



RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. During this evolving situation please monitor and follow government guidance given in the web links provided		
Return to school of the following groups, from 1st June 2020 if approval received from Government:		
Staying in schools as before: Key worker children, vulnerable children Phased return: Reception, year 1 and year 6.		
Establishment: Ashford CE Primary School	Assessment by: SLT	Date: 17 May 2020 updated 20.6.20 for increased pupils returning to school
Risk assessment number/ref: Phased Return RA-001 (to be read in conjunction with Corona Virus Health & safety Checklist attached at the end of the document)	Headteacher Approval: Chair of Governors Approval:	Date: Date:
All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N		Yes, circulated to all staff as part of plans

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
CLINICAL RISK TO INDIVIDUALS FROM COVID-19	Staff (High risk), Pupils (Low risk) / wider contacts (High Risk) Spread of COVID 19	<i>National Framework requirement:</i> <i>Identify staff who can't return to school at this point and how they can work from home (for example, supporting remote education). Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your local authority on your plans.</i> Actions: Identify (and record that this has been carried out for every individual) all staff and students who are either clinically vulnerable , clinically extremely vulnerable/shielded or have household members who are shielded, with the Head teacher prior to them entering the school. <ul style="list-style-type: none"> • 'Clinically vulnerable' children and staff should follow the advice of their doctor. • Those with a 'clinically vulnerable' household member can attend. • Those who are 'clinically extremely vulnerable'/shielded should not attend. • Those who live within someone 'clinically extremely vulnerable'/shielded should only attend if stringent social 	1. New Survey sent to all staff to update previous record and ensure latest information.	WP	15.5.20	✓
			2. Identify any staff barriers to return not related to health i.e. childcare, travel etc.	WP	15.5.20	✓
			3. Survey families to get an indication of possible attendance for these groups	VE	15.5.20	✓
			4. Re-iterate self-isolation guidance to all – include in guidance letters to parents/staff	SLT	19.5.20	✓
			5. Review advice to parents on attendance if a child feels generally unwell – symptoms not clear in children – “keep a child at home if they say they don't feel well “	SLT	19.5.20	✓
				SLT/WP	21.5.20	✓

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		<p>distancing can be adhered to, and the individual understands and can comply.</p> <p>Explore barriers to attendance with parents/ carers where there are concerns. (Fines for non-attendance cannot be issued.)</p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Self-isolation guidance</p> <p>Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and headteacher.</p> <p>Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.</p> <p>Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p> <p>Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.</p>	<p>6. Contact any staff member who has raised a concern re their health.</p> <p>7. Ask for medical certificate and undertake an OH referral. Identify lower risk roles or adaptation to support staff and balance with needs of the school</p> <p>8. Identify possible roles for clinically vulnerable staff to reduce risk</p> <p>10. Review EHCP Risk Assessments review updated advice from SCC</p> <p>9. Admin meeting to discuss registers</p>	<p>WP</p> <p>SLT/WP</p> <p>ZN</p> <p>WP</p>	<p>21.5.20</p> <p>18.5.20</p> <p>11.5.20</p> <p>20.5.20 9am</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>
STAFF LEVELS	<p>Staff (High risk), Pupils (Low risk) / wider contacts (High Risk)</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirements:</i></p> <p><i>Consider options if necessary, staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).</i></p> <p><i>Agree any flexible working arrangements needed to support changes to your usual patterns (for example, staggered start/end times).</i></p> <p><i>Agree staff workload expectations (including for leaders).</i></p> <p>Actions: Make decisions on staffing levels dependent on numbers / needs of pupils present in school.</p>	<p>1. Review Numbers likely to attend and agree staffing numbers. Decide about whether to continue with supply contracts for summer 2. Consider budgetary implications. (Staff nos. Indicate need for staff to continue for min 2 days per week.)</p> <p>2. Staggered start times agreed in plan</p>	<p>SLT</p> <p>NM</p>	<p>19.5.20</p> <p>16.5.20</p>	<p>√</p> <p>√</p>

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		<p>Prior to opening, agree flexible working patterns to support changes to the school day/ class arrangement.</p> <p>Review staffing levels and workloads daily.</p> <p>Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting and alternating classes, SLT cover, partial closure may be required in event of staff shortages.</p>	<p>Entry direct to classroom where possible or via hall and back stair for Yr to avoid cross over contact</p> <p>R – 8.30 – 3.00 (8.30 -11.30) first 2 days KW- 8.30 – 3.00 Yr 1 8.45 – 3.15pm Yr 6 9.00 -3.30pm</p> <p>3.Review staff workload – Governors consider SLT workload (2-day plan first 3 weeks)</p> <p>4.Allocate staff/pupil “Pods” to be maintained wherever possible and avoid viral spread/load across more than one pod.</p>	SLT/CoG	22.5.20	√
				SLT- Lead on KS1/EYFS LB	22.5.20	√
<p>DIRECT TRANSMISSION OF CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</p> <p>Physical arrangements</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirement: Decide the physical structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, class sizes, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</i></p> <p><i>Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms.</i></p> <p>Actions (Social distancing):</p> <p>Primary aged children are not expected to stay 2m apart, but where they can be kept 2m from each other and staff, they should be</p> <p>Ensure that children, and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>Split primary classes into classes of no more than 15, with one teacher plus a TA if needed (or, if there is a teacher shortage, a TA under the direction of a teacher).</p> <p>EYFS classes to use staff: child ratios to split classes into small groups.</p>	<p>1.Reception Team set up classroom ready for 1.6.20</p> <p>2. Review new guidance for EYFS and reduce numbers in pods to max 8 (where possible) .</p> <p>Reduce offer to 2 days to take account of the changed guidance and ensure adequate space and staff cover.</p> <p><u>Classrooms to be used based on current numbers</u></p> <p>EYFS: (groups of 8) Reception Classes only –) Reception toilets only</p> <p>Yr 1 (3 groups using Tigers – Zebra corridor)</p>	LB	22.5.20	

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		<p>Set up desks as far apart as possible.</p> <p>Designate areas for staff breaks that maintain social distancing and hygiene.</p>	<p>Use Yr 1 classes – alternatively Yr 2/3 if reception needs increase) Share Infant toilets – one child at a time</p> <p>Yr 6 (2 classes Leopards & Panthers) Use Yr 6 classes – Yr 5 as backup Junior toilets upstairs – one at a time Max 16 if necessary</p> <p>Keyworker provisions – Year 4 classes and increase to year 3 classes as bubbles increase. Giraffes for breakout sessions and other areas in school such as Oscabs are – hall room Junior Toilets downstairs – one at a time</p> <p>2.Breaks for staff – staffroom layout allows social distancing – staggered breaks and lunch within pod between the 2 staff</p> <p>3.Lunch to be provided for staff.</p>	SLT/ Teacher/	3.6.20	

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				WP		
Physical arrangements (continued) Arranging rooms & limiting proximity	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. Maximum of 15 pupils but this group size this would only be possible in larger rooms. (DfE advice states primary aged children cannot be expected to remain 2 m apart.</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. Consider marking out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible. Re-plan lessons / activities to avoid shared resources.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Meetings/1-2-1s/training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Offices / IT suites etc Workstations acceptable distance apart (2m) / alternate workstations occupied.</p>	<p>Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust.</p> <p>Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.</p> <p>2. Review class sizes and agreed viability of opening. Taking account of latest guidance</p> <p>3. Agree the procedure for access to the toilet for when Yr 1/Yr 6 return – measures to ensure only one person at a time.</p> <p>4. marking out areas of the playground to designate specifically for each 'pod' in school. Review again for increased classes</p> <p>5. Consider timetable for the Hall if weather is bad (not needed yet)- review again</p> <p>6. Advise teachers to plan outdoor learning – making use of the field and segregated areas</p> <p>7. Continue use of zoom meetings</p>	SLT SLT SLT SLT SLT/AM SLT SLT Teachers SLT WP/AM/Office	15.5.20 W/b 1.6.20 W/B 1.6.20 22.6.20 22.5.20 22.5.20 onwards Contin. 1.6.20	✓

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		<p>One side of banks of desks used to avoid face to face contact across desks.</p> <p>Stairs / corridors Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Toilets Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit numbers zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable. Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	<p>8.Office changes – limit access – no access from school side - Add screen to front desk – keep table or add floor marking to ensure 2m from office staff -Only one office member in at a time(rota) -No staff to use office phones -Signage -Discourage visitors encourage contact through email and phones -Ensure out of hours message is clear Only one visitor at a time in the office – signage and barrier at front of school</p> <p>9.Other room changes: -Staff to use phones in other offices – staffroom, PPA room, SLT office to make calls to families. Staff to be advised to clean phone before and after use.</p> <p>-purchase of additional phone wipes(currently out of stock)</p> <p>10. Other measures: Door to be propped open to avoid touching – purchase additional door stops - purchase supplies ie bins with lids</p>	<p>WP</p> <p>WP</p>	<p>1.6.20</p> <p>1.6.20</p>	
DIRECT TRANSMISSION OF CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-		<p><i>National Framework requirement: Decide the organisational structures needed to limit risks and limit movement around the building(s) (for example, staggered starts and break times, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</i></p>	<p>1.Increase number of handwashing posters in class and around building</p> <p>2. Water fountains be taken out of action. Switch off water and cover with tape</p>	<p>WP/ZP</p> <p>AM</p>	<p>29.5.20</p> <p>29.5.20</p>	

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<p>PERSON CONTACT/ COUGHING etc</p> <p>Organisational arrangements - timetabling</p>		<p><i>Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations, and required adjustments in practical lessons, and any approaches to 'catch up' support.</i></p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> <i>EYFS should make reasonable endeavours to deliver the learning and development requirements as well as possible in the circumstances.</i> <i>Schools and colleges can make decisions based on local context and staff capacity.</i> <p>Actions: Identify curriculum priorities for each age group, taking into account: mental health and wellbeing, any need for extra support to learn, where students are with their learning, adjustments to the curriculum, how best to support education of high needs groups. Liaison will be necessary between primary and secondary schools for year 6/7 transition. Arrange timetables to stagger break times, mealtimes, drop-off and pick-up, and any other pinch points when crowds may gather (brief transitory passing of other children in the corridor is low risk). Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be washed after going to the toilet. Clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 2m while in public. Do not hold any event or activity where small groups will be required to mix. Determine whether interventions are essential and ensure delivery in line with social distancing guidelines. Suspend hiring and lettings. Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained. Ensure all arrangements are clearly communicated to staff, parents/ carers, and pupils.</p>	<p>3. All pupils to bring their own water bottle - Purchase water in bottles from Costco – name any given out</p> <p>4.a Review ebug website for lesson plans regarding social distancing and hygiene etc.</p> <p>5.Add 2m markings to front of school</p> <p>6. Transition communication to secondary schools</p> <p>7. Staggered breaks and lunch from 3.6.20</p> <p>8.Contact Oscachs to confirm their plans not to open until September</p> <p>9. No equipment (pens, toys, etc.) to be shared, unless cleaned between each pod's usages. Equipment available will be limited and disinfected daily. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p>	<p>WP</p> <p>SLT</p> <p>WP/AM</p> <p>ZN</p> <p>SLT</p> <p>WP</p> <p>SLT/ Teachers for hubs</p>	<p>29.5.20</p> <p>1.6.20</p> <p>29.5.20</p> <p>30.6.20</p> <p>1.6.20</p> <p>18.5.20</p> <p>29.5.20 for R and KW</p> <p>5.6.20 for Y1 and Y6</p>	

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			<p>Limit the amount of resources to what is needed for the group and clean after each use.</p> <p>Where possible reduce the number of items in the classrooms that are not necessary such as furniture.</p> <p>10.Laptops / Whiteboards etc to be cleaned on daily basis after single person use. Specialist antibac ordered safe for screens. AM to include in daily cleaning regime.</p>	WP/AM		
Organisational arrangements (continued) Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids/floor markings to help parents socially distance and supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene.</p> <p>Staff</p>	<p>1. See current plan to be shared with parents 18.5.20</p> <p>2. review staggered plan at end of week 2 – ensure segregation from existing Key worker provision</p> <p>3. Floor marking to be put in place</p> <p>4. hand sanitizer to be installed next to door into main part of the building</p> <p>5. See office section above</p> <p>6. Update staff guidance regarding handwashing on entry</p> <p>7. Add one-way system for drop off collection from hall doors</p>	<p>NM</p> <p>SLT</p> <p>AM</p> <p>AM</p> <p>SLT/WP</p> <p>WP</p>	<p>17.5.20</p> <p>11.6.20</p> <p>29.5.20</p> <p>29.5.20</p> <p>22.5.20</p> <p>2.6.20</p>	

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		On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.				
INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION Personal hygiene		<p><i>National framework requirement:</i> <i>Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment).</i></p> <p>Actions (hygiene) Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly clean the hand washing facilities. Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. Tissues will be provided for classrooms. Staff to replenish as needed. Ensure bins are provided for tissues in every classroom. Ensure catch it, bin it, kill it message is displayed, discussed, and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	<p>1. Addiional orders to be placed for PPE products</p> <p>2. Add posters</p>	<p>WP/AM</p> <p>ZN</p>	<p>22.5.20</p> <p>20.5.20</p>	
Cleaning	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirement:</i> <i>Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</i></p> <p>Actions (cleaning)</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p>	<p>1. Work with Nviro to bring cleaning hours back up to the full allocation</p> <p>2. Agree cleaning regime for Friday deep clean with DE and AM</p> <p>3. Midpoint cleaning of door handles etc – staff in classes Cleaning products in class</p>	<p>WP</p> <p>WP/AM DE</p> <p>All in school</p>	<p>22.5.20</p> <p>22.5.20</p> <p>18.5.20</p>	

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		<p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>	<p>4.PPE needs for Caretaking team to be discussed and agreed with AM and DE</p> <p>5.WP Liaise with Nviro to ensure that they comply with enhanced measures</p> <p>6. Toilet checks during the day</p>	<p>WP</p> <p>WP</p> <p>WP</p>	<p>22.5.20</p> <p>22.5.20</p> <p>From 1.6.20</p>	
Contact points Equipment use printers,	Staff,	Actions (cleaning – continued)	1.Purchase of specialist cleaning products	WP	15.6.20	

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workstations, apparatus, machinery etc.	Students / pupils / wider contacts Spread of COVID 19	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources Re-plan lessons / activities to avoid shared resources. Limit practical work in DT, science. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	<p>2.daily cleaning of technology used in school.</p> <p>3.Each bubble to have their own resources – no sharing of resources. EYFS take resources out of use between bubbles, use items easy to clean. Stock of Milton sterilizing fluid available for soaking plastic items</p> <p>4.Pupils given own book or paper - own folders and trays no sharing of equipment</p>	AM Teachers WP WP	2.6.20 1.6.20 1.6.20	
ADHERENCE TO RULES WITHIN SCHOOL		<p><i>National framework requirements:</i> <i>Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations.</i></p> <p>Actions: Update behaviour policies Communicate the new rules to staff, students and parents Reinforce the new rules through daily teacher reminders Display the new rules prominently through the school and at the gate</p>	<p>1.Rules to be included in plan – new posters around school advice to parents New home school agreement amendment for covid-19</p>	NM	18.5.20	
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<p><i>National Framework requirements:</i> <i>Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals.</i></p> <p><i>Guidance:</i> <i>Schools need to provide meals including Free School Meals, to reopen their kitchens and ensure food preparation and serving meets protective measures standards. Continue to offer meals/ food parcels for benefits-related FSM pupils who are not in school.</i></p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p>	<p>2.Meals in class -packed lunch -Hand washing before and after meals -no sharing -easy to eat meal avoid staff intervention</p> <p>1.Staff to be told that they should avoid leavingsite –providing a lunch for all staff at this time)</p>	SLT SLT	1.6.20 1.6.20	

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
		<p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food and after food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (2 metres) whilst eating</p> <p>Pupils to eat in their allocated groups. Introduce controlled queuing to aid social distancing (2m markers on the ground) Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each session</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles etc.</p>	<p>2.Pupils to bring water bottles – caterer wont be providing water bottles – school to buy a supply from costco.</p> <p>3. Two staff with each group to share break. Lunch break – see rota</p> <p>4.Bins with lids to be added to each room – double bagging before disposal. Order of 20 extra bins due 6.6.20</p> <p>5.Lunches to be collected by a staff member from the Hall and delivered to classes – Caters can not step outside the kitchen. Agree picnic outside with SLT on a day to day basis weather dependent</p>	<p>WP</p> <p>SLT</p> <p>AM/DE</p> <p>SLT</p>	<p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>1.6.20</p>	
Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Travel is only required for essential purposes. No offsite visits run.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals may consider wearing a non-medical face covering, if it can be done safely.</p>	<p>1.No travel off site except to Laleham</p> <p>2. Discuss travel to and from work with staff</p>	<p>SLT</p>	<p>1.6.20</p>	
Contractors	<p>Contractors, Staff,</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</p>	<p>1.Discussion with Quatrefoils re current works</p>	<p>WP</p> <p>WP</p>	<p>22.5.20</p> <p>18.5.20</p>	

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
	Students / pupils / wider contacts, Spread of COVID 19	<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.</p>	2.AM to be aware for buyback works			
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear communications with parents/carers and wider school community</p>	1.Poster – ZN to do	ZN	20.5.20	

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>	1. First Aid to be provided in class unless more intensive support needed then Business Office is to be used. (Medical Room is to be used for isolation only)	WP	22.5.20	
			2. Stock of medical supplies to be checked	ZP	22.5.20	
			3. Waiting area for first aid issues for collection – soft chair outside zebra class	WP	18.5.20	
			4. Medical red bags to be checked to ensure first aid supplies are adequate and any medication included	WP/ Teacher	22.5.20	

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	<p><i>National Framework requirement: Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</i></p> <p>Establish procurement route, stock monitoring and ordering system. Ensure staff know the whereabouts of PPE, and are trained to use it safely.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> · children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way · PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms <p>Guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> • Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained • Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary • Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>	1. Poster of PPE protocols for Isolation room	WP	22.5.20	
			2. Contact SCC re. masks for medical room - provided	WP	22.5.20	
			3. Protocol pupil with symptoms or saying they feel unwell.	WP	22.5.20	
			4. Procurement of PPE on going	WP/AM	ongoing	
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p>	5. New Fire Procedures to be reviewed for addition – currently no PEEPs needed in school	WP	18.5.20	

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	1.Sept deliveries arriving – only one member of staff to deal with each delivery. “Center of operations” for sept stock sorting. Delivery only to door. Increased hygiene to include santiser whilst sorting new stock. Leave for 48 hours before sorting where possible.	WP	ongoing	
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	1.Review of all compliance arrangements – review of compliance checking for summer – schedule for PAT testing updated.	WP/AM	1.6.20 1.7.20	
SUSPECTED CASE ON-SITE	Staff, Students / pupils / wider contacts Spread of COVID 19	National Framework requirement: Plan the school level response should someone fall ill on site (in line with relevant government guidance). Main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) and/ or new, continuous cough Actions: Establish protocol and train all staff on swift and safe response to suspected cases on site. Communicate protocol clearly to parents and carers. Designate waiting room/s for symptomatic child/children waiting to be collected. Acquire PPE ¹ for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. Consider information leaflet for parents on isolation, testing and notification procedure	1.Protocol to be displayed in isolation room 2.Single use tempdots in place – individual to use not staff – checker must wear gloves. 3.Ensure adequate staff who have been trained in clearing / cleaning following incidents are on site when no caretakers available. 4.Order new PPE for caretakers including face shields, and medical grade masks – expected by 30.6.20	WP WP WP WP ALL	1.6.20 22.6.20 22.6.20 30.6.20 6/7/20	

¹ Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.
Risk Assessment 15.5.20 (updated 20.6.20 and 6.7.2020)

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
		<p>Set up log of symptomatic individuals, tests taken, test results.</p> <p>E.g. Considerations for protocol: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <ul style="list-style-type: none"> • Ensure all children are reminded daily to inform their teacher if they feel poorly • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer • Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training • Child/ staff member with symptoms should go home as soon as possible. • While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) • Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help • Advise that testing is available for symptomatic staff https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and children (aged 5 or over, via 111 online service; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly • Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Clean the affected area with normal household disinfectant 	<p>5.New bubbles or children added to bubbles – staff to reiterate hygiene and social distancing rules.</p> <p>6.Revised Home School Agreement to be given to parents on arrival.</p> <p>7. Prepare a simple information for parents on how to access a test (to be given to anyone sent home)</p>	<p>WP</p> <p>WP</p>	<p>6/7/20</p> <p>1/9/20</p>	

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
		<ul style="list-style-type: none"> • Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. • Headteacher follow up if test result is not received. • If one student or teacher tests positive for coronavirus, the whole class / group should be sent home and advised to self-isolate for 14 days (the other household members of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms). • Log completed <p>Always call 999 in an emergency.</p> <p>Isolation rules https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance:</p> <ul style="list-style-type: none"> • Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist). • Household members should self-isolate for 14 days. • If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms. • There is no need for households to start their isolation again if a second member falls ill. • On receipt of a negative test result, a pupil or staff member may return. <p>Testing is available for all staff, pupils who are eligible to return to school, and their households.</p>				
Increasing numbers of pupils within school	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • Organise bubbles to ensure that they are consistent and as small as possible. • Only add minimal number of new pupils to existing bubbles • Ensure staff reiterate rules and hygiene on day1 of new pupils joining • Timetabling review for use of outside spaces • Pupils will be kept in the same small groups at all times each day. 	<p>1.Email to staff reminding to go over the school rules and classroom arrangements on day 1 and reiterate again later in week</p> <p>2.Ensure adequate break-out spaces to support grouping within bubbles to help with delivery of different year group work</p>			

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
		<ul style="list-style-type: none"> Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, and assemblies, to avoid too many pupils being in one place at the same time. Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. Rooms will be accessed directly from outside where possible, and any corridors will have limited circulation (one-way system to be reviewed but unlikely to be practical) All shared rooms will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. Lunch will be brought to pupils in their classrooms. Toilet use will be managed to avoid crowding. 	<p>3.email to staff regarding revised timetable for outside spaces</p>			
<p>Staff returning to full hours</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> Increased numbers in school need constant reminders of social distancing Limit numbers in staffroom at any one time Poster and advice review across the school Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups. Additional work areas to be allocated – 2 only in PPA room, 1 person in SLT office, work areas in Buffalo class and Llama class. Dolphins computer access. New workstation set up in hall room. Reallocate laptops as required. Mobile webcam purchased for zoom meetings Teachers working 1 day from home on PPA, Reports, planning and leadership Support staff offered condensed hours where appropriate for the role 	<p>1.Email to TLASs explaining options for condensed hours</p> <p>2.Signage regarding use of rooms</p> <p>3.Try out webcam</p> <p>4.Gloves and sanitizer added by Riso</p> <p>5.Sanitizer added to tea and coffee area in staffroom</p> <p>6.Continue to limit numbers in staffroom</p> <p>7.Vulnerable staff supported to have breaks in other areas if they don't want to access staffroom</p> <p>8.OH referrals completed for staff with health vulnerabilities and risk assessment in place where needed</p>	<p>WP/SLT</p>	<p>23.6.20</p>	

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
<p>Movement of pupils between bubbles or different days</p> <p>Families being split between bubbles</p> <p>Staff and family members being split over different bubbles</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> Pupils will be kept in the same small groups at all times each day unless the mental health or wellbeing of a pupil might be compromised ie relationship issue in the bubble, imbalance of year groups or gender or staff recognise it is in best of interest of child to move. Needs of pupils and opportunities to attend year group bubble for a week will necessitate families being split across bubbles. This increases risk to closure for families and staff but with the reduction in risk level to 1:1700 it is a balanced risk as the lockdown requirements ease. Staffing needs to maintain consistency particularly in KS1 necessitate a split for staff member pupils from Yr group to Keyworker. 	<p>1.Ensure that the staff lead of bubble to which the child is proposed to move is happy with the change and understand the reasons</p> <p>2.Discuss with staff affected by rota and the need for their child/ren to attend key worker that they are happy with the split across bubbles.</p>	<p>WP/SLT</p> <p>WP</p>	<p>6/7/20</p> <p>6/7/20</p>	
<p>Bringing different years groups back for short max 1 week experience of school before the end of term</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> Continue with existing timetables used for Yr1 and yr6 as these are well established and working well in school Update cleaning schedules to include new rooms being used for additional groups (3in KS2 year groups) Check posters and hygiene notices/poster across new area being used Surveys for numbers 	<p>1.Review start and end timings of day to reduce parents waiting time between groups</p> <p>2.Office to support early collection if absolutely necessary from KW group if parent waiting for more than 30mins to avoid congestion outside school</p> <p>3.Nos of returners surveyed and classes organised to take account of needs of pupils and parents notified</p> <p>4.Review of rooms being used</p>	<p>SLT</p> <p>WP</p> <p>Teachers/WP SLT/office</p> <p>SLT</p>	<p>22.6.20</p> <p>6/7/20</p> <p>2/7/20</p> <p>22.6.20</p>	
<p>Closure of Yr 1 and Yr 6 - impact on increased need for keyworker provisions</p>		<ul style="list-style-type: none"> Review current numbers in KW bubbles and consider any staff vulnerabilities. Where possible keep returning pupils together rather than split across multiple KW bubbles Maximum may need to increase to 16 in one bubble but nonattendance means unlikely to ever reach max number - ensure classroom could safely accommodate 16 if needed. 	<p>1.Reallocate to groups and add agreed new keyworker requests. Limit to max of 60</p> <p>2.organise KW end of day into hall at 2.55pm</p> <p>3.organise two bubbles in hall for last day 17.7.2020 due to small numbers and free classrooms for cleaning</p>	<p>WP</p> <p>WP</p> <p>SLT</p>	<p>22.6.20</p> <p>6.7.20</p> <p>9.7.20</p>	

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
			4.Liaise with bubbles for week beginning 13/7/2020 as pupils return from bubbles – if possible drop to 3 bubbles for last week as number decrease.	WP		
Keyworker provision continuing into summer holidays – Government guidance states not requirement to provide	Keyworker families if unable to obtain childcare in holiday period	<ul style="list-style-type: none"> • Impact of schoolworks and caretaker leave • Need for staff to have a break from school • Unable to fund provision from within the school budget • School has never previously providing holiday provision and therefore families have found alternative provision 	1.Liaise with Sport Focus and SST to check whether any open schemes are available and notify parents to ensure they are aware of local provision	WP	6.7.20	

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>



Coronavirus health and safety checklist

Arrangements in place to reduce spread of virus

• MEASURE TO TAKE	✓
<p>Make sure you have the right number of staff in attendance every day to maintain an appropriate ratio with pupils and to cover any essential staff roles you've identified– try to keep class sizes as small as possible</p>	<p>✓ Rota in place ✓ on-call staff in case nos. increase ✓ Reviewed on daily basis if nos. low a member of staff goes home.</p>
<p>Identify which parts of the school you'll be using and close off unused parts, to reduce the amount of cleaning needed</p>	<p>✓ Upstairs locked down unless needed. Only max of three classrooms being used and 1 set of toilets. And then increased as bubbles increase ✓ Deep cleaning of areas being used everyday. (Vax of carpets where needed and bi-weekly steaming)</p>
<p>Stagger the beginning and end of the school day, so not all pupils enter and leave school at the same time using the same entrances and exits</p>	<p>✓ Start from 8.30 – 9am each day – staggers start – review for Sept 2020 ✓ end at 3PM – 3.30PM . Leaving through the hall – plenty of space- social distancing in place. Later during phased return with new one-way system outside the hall</p>
<p>Discourage parents picking up their children from gathering at the school gates</p>	<p>✓ small numbers – included in info. to parents as best practice but can only provide guidance as public highway.</p>
<p>If parents are coming to school to pick up free school meals: Stagger pick-up times so they're not all coming in at once If there'll be a queue, set out 2-metre markers on the ground for them to stand on – use tape or cones</p>	<p>N/a as not taken up by parents. Provided on day 1: only 2 families collected out of 47. Voucher Scheme now in place. Vouchers by email or post but small no. collecting from school -social distancing in place. New Perspex screen and tables to ensure 2m barrier</p>

• MEASURE TO TAKE	✓
<p>Make soap and water or alcohol-based hand sanitiser available to them as they pick up the meal</p> <p>If you can, avoid letting parents into your school – consider whether you can deliver the meal packages or take them outside to parents</p>	
<p>Identify a room that sick pupils can be kept in until parents come to collect them, ideally with:</p> <ul style="list-style-type: none"> A door you can close A window you can open for ventilation A separate bathroom they can use (either attached to the room or nearby) 	<ul style="list-style-type: none"> ✓ isolation room in medical room. First aid now in class bubble or in business office. ✓ First adult toilet set aside. (next to medical/isolation room)
<p>Make sure staff in school know that they should:</p> <ul style="list-style-type: none"> Move pupils to this room if they're sick Wash their hands for 20 seconds after making contact with the ill pupil 	<ul style="list-style-type: none"> ✓ procedures in place as above All staff completed certificated Infection Control on-line training.
<p>Make sure you know:</p> <ul style="list-style-type: none"> How to get in touch with the parents of children at school if they need to pick their child up If you need to contact social workers if the pupil is a vulnerable child 	<ul style="list-style-type: none"> ✓ SLT always available and have access to SIMs parents have provided additional emergency contacts. ✓ SLT and DSLs on site have access to files and contacts.

During the school day

• MEASURE TO TAKE	✓
<p>Keep pupils at their desks, away from each other, for as much of the school day as you can, ideally 2 metres (3</p>	<p>✓ Within reason pupils encouraged to stay apart but difficult with younger pupils.</p>

• MEASURE TO TAKE	✓
steps) apart – try to keep class sizes small so you can achieve this more easily	Handwashing emphasized and carried out regularly.
<p>Avoid any group activities that requires pupils to be in close physical contact with each other, such as:</p> <p>Assemblies – you could deliver these online, even for pupils in school</p> <p>Certain sports and playground games</p>	<p>✓ small bubbles of pupils on site</p> <p>✓no collective worship – worship in class by zoom or a video link</p>
<p>When serving meals:</p> <p>Stagger lunch times so fewer children are eating in the same area at once</p> <p>If there'll be a queue, set out 2-metre markers on the ground for them to stand on – use tape or cones</p>	<p>✓ small numbers only. Packed lunches – no queuing</p> <p>✓eating in class up to end of summer term</p>
<p>Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:</p> <p>After coming into school</p> <p>After sneezing or coughing</p> <p>Before and after handling or eating food</p> <p>After going to the toilet</p> <p>Before and after staff hand out food packages, if that's how you're organising free school meals</p>	<p>✓sanitiser on entry</p> <p>✓staff sending pupils regularly</p> <p>✓vigilance for any signs of illness and then isolation</p> <p>✓adequate supplies of tissues ordered</p>
<p>If you can, place alcohol-based hand sanitisers at the entrance of each room you're using, including toilets, classrooms and halls</p>	<p>✓sanitiser dispensers now been added to year 2/3. Front doors, staffroom, copier area.</p>

• MEASURE TO TAKE	✓
	Bottles available in rooms being used. Supplies had been increased following Norovirus so school in a good place.
Encourage pupils and staff to avoid touching their face with unwashed hands	✓regular reminders in place
Provide tissues in rooms that you're using, and make sure pupils and staff are trying to catch sneezes and coughs in these and binning them afterwards, or using their elbow if they don't have a tissue available	✓adequate supplies of tissues available
When possible, open windows to increase air flow and ventilation	✓ school ventilated. Use of outside space (when weather has been good) has been encouraged. Review of school heating on daily basis in place.

Daily cleaning

• MEASURE TO TAKE	✓
Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including: Railings Door and window handles Desks and tabletops Sports equipment Toys Teaching and learning aids Computer equipment	✓deep cleaning of all used areas – by shutting down most areas the used areas can have deeper cleans each day Cleaning products available to all staff Offices cleaned before use everyday incl. computer and phones

• MEASURE TO TAKE	✓
Telephones Bathroom facilities	
Have all cleaning staff use appropriate equipment (e.g. disposable gloves, aprons)	✓ Nviro provide PPE for their staff. School has supplies of gloves, aprons and sanitiser.
Remove rubbish daily and dispose of it safely	✓bins emptied daily. Plenty of space available in the bins due to partial closure.

Cleaning if there's been a suspected case in school

If possible, close and secure areas the person has been in for 72 hours before cleaning in the same way you would any other area (see above).

If that's not possible, follow the list below.

• MEASURE TO TAKE	✓
<p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids</p>	<p>✓significant cleaning – all staff take responsibility and report any areas which need added attention.</p> <p>✓limiting access to school has reduced infection possibility</p>
<p>When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> Disposable cloths, or 	<p>✓paper towels available</p> <p>✓toilets cleaned by Nviro who set their own rules.</p>

• MEASURE TO TAKE	✓
Paper rolls and disposable mop heads	
<p>When cleaning and disinfecting, use either:</p> <p>A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</p> <p>A household detergent, followed by a disinfectant with the same dilution as above</p>	<p>✓products safe to be used around children have been sourced (Dettol, Milton) in addition to the standard acceptable school cleaning products.</p>
<p>Have all cleaning staff wear:</p> <p>Disposable gloves and aprons, washing their hands with soap and water once these have been removed</p> <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, a surgical mask or full-face visor should be considered</p>	<p>✓available</p> <p>✓removed duvet etc. in medical room</p>
<p>Place any possibly contaminated fabric items, like curtains and beddings, in a bag and take it to a point of laundering, using gloves and aprons when loading the laundry in the machine and disposing of the bag afterwards</p>	<p>✓n/a as removed.</p>
<p>Launder any possibly contaminated items on the hottest temperature the fabric will tolerate</p>	<p>✓advice given to parents and staff on changing clothes and immediately washing after school</p>
<p>If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning</p>	<p>✓steam cleaners and VAX available in school.</p>

• MEASURE TO TAKE	✓
Dispose any items that are heavily soiled or contaminated with body fluids	✓
Keep any waste from possible cases and cleaning (e.g. tissues, disposable cloths) in a tied plastic rubbish bag inside a tied bin bag, and place these bags in a suitable and secure place, marked for storage	✓ adequate bins to be able place rubbish straight into bins
After 72 hours, dispose of these bags in your normal waste	✓