type: none"> ○ <u>Sport England</u> 	<p>On PE days pupils to arrive at school wearing PE kit to reduce need for changing rooms.</p> <p>See timetables.</p> <p>Include in staff guidance. No use of EYFS outdoor equipment, Climbing wall, trim trails.</p>



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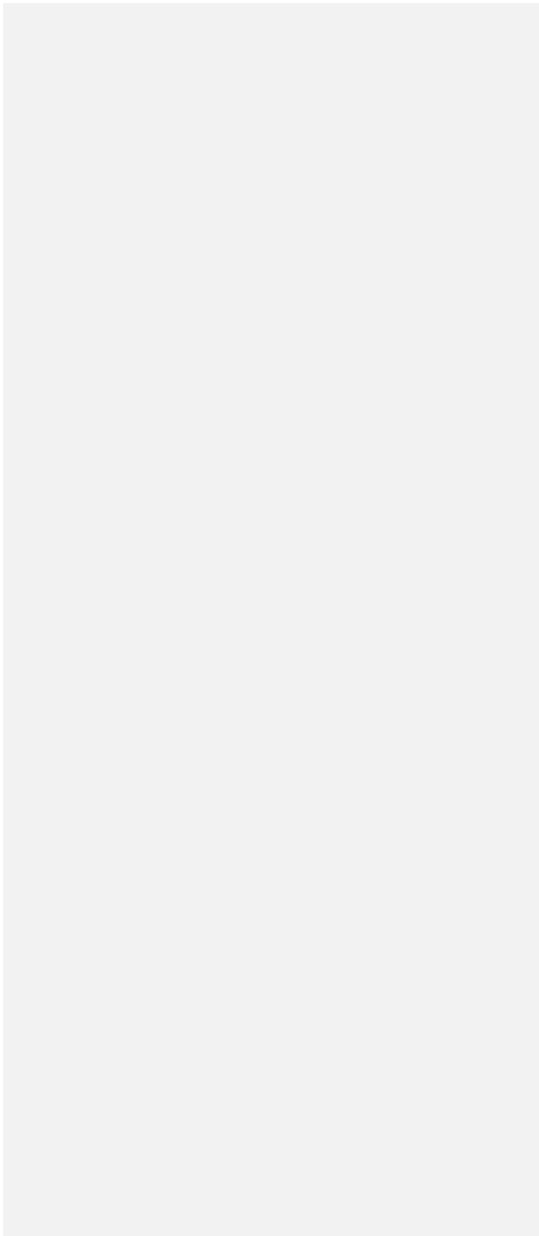
		<ul style="list-style-type: none"> ○ <u>Association for Physical Education</u> ○ <u>Youth Sport Trust</u> ● School will only work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. This will include a robust vetting process to ensure suitable risk assessments are in place prior to allowing activities to go ahead. ● Task based risk assessments will be reviewed before re-commencing physical education ● Resources that are shared between classes or bubbles, such as sports, art and science equipment 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. ● Physical activity sessions should be strictly non-contact ● Sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach. ● Pupils attend school with PE kit on to limit the need to use changing rooms. ● Areas marked out to identify restrictions and individual pupil zones to assist supervisors with managing the area effectively. ● Class sizes reviewed to adhere to Government guidance and be reduced to a level where social distancing rules can be applied. ● Use of sharing equipment is forbidden to mitigate against virus transmission ● Senior leadership team have carried out physical examination of spaces to allocate numbers that’s can be safely accommodated in an area to maintain social distancing. ● Staggered breaks to ensure social distancing 	<p>No equipment – suggested games which are distanced</p> <p>Large areas marked on both yards to divide.</p>
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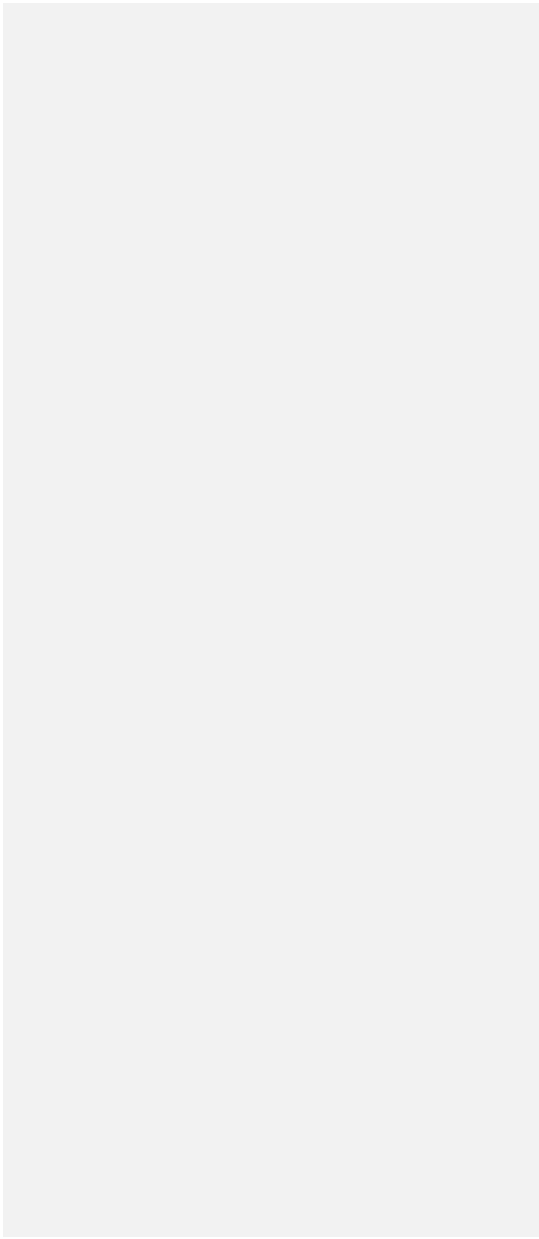
	<ul style="list-style-type: none"> • Social distancing rules enforced by supervisors to reduce contact between employees and pupils / pupils with other pupils / segregating groups • Children clean their hands beforehand and enter in the groups they are already in with groups kept apart as much as possible and tables cleaned between each group. • Children have their lunch in their classrooms • Supervisors are encouraged to play games which can maintain social distancing and touching of equipment • Lines on yard with chalk to ensure social distancing 	
<p>Movement of essential resources throughout the school</p>	<ul style="list-style-type: none"> • Staff and pupils have their own pencils and pens that are not shared. • Classroom based resources, such as books and games are cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment are 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 • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources • Resources are locked away with access provided by... • 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: 	<p>Info needs to go on Class Info to Parents i.e. – no pencil cases, no reading books sent home between houses.</p> <p>Create packs for each specific child in school.</p>





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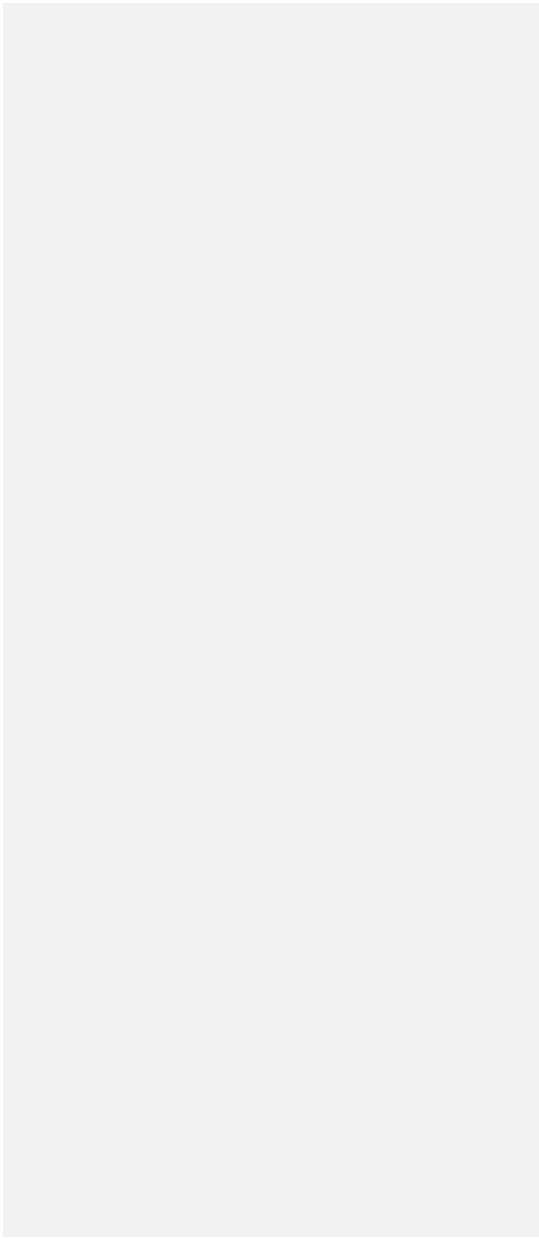
		<ul style="list-style-type: none"> ○ by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff ○ thorough cleaning of equipment and the classroom is occupied by the same children in one day, or properly cleaned between cohorts 	
4.14 Extra-curricular provision (Autumn Term)	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> ● School will ensure children are kept within their year bubbles ● Schools will limit the extra-curricular provision to 10 to ensure groups can be small and consistent to avoid mixing with other groups/bubbles ● 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 ● No more than fifteen children and at least one staff member to a bubble ● There is a limit on the number of children using the toilet at any one time – 2 pupils at a time ● Each group has been allocated their own toilet facilities to use ● Suitably trained staff always available taking into account emergencies (first aid, fire, lockdown, etc), safeguarding and cleaning requirements of the setting? 	<ul style="list-style-type: none"> ●
Transport to/from school		<ul style="list-style-type: none"> ● Autumn only: Dedicated school transport aligns as far as possible with the control measures identified within this risk assessment, this includes: <ul style="list-style-type: none"> ○ Pupils are grouped together on transport within their bubbles where possible ○ Use of hand sanitiser upon boarding and/or disembarking 	<p>If cars are closely parked together ensure social distances are kept when leaving car.</p>





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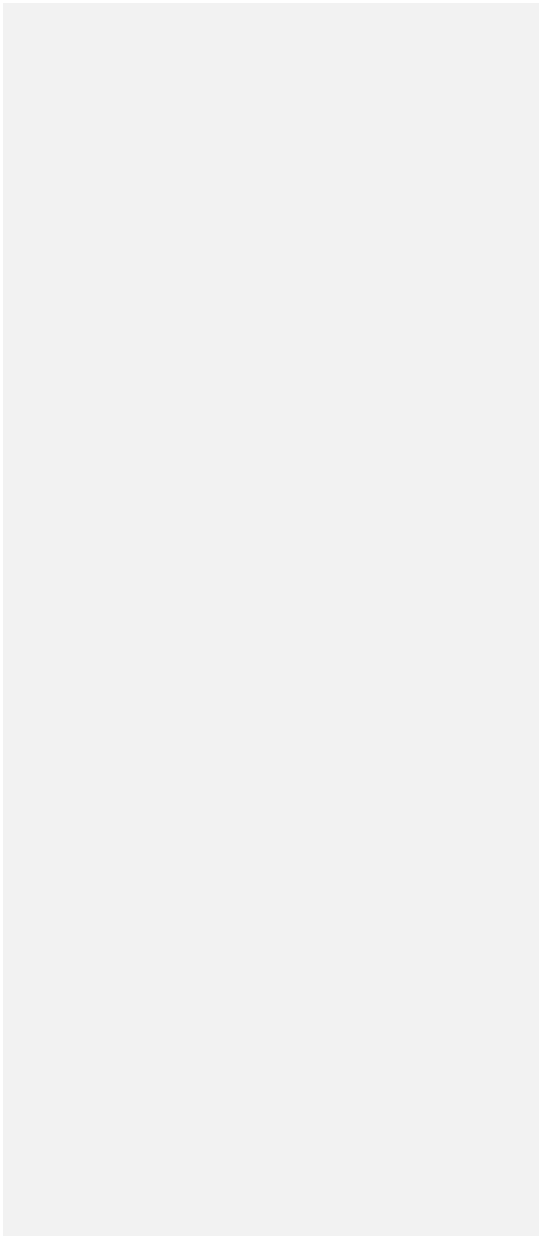
		<ul style="list-style-type: none"> ○ Additional cleaning of vehicles (identify cleaning schedule here) ○ Organised queuing and boarding where possible ○ Distancing within vehicles wherever possible ○ The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet ● Vehicle management plan drawn up for school site and briefed to staff, this includes: <ul style="list-style-type: none"> ○ Staff vigilance also important to assess environment prior to accessing/egressing car to ensure social distancing can be maintained ● Transport arrangements have been amended where necessary including: <ul style="list-style-type: none"> ○ Encouraging parents and children to walk or cycle to their education setting where possible ○ Encouraging government best practice for travelling on public transport ○ Ensuring that transport arrangements cater for any changes to start and finish times ○ Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus ○ making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers including using larger vehicles or cordoning off seats and eliminating face-to-face seating ○ Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when 	<p>Include in parents' info our advice about Y6 not walking to and from school.</p>
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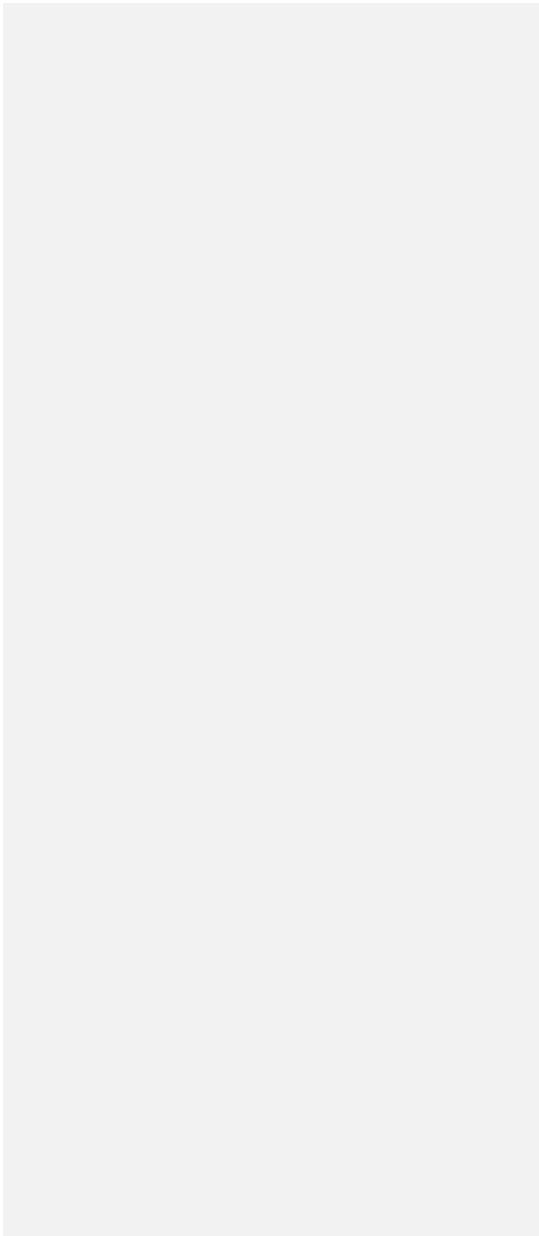
		transporting children with complex needs who need support to access the vehicle or fasten seatbelts	
<p>4.16 Practical Lessons i.e. Science or D&T</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Prep rooms and other stores are only to be used by one person at a time • Pupils will wash hands with soap and water prior to and following any practical – this will be appropriately managed to ensure pupils are doing this in a socially distanced manner • If hand washing is not manageable, then hand gels should be used, and these must be non-alcohol based (due to the flammability of alcohol based gels). When purchasing non-alcohol-based hand gels ensure they claim to kill 99.99% of viruses and bacteria (this is a regulated term in the UK, meaning the product must have passed a BSI test). • Practical activity risk assessments will be reviewed prior to the lesson to take into account safety measures associated with COVID-19 and a decision will be made whether it can be safely managed as a class activity or a demo • Timetables have been reviewed to take into account that practical lessons will take longer than normal to complete • Long and complex multi-step practical's will be avoided apart from with very experienced pupils. • Practical tools and equipment will be setup at the pupil workstations. This will be done before the lesson by staff who follow social distancing rules at all times. • Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone. • In food rooms, pupils may need to access fridges during a practical activity - minifridges or cool boxes will be purchased 	





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		<p>and used at each workstation, rather than expecting pupils to move around the room to collect chilled items. Non-chilled ingredients will be at the pupil workstation prior to starting the activity.</p> <ul style="list-style-type: none"> • Once the practical has finished, pupils will tidy up their equipment, wash their hands using soap and water and then leave the room in an orderly fashion similar to their arrival into the room. Then the teachers / technician will clear away equipment used. • At the end of any practical session, all equipment and spare material will be cleared away by the technician and wiped with a suitable cleanser prior to being stored away for future use. Machines or other fixed equipment that has been used will be wiped clean and readied for use in the next session. Waste material will be placed in a suitable bin and removed from the room prior to the next session. • Demonstrations will not involve pupils crowding around a bench, but will still be done by making use of data projectors and digital cameras / visualizers • Teachers will keep their distance when observing the pupils as they work through the practical activity, it is therefore essential that competencies of pupils to carry out task without the intervention of the teacher will be considered within the risk assessment • Eye protection will be sanitised before and after every use. • Pupils will be reminded to wash their hands before putting on eye protection. • Each member of staff has their own eye protection and will be provided with non-alcohol based antiseptic wipes for cleaning between lessons, and then this should be sanitised at the end of the day 	
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		<ul style="list-style-type: none"> • When leaving the room, pupils will place their used PPE in a bowl with a made up solution of Milton in it • After removing any PPE the user must wash their hands thoroughly. • Welding masks and gloves, and other close contact PPE will not be shared at this time. • It is not practicable to 'meticulously' clean science equipment so such equipment will be quarantined for 72 hours prior to being used in another 'bubble' • Pupils to return items requiring specialist storage (e.g. flammable substances) to a separate tray at the end of the lesson. This tray will then be labelled with the date for next staff use and placed in the appropriate store 	
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