

Westmoor Primary School



Risk Assessment for September Return Following COVID 19 Partial School Closure

Including:

- People management and communication
- Effective infection protection and control
- Premises

PEOPLE MANAGEMENT AND COMMUNICATION

Hazard	Risk	Control Measures	Site Comments
<p>2.1 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 	<ul style="list-style-type: none"> • CAG and JB check and record • JB provide records that system has been flushed weekly through every water outlet. CAG contact LA for water testing, if any lapse in service • All systems have been used throughout. JB to confirm that no systems have been de-commissioned. Sink removed in office • Edwards cleaning provide additional high strength cleaning products. Edwards to update COSHH and RAs accordingly. Ensure safe storage of products. Fogging to be completed every month in all rooms, providing an effective barrier • JB to visually check site for infestations and contact companies accordingly.

		<p>preparation resumes.</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Catering Services to oversee
<p>2.2 Prevent spread of COVID-19</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</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 School 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 <u>COVID-19 guidance issued by the Engie Health and Safety Team (currently in production)</u> 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 School will keep cohorts together and ensure that children and 	<ul style="list-style-type: none"> Head Teacher and Deputy Head Teacher lead on any reported cases Clear phase bubbles identified and staff allocated to bubbles. Registers taken daily. Staff timetables identify movement. All staff have returned and will complete individual RA with Team Leader if necessary. Staff briefed on 01.09.20 ST provide most up to date guidance for SLT and send electronically through School Gateway to all staff. SLT consider any relevant task based risk assessments and delegate to appropriate member of staff to complete. Phase bubbles identified and clear zones for outdoor play

		<p>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</p> <ul style="list-style-type: none"> • 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 • School timetable has been reviewed to ensure lessons which can be carried out in wider spaces (such as outdoors or in hall) do so and with a view to ensure movement around the school at the same time is kept to a minimum • Ongoing communications (posters, emails, inductions, briefing, toolbox talks) 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 	<ul style="list-style-type: none"> • Allocate specific teachers to a cohort. This will only change due to illness or necessity to self-isolate. • A clear cleaning protocol will be followed by cleaners and staff. • Ensure children are clear as to where they should sit/work/play. • JWa access appendices to print posters and display prominently around school. • SLT devise timetable, including additional areas for outdoor PE • JWa share all relevant communication to staff • SLT divide these up and report to LM to coordinate and send to JWa • CT communicate to staff regarding wellbeing • LM devise protocol for hygiene measures
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<p>2.3 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 or a high temperature in school, or display any symptoms of Kawasaki syndrome eg rash or sickness, they will be sent home immediately 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 and the fellow household members can end their self-isolation. If they test positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. • 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) 	<ul style="list-style-type: none"> • Protocol in place with clear written guidance to parents prior to phased return • Use of LM room to self-isolate. Room surfaces to be cleaned after use. • Adults accessible toilet to be used for that individual and then closed until thoroughly cleaned. • CAG maintain levels of appropriate PPE which is easily accessible to staff when required.
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2.4 Mental health and wellbeing		<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. 	<ul style="list-style-type: none"> • Regular consultation primarily with Chair of Governors then concisely shared with full GB • Phase Leaders consult with key staff and feedback to ST and Governors. • Purchase Ipad stands to be used at home in the event of a bubble being isolated and teachers having to revert to home learning. Stands to be used to hold the Ipad in position for the recording of teaching videos • Consult with Local Authority should need arise. • Sent to staff
2.5 Visitors to premises:	Employees, pupils,	<ul style="list-style-type: none"> • Visitor access is restricted to essential visits only. 	<ul style="list-style-type: none"> • Visitors must sign in to school site after initial agreement to attend

<p>Including Contractors, parents and deliveries</p>	<p>contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • 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 ○ Limit the numbers of visitors (Appointment system, Access controls) • Communication in the form of letters, email, signage, onsite questionnaire has been 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 at entrance to prevent access of visitors until measures above have been clarified • If physical barriers are not feasible, consider barriers 2 metres from receptions or floor markings that customers should not cross when speaking to staff. 	<p>with Head Teacher.</p> <ul style="list-style-type: none"> • Timetable visitors so that minimum access to the site or areas is necessary. • Timetable visitors when caretaker is on site and minimum teaching/support staff. • Once communication is agreed by SLT and chair of Governors, share electronically on School Gateway. • ST devise protocol for visitors to be read and signed. • Provide sanitiser at each entrance. • Main entrance – visitors cannot access until main reception is clear. Office staff communicate agreed protocol from within office, maintaining safe distance.
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<p>2.6 Adults or Children with (or living with) additional or complex needs including those with IHCP's,</p>		<ul style="list-style-type: none"> Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to not attend school Staff who are clinically extremely vulnerable have been advised not to attend work Staff who are clinically vulnerable have been advised to take extra care in observing social distancing and should work from home where possible. If they cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible Children or staff members who live in a household with someone who is extremely clinically vulnerable can only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. <p>Children with additional needs 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 with meaningful symbols, and social stories to support them in understanding how to follow rules)</p> <ul style="list-style-type: none"> Suitable PPE should be worn where a child becomes unwell with symptoms of coronavirus while at school and needs direct 	<ul style="list-style-type: none"> CT speak to parents directly. Ensure clear definition exists of this phrase. ST and Chair of Governors consult with HR SLT agree protocols and phase Leaders ensure that key members of staff understand this. LM produce written statement for staff to sign. Ensure clear definition exists of this phrase. ST and Chair of Governors consult with HR. Ensure staff understand that they should share concerns with Leadership. CT to develop protocol for children's specific individual needs. As detailed above

		<p>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> <ul style="list-style-type: none"> • A risk assessment will be carried out 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. • School will carry out a risk assessment, 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 	<ul style="list-style-type: none"> • CT and AC, alongside key teaching and support staff, develop RAs when necessary • CT to lead alongside class teacher/support staff in consultation with parents. Honest and open dialogue. • Staff alter vocabulary and amount of instructions, dependant upon the age/cognitive understanding of the child.
<p>2.7 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 	<ul style="list-style-type: none"> • CAG to check all First Aid qualifications are up to date. • If DSL is not on site, staff must be aware of how to contact her. • NO PEEPs are in use. ST and LM ensure fire safety reminders are included in electronic briefing • Practise drill after first explaining

		<p>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> <ul style="list-style-type: none"> • 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 tak • 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 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>to children. Record in fire safety file</p> <ul style="list-style-type: none"> • Separation of phase bubbles • Children in phase bubbles not touching • CAG arrange update training if required • Support staff to check all First Aid Kits. Additional kits complement existing • JWa print and share guidance for staff and gain, dated, signed sheet
<p>Effective infection protection and control</p>			
<p>3.1 Cleaning</p>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> • School will follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> 	<ul style="list-style-type: none"> • CAG communicate with Edwards Cleaning and ensure that they share information with their staff. Request signed, dated acknowledgement of compliance.

	Contracting Coronavirus	<ul style="list-style-type: none"> • 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 • Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal • Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. • Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms • All adults and children will: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ be encouraged not to touch their mouth, eyes and nose ○ asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • 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 	<ul style="list-style-type: none"> • JB action • CAG order adequate hand cream • Protocol to be clear on surfaces to be cleaned. Cleaners to sign and date on completion. • ST LM identify where pedal bins are required and order through CAG. Clear signage • JB to monitor resources and place order in adequate time • Protocols for effective hygiene communicated regularly • Staff to model procedures and observe practice
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		<p>repetition will be encouraged</p> <ul style="list-style-type: none"> • Bins for tissues are emptied throughout the day • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • 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. • Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours. • Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the office 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 	<ul style="list-style-type: none"> • Bins are emptied at the end of the day unless full • Preference to close off area, rather than teaching staff clean. • CAG ensure with Cleaning Company that products are of highest quality to meet specifications • Ensure Edwards Cleaning Company have a reviewed COSHH. CAG/JB to produce school COSHH register
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		<p>be shared with staff.</p> <ul style="list-style-type: none"> • Good hygiene practices – do not eat or drink whilst using substances. • Staff to be instructed to refrain from bringing in their own cleaning products. • Cleaning staff must change into uniform on arrival and remove uniform prior to egress from building. These should be suitably laundered 	<ul style="list-style-type: none"> • CAG consult with Health and Safety Team to ensure correct guidance is shared. • Include in staff protocol • Cleaning staff arrive after children depart. Freshly laundered uniform daily. • CAG communicate expectation with Edwards Cleaning Company.
<p>3.2 PPE</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 <u>including how to put on (Donning), remove (Doffing), store, dispose of</u> as well as any limitations of the PPE • Single use PPE should be disposed of so that it cannot be used again 	<ul style="list-style-type: none"> • Hygiene protocol to be shared, visible and followed • Share information regarding use of PPE and ensure a reference sheet/poster is near to supplies as a reminder • Pedal bin for safe disposal. Clear signage indicating strictly one use

		<ul style="list-style-type: none"> • Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. • 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. 	<ul style="list-style-type: none"> • only • Edwards Cleaning Company to follow procedures for safe disposal of bin contents • CAG to confirm with Edwards Cleaning Company that staff have PPE if identified as necessary through Risk Assessment
Premises			
4.1 Access and Egress including use of entrances	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</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 	<ul style="list-style-type: none"> • LM produce protocol • LM produce and display signage/instructions • Protocols for drop off, ensuring parents do not loiter to chat • Clear entrance areas to limit surfaces that will require daily or regular cleaning • Protocol to be produced to identify what can be brought into school and processes for decontamination
4.2 Classrooms	<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. • Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff 	<ul style="list-style-type: none"> • ST, LM and Chair of Governors to confirm maximum numbers permitted per classroom. (Full class when in bubble = 30) • Create zones on weekly rota

		<ul style="list-style-type: none"> • Removal of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • 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). Key worker situation only • Desks spaced as far apart as possible • Posters displayed to follow social distancing 	<ul style="list-style-type: none"> • Teams to remove such items and store • Ratio's of year groups have been planned accordingly • School has agreed that the maximum number of pupils per classroom is to be 6 with 2 additional adults. Key worker scenario • Staff to re-arrange classrooms • LM to print and display
<p>4.3 Movement around the school, including use of corridors</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Staff and pupils advised to use a covered hand or elbow for opening doors 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 doors and windows to be kept clear at all times • Floor markings/graphics on floor/wall/ceiling to indicate one-way system/ social distancing queuing, etc 	<ul style="list-style-type: none"> • Include as part of protocol and briefing for pupils • LM display in corridors • Clear verbal instructions given and regularly reinforced • Phase leaders check that all windows, door panels are clear • Consider all when marking areas, although preference is for verbal

		<ul style="list-style-type: none"> • Doors should only be wedged open only where rooms are occupied or door guard 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. 	<p>direction</p> <ul style="list-style-type: none"> • Brief staff to close doors when unoccupied • Phase Leaders clear classrooms to a bare minimum to reduce surface areas for cleaning and for cross contamination • Staff to read Risk Assessment and protocols and acknowledge understanding and query any misunderstandings
<p>4.4 Toilets</p>	<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). 	<ul style="list-style-type: none"> • One person in bathroom at any one time. Sliders purchased for doors • JB disable hand dryers on main fuse board • Key staff timetable use of toilet, ensuring frequent visits • JWa action • Children from same bubble at one time. Staff monitor • Urinals can be used if children from same bubble.

		<ul style="list-style-type: none"> • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	<ul style="list-style-type: none"> • Bins emptied by cleaning staff
4.5 Meeting Rooms	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Avoid use – look at different ways of working. Keep locked. • 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. • Alternatively display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded. 	<ul style="list-style-type: none"> • Hall to be used as meeting room, ensure hard chairs are used and are 2 metres apart. Chairs to be cleaned thereafter, or left unused for 72 hours. Signage in community room/PPA room indicating numbers permitted • SLT and Governors consider use of any other spaces.
4.6 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 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. 	<ul style="list-style-type: none"> • Only office staff, Ht and DHT permitted in main office • LM display posters • Cleaning products available for use throughout working day • LM produce maximum occupancy sign for door • Windows to be opened by office staff • CAG purchased pedal bins and labelled accordingly

		<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Any additional adult in office works at additional desk, observing social distancing protocols • Hand sanitiser placed next to photocopier to be used before use
4.7 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 maximum • Pupils will be positioned back-to-back or side-to-side and will avoid sharing instruments 	<ul style="list-style-type: none"> • Peripatetics not to attend for first half term, then review after survey of parents. • Peripatetic sessions likely to be no more than 4
4.8 Staff rooms	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • 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 make own drinks using own cup. 	<ul style="list-style-type: none"> • JWa display • Maximum occupancy in staff room is 8 – display sign. Staff to observe social distancing. Staff use phase classroom for lunch/breaks • No vision panels on staff room. Prevent door from totally closing by extending lock. Staff use elbow to open door to check occupancY • All appliances, crockery and cutlery are out of use. Staff bring

		<ul style="list-style-type: none"> • Fridges available for staff use (under review) • 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. • Employees have been asked to bring their own food and eat at their desk. • Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin • 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 	<p>own from home.</p> <ul style="list-style-type: none"> • Fridges only in use for storage of ice packs. Nursery kitchen appliances only used by named persons. • Antibacterial wipes placed next to fridge and hot water dispenser to wipe handles prior to use • JB replenish stocks daily • Signage to ensure one chair gap to facilitate 1 metre social distancing • Staff can purchase a school meal or bring own food • Ensure cleaning products are available for staff to clean after eating or drinking • Add to staff protocol
4.9 Ventilation	Employees, pupils, contractors, visitors.	<ul style="list-style-type: none"> • Switch ventilation to nominal speed at least 2 hours before the building usage and switch to lower speed 2 hours after the building usage time 	<ul style="list-style-type: none"> • Clarify with caretaker

	Contracting Coronavirus	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Staff to open windows of a morning and cleaners to close at end of day • Caretaker to action • Caretaker to clarify existence
4.10 Shared Premises	Employees, pupils, contractors, visitors. Contracting Coronavirus	<ul style="list-style-type: none"> • Share notes on Risk Assessment and respect each other's RA. 	<ul style="list-style-type: none"> • SLT or office staff on site to ensure contractors have adequate and appropriate risk assessments
4.11 Lunchtimes, breaks, including use of play spaces and equipment		<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. • staggered breaks to ensure social distancing • 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. 	<ul style="list-style-type: none"> • SLT map out plan • Plan staggered breaks if required and communicate to all staff • Staff to verbally reinforce social distancing • Staff to timetable and enforce regular hand-washing.

		<ul style="list-style-type: none"> • Children have their lunch in their classrooms • Outdoor equipment should not be used unless school is able to ensure that it is appropriately cleaned between groups of children • Supervisors are encouraged to play games which can maintain social distancing and touching of equipment • Lines on yard with chalk to ensure social distancing • Games lined out in chalk with round robins for pupils to safely social distance 	<ul style="list-style-type: none"> • Begin with cold menu and move to hot when appropriate • Plan equipment for zones and leave over weekend or clean • LM devise rota for zones and supervision on school yard • Regularly review and use if necessary. NW organise painting of new playground markings. • Use of zones for phase bubbles
4.12 Movement of essential resources throughout the school		<ul style="list-style-type: none"> • Staff and pupils have been instructed not to bring any items or resources to school • Resources that are not easily wipe-able or washable have been removed, cordoned off or limited in contact • The use of shared resources has been reduced: <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 ○ by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently ○ thorough cleaning of equipment and the classroom is occupied by the same children in one day, or properly cleaned between cohorts 	<ul style="list-style-type: none"> • Include in clear guidance to parents • Removal of resources so that only a bare minimum remains which are easily cleaned • SLT consider what children would/would not need to bring to school • Consider protocol for naming individuals resources, such as pens etc. Pouches etc
4.13 Extra-curricular provision	Employees, pupils, contractors,	<ul style="list-style-type: none"> • School will ensure children are kept within their year bubbles • Schools will limit the extra-curricular provision to zero in Autumn 1 to avoid mixing with other groups/bubbles 	<ul style="list-style-type: none"> • Consider introducing extra-curricular clubs for phase bubbles only after October half term

<p>(Autumn Term)</p>	<p>visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • 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 • 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 at the setting? • Extra-curricular provision will have different risks depending on the type of activity or provision undertaken – it is important that the setting suitably risk assesses their relevant activities. Additional control measures may be gleaned from this template (regarding cleaning, access, egress, etc) or by reviewing relevant government/industry guidance documents related to COVID-19. 	<ul style="list-style-type: none"> • Introduce after October half term. Consider more if outdoors and in same bubble • Risk assessments to be provided by providers of clubs
<p>4.14 Transport to/from school</p>		<ul style="list-style-type: none"> • Vehicle management plan drawn up for school site and briefed to staff, this includes: <ul style="list-style-type: none"> ○ The need to leave a space in between cars where possible ○ If this is not possible, staff have agreed to parking plan to ensure all cars are facing the same way ○ 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 	<ul style="list-style-type: none"> • Protocol shared with staff with regards to parking. Drive in and leave a space between cars when possible. This is not possible when all staff are on site • Avoid car sharing where possible • Staff to be alert to social distancing measures • Clear guidelines to be shared with parents

		<ul style="list-style-type: none">○ 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 transporting children with complex needs who need support to access the vehicle or fasten seatbelts	<ul style="list-style-type: none">● Consider arrangement for parents with accessibility issues
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