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

# Sir James Knott Nursery School Considerations for COVID-19 Risk Assessment Development Version 4.0 August 2020

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## 1.0 Introduction

The Considerations for COVID-19 Risk Assessment is a development document which will help schools identify relevant hazards and control measures. It is important that you don't just put your school name to it as that would not satisfy the law - and would not protect your employees.

Even where the hazards are the same, the control measures you adopt may have to be different from those in the examples to meet the particular conditions in your workplace. It is important to remember that a risk assessment is only effective if you and your staff act upon the controls included within. You must follow through with any actions required and review it on a regular basis, especially if you have identified that your planned control measures aren't working, and improvements can therefore be implemented within your school. As a result, any control measures which aren't relevant must be deleted.

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

It is recommended that the School's risk assessment procedure should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership Team and in accordance with the appropriate legislation the operational day-to-day responsibility for the management of Health & Safety is a School responsibility.<sup>1</sup> The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer, this varies with the type of school, the table below details this.

School Type	Employer
Community schools	North Tyneside Council <sup>(2)</sup>
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	Schools Governing Body
Foundation special schools	
Voluntary aided schools	
Independent schools	Schools Governing Body or Proprietor
Academies and free schools	The Academy Trust
Multi academy trusts	
* As an occupier of the premises, all school governing bodies still have health and safety responsibilities within the schools, even where they aren't the employer.	

<sup>1</sup> <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<sup>2</sup> Under section 29(5) of the Education Act 2002, local authorities have powers to direct health and safety matters relating to school premises or school activities taking place elsewhere in these types of School and should only use these powers when a school's health and safety arrangements are inadequate.

*The Education Act 2002<sup>3</sup> and the Schools Standards & Frameworks Act 1998<sup>4</sup> also notes that for those Schools they shall comply with any direction given to them by the Local Authority concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere and in these instances the LA directs those Schools to use the LA Framework Risk Assessments.*

Some schools operate as part of a Public Private Partnership (PPP), Private Finance Initiative (PFI) or Non-Profit Distribution (NPD) arrangement. In these cases, teachers, Teaching Assistants and Administrative staff are typically employed by the local authority. However, some staff in ancillary services, for example catering, caretaking or cleaning staff, may be employed by the organisation contracted to provide these ancillary services.

**The hazards, risks and control measures in this document are non-exhaustive, the school has a duty to ensure that all significant hazards on site are adequately risk assessed with suitable control measures to ensure the risk is low as practicable.**

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

## 1.1 Version Control

### Original Format/Template: For Health and Safety Team

Document Title	Considerations for COVID-19 Risk Assessment Development (DRAFT)	Document Reference	HSGUI 036	Version Number	2.0
Reviewer	Health and Safety Team	Previous Review	15 June 2020	Issue Date	08 July 2020
Point Number	Reference Point/ Number	Comments			
1 (15/06/20)	Whole Document	Formatted to include version control systems and action plan			
2 (15/06/20)	1.0	Provided an introduction and amended form to provide it as a risk assessment template rather than a sample			
3 (15/06/20)	2.2, 2.3, 2.4, 2.5, 2.6, 2.7	Added text to <i>Risk</i> and <i>Control Measures</i> columns (marked in <b>Red</b> )			
4 (15/06/20)	3.2	Added text to <i>Risk</i> column (marked in <b>Red</b> )			
5 (15/06/20)	4.4	Added text to <i>Control Measures</i> columns (marked in <b>Red</b> )			
6 (08/07/20)	1.0	Added text to <i>introduction</i> relating to sharing risk assessment (marked in <b>Blue</b> )			

<sup>3</sup> <http://www.legislation.gov.uk/ukpga/2002/32/section/29#commentary-key-379c0a8ab791aad4cda0b42dbea5f020>

<sup>4</sup> <http://www.legislation.gov.uk/ukpga/1998/31/contents>

7 (08/07/20)	2.1, 2.2, 2.3, 2.5, 2.6,	Added text to <i>Control Measures</i> columns (marked in <b>Blue</b> )
8 (08/07/20)	3.1	Added text to <i>Control Measures</i> columns (marked in <b>Blue</b> )
9 (08/07/20)	4.1, 4.2, 4.4, 4.8, 4.9, 4.12, 4.13, 4.14, 4.15	Added text to <i>Risk</i> and <i>Control Measures</i> columns (marked in <b>Blue</b> )
10 (14/08/20)	2.6	Added text to <i>Control Measures</i> columns (marked in <b>Green</b> )
11 (14/08/20)	3.2	Added text to <i>Control Measures</i> columns (marked in <b>Green</b> )
12 (14/08/20)	4.16	Added a new <i>Hazard</i> and includes relevant <i>Risk</i> and to <i>Control Measures</i> columns (marked in <b>Green</b> )

**Risk Assessment Reviews  
 For School Use:**

<b>Date of production</b>	<b>10.07.20</b>	<b>Date of Next Review</b>	<b>26.08.20</b>	<b>Shared with all staff and Senior Leadership Team ( ✓ )</b>	<b>✓</b>
<b>Date of Review</b>		<b>Date of Next Review</b>		<b>Shared with all staff and Senior Leadership Team ( ✓ )</b>	
<b>Changes:</b>					
<b>Date of Review</b>		<b>Date of Next Review</b>		<b>Shared with all staff and Senior Leadership Team ( ✓ )</b>	
<b>Changes:</b>					

**Further Actions**

To be completed **after** your risk assessment:

<b>Do you need to do anything else to control the risks identified in your risk assessment?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>



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## 2.0 PEOPLE MANAGEMENT AND COMMUNICATION

Hazard	Risk	Control Measures	Site Comments
<p><b>2.1 Reopening a building following closure (including partial)</b></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"> <li>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.</li> <li>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.</li> <li>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.</li> <li>All areas and surfaces have been cleaned and disinfected prior to reopening.</li> <li>Pest control for insect infestations have been contacted and remedied.</li> <li>Thorough clean the kitchen prior to reopening before food preparation resumes.</li> <li>School has reviewed Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> and ensured that all buildings have been checked and comply with this prior to reopening.</li> </ul>	<ul style="list-style-type: none"> <li>School has been open since forced lockdown 23.03.20.</li> <li>Full deep clean has been carried out ready for reopening and has been ongoing since 23.03.20.</li> <li>Fire alarm tested weekly throughout lock down and will continue to do so in September.</li> <li>Legionella – flush through of system 04/06/20. Daily water checks are completed by SLT and logged.</li> <li>All systems used continually throughout lock down.</li> <li>No pests as building has not fully closed.</li> <li>Kitchen cleaned as used throughout lock down.</li> <li>ROSPA check done before lockdown and equipment used since, repairs pending “Outdoor project 2020”.</li> </ul>
<p><b>2.2 Prevent spread of COVID-19</b></p>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> <li>School will engage with the NHS Test and Trace process.</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Staff, Parents and Governors have been made aware about the NHS Test and Trace process.</li> <li>Records; rotas and registers to be kept of Cocoons and staffing.</li> </ul>



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	<p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Schools follows current government and HR advice on who can return to work and who should remain at home.</li> <li>• Members of the Senior Leadership Team and Board of Governors to familiarise themselves with the <b>COVID-19 inspection checklist</b>.</li> <li>• <b>Senior staff visibly present around school to support and reinforce safety measures.</b></li> <li>• <b>This risk assessment will be reviewed on a weekly basis in consultation with all staff to ensure any issues can be addressed.</b></li> <li>• 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 <b>prior</b> to undertaking such activities.</li> <li>• <b>Hand washing and hand sanitiser ‘stations’ have been made available around the premises so that all pupils and staff can clean their hands regularly.</b></li> <li>• <b>School will keep groups separate (in consistent ‘Cocoons’) to minimise contact between individuals and will maintain social distancing wherever possible.</b></li> <li>• <b>School has reviewed teaching groups to ensure smaller Cocoons can be maintained and isolated from other Cocoons within the same year group.</b></li> <li>• <b>If using larger groups (Cocoons), school will ensure the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</b></li> <li>• <b>School has ensured that staff who need to move between Cocoons can maintain 2 metres social distance from other pupils and adults.</b></li> </ul>	<ul style="list-style-type: none"> <li>• All DfE and Local Authority guidance has been read and considered during planning and risk assessing reopening plans. Governors and SLT consulted on the creation of reopening plan.</li> <li>• Parents and staff have been consulted with the informed risk assessment and planning.</li> <li>• Headteacher has completed personal communications to establish suitability for returning to work. The plans clearly outlined and shared with staff and parents before reopening date to provide sufficient time for all to consider the changes.</li> <li>• Unions and staff consulted.</li> <li>• Staff have received their rota for the autumn term. This is the best model for our setting to enable all year groups to access our provision.</li> <li>• Cocoon model followed and all staff briefed on expectations. Each Cocoon has been allocated an individual classroom, set of toilets and set time for using the outdoor space daily via a rota system. The staff and children will</li> </ul>
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		<ul style="list-style-type: none"> <li>• Lesson changes are staggered to minimise large groups of pupils moving at one time.</li> <li>• Pupils to be kept in same rooms following lesson change with staff members moving between classrooms instead to minimise movement throughout building.</li> <li>• Where staff move instead of pupils, school has put process in place to ensure staff members cannot leave pupils until new teacher arrives.</li> <li>• The number of staff who operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision have been minimised to <b>(1:4 ratio in Two Year Old Cocoon, 1:8 ration in Nursery Teaching Assistant Led Cocoon and 1:13 ratio in Nursery Teacher Lead Cocoon)</b> per Cocoon.</li> <li>• Where 2 metres social distancing cannot be maintained by staff (e.g. due to specific needs of pupils), the school have limited the number of individuals which such staff members may come into contact with.</li> <li>• Staff who are expected to carry out positive handling controls will adhere to strict personal hygiene measures (See Protective and Hygiene Measures Policy).</li> <li>• <b>No more than 15 pupils per group (not relevant for Autumn term)</b></li> <li>• 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.</li> <li>• 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.</li> <li>• Students use same desk each day if they attend on consecutive days.</li> </ul>	<p>spend the allocation of their shift or provision time within their allocated classroom.</p> <ul style="list-style-type: none"> <li>• Food to be eaten from provided packed lunch from catering services in classroom too.</li> <li>• Covid-19 PPE boxes being made for Cocoons.</li> <li>• Staggered starts for children.</li> <li>• We are adhering to the following ratios for our Cocoons; 1:4 ratio in Two Year Old Cocoon, 1:8 ratio in Nursery Teaching Assistant Led Cocoon and 1:13 ratio in Nursery Teacher Led Cocoon.</li> <li>• Wellbeing of staff and children considered, appropriate resources and signposted: Staff wellbeing contact information shared, SAS May 2020.</li> <li>• Constant communications from Headteacher to all staff and Governors regarding full reopening from September 2020. This will be an ongoing method throughout the full reopening.</li> <li>• Headteacher to hold individual meetings with all staff face to face to go through the reopening staff handbook and to ensure all non-</li> </ul>
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		<ul style="list-style-type: none"> <li>• Posters displayed to follow social distancing.</li> <li>• <b>Drinking fountains taken out of use.</b></li> <li>• 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.</li> <li>• Ongoing communications (posters, emails, inductions, briefing, toolbox talks has been provided to all staff which includes: <ul style="list-style-type: none"> <li>○ Risks and symptoms of COVID19</li> <li>○ Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis</li> <li>○ Social distancing measures</li> <li>○ Emergency procedures (i.e. first aid, fire)</li> <li>○ Effective infection control including hygiene measures</li> <li>○ Specific or individual risk assessment findings</li> <li>○ Wellbeing points and any issues</li> </ul> </li> <li>• Ongoing communications (posters, emails, inductions, briefing, toolbox talks has been provided to all parents which includes: <ul style="list-style-type: none"> <li>○ Risks and symptoms of COVID19</li> <li>○ Advice regarding self-isolation of those showing signs or symptoms</li> <li>○ Social distancing measures</li> <li>○ Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>○ Not to enter the school if they are displaying any symptoms of coronavirus</li> <li>○ If their child needs to be accompanied to school, only one parent should attend</li> </ul> </li> </ul>	<p>negotiable rules are understood, adhered to and monitored for our return on 2<sup>nd</sup> September 2020.</p> <ul style="list-style-type: none"> <li>• Staggered drop off and collection protocols communicated to parents and staff.</li> </ul>
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		<ul style="list-style-type: none"> <li>○ drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>○ They cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>○ Recommendations on transport to and from education or childcare setting (including avoiding peak times).</li> <li>○ Education resources such as e-bug and PHE schools resources</li> <li>● Ongoing communications (posters, emails, inductions, briefing, toolbox talks has been provided to all pupils which includes: <ul style="list-style-type: none"> <li>○ Risks and symptoms of COVID19</li> <li>○ Advice regarding self-isolation of those showing signs or symptoms</li> <li>○ Social distancing measures</li> <li>○ Emergency procedures (i.e. first aid, fire)</li> <li>○ Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>○ Recommendations on transport to and from education or childcare setting</li> <li>○ Education resources such as e-bug and PHE schools resources</li> </ul> </li> </ul>	
<p><b>2.3 Staff or pupil shows signs of COVID-19 while on</b></p>	<p><b>Employees, pupils, contractors, visitors.</b></p>	<ul style="list-style-type: none"> <li>● If anyone becomes unwell with a new, continuous cough, <b>loss of taste or smell</b> or a high temperature in school, they will be sent home and advised to take a test and self-isolate. Where the child, young person or staff member tests negative, they can</li> </ul>	<ul style="list-style-type: none"> <li>● Any child or staff member who displays symptoms will be moved to the isolation room and supervised by SLT, who will be</li> </ul>



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<p><b>school premises</b></p>	<p><b>Contracting Coronavirus</b></p>	<p>return to their setting (if they feel well and no longer have symptoms similar to COVID-19) and the fellow household members can end their self-isolation.</p> <ul style="list-style-type: none"> <li>• If they test positive, they can only return to school 10 days following isolation and only if they do not have symptoms other than cough or loss of sense of smell/taste (If they still have a high temperature, they should keep self-isolating until their temperature returns to normal). Other members of their household should continue self-isolating for the full 14 days.</li> <li>• If notified of a pupil or member of staff have been confirmed as a COVID-19 case, contact will be made to the local health protection team at <a href="tel:03003038596">PHE on 0300 303 8596</a> option 1 to get further support or advice <b>before</b> taking any action in the wider school.</li> <li>• The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>wearing Local Authority provided PPE.</p> <ul style="list-style-type: none"> <li>• Isolation room to be deep cleaned every day as a precaution.</li> <li>• Video of safe removal has been watched by all staff before return to school.</li> <li>• All staff have completed e learning PPE Training for Healthcare Workers for information and guidance in relation to PPE.</li> <li>• Any member of staff who supervises someone displaying symptoms will leave site after safe collection and not return until they have had the opportunity for a shower and change of clothes.</li> <li>• All Cocoons will be self-isolated as soon as a member of that Cocoon has symptoms or tests positive.</li> <li>• Staff rota allows for a track and trace system within school.</li> <li>• Twice daily deep clean rota set up.</li> <li>• PPE in school and will reorder as and when necessary.</li> <li>• SLT on site at all times, available to call medical help or parent if necessary.</li> </ul>
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		<ul style="list-style-type: none"> <li>• 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).</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds and clean the affected area with normal a household detergent followed by a disinfectant.</li> </ul>	
<p><b>2.4 Mental health and wellbeing</b></p>	<p>All staff and pupils due to demands, control (or a lack of), support, relationships, role and change</p>	<ul style="list-style-type: none"> <li>• The Governing body and senior leaders are working with staff to implement flexible working practices in a way that promotes good work-life balance and supports all staff including leaders.</li> <li>• 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.</li> <li>• Where resource and curriculum planning needs aren't able to be met, consideration will be given to ways of utilising extra resources.</li> </ul>	<ul style="list-style-type: none"> <li>• For the period of full reopening; September 20, all staff will be on site within an allocated Cocoon.</li> <li>• Teacher will receive her PPA entitlement weekly, this will be covered by the Headteacher.</li> <li>• Staff meeting time has allocated sessions allocated to mental health and wellbeing.</li> <li>• Regular 1:1 supervision with staff to see how they are feeling.</li> </ul>
<p><b>2.5 Visitors to premises: Including Contractors,</b></p>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> <li>• School will implement a system for recording visitors onto premises including direct contact numbers to assist with track and trace program.</li> <li>• Visitor access is restricted to essential visits only.</li> </ul>	<ul style="list-style-type: none"> <li>• No outside visitors permitted into the building unless it is to support in school/ and or any building works i.e. reopening tests etc.</li> </ul>



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<p><b>parents and deliveries</b></p>	<p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Where visits are essential school will look at alternative methods of working including: <ul style="list-style-type: none"> <li>○ Elimination of the need for the visit (Use of technology to carry out appointments)</li> <li>○ Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends).</li> <li>○ Reduce the amount of time within our premises</li> <li>○ Limit the numbers of visitors (Appointment system, Access controls)</li> </ul> </li> <li>• Communication in the form of letters, email and signage has been provided to parents, visitors or suppliers: <ul style="list-style-type: none"> <li>○ Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus</li> <li>○ Visitors must wash/sanitise their hands upon entering our premises</li> <li>○ Reminding them of social distancing measures in place</li> <li>○ Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>○ communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul> </li> <li>• Physical barriers at entrance to prevent access of visitors until measures above have been clarified.</li> <li>• If physical barriers are not feasible, consider barriers 2 metres from receptions or floor markings that customers should not cross when speaking to staff.</li> <li>• Waiting room furniture has been rearranged to ensure social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Any visitors will be expected to adhere to social distancing or will be asked to leave.</li> <li>• Parents prohibited from accessing the school building.</li> <li>• All communication to parents to continue to be carried out by the following platforms via email, website, Facebook or Seesaw.</li> <li>• Parents have been informed that any communications must continue via e mail, although they can request telephone call backs via this method.</li> <li>• Parents collecting or delivering paperwork to school have been asked to collect/deliver to air lock and ring to advise it is there.</li> <li>• Parents returning on 2<sup>nd</sup> September 20 have been issued with non-negotiable demands for social distancing.</li> <li>• 1 parent to drop off and pick up.</li> <li>• Parents to drop at designated Cocoon door and leave.</li> <li>• 2m distancing tape on floor at entrances to aid collection and drop off.</li> <li>• Each Cocoon has a different drop off and collection entry/ exit points.</li> </ul>
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		<ul style="list-style-type: none"> <li>Decide on a location as a set drop-off point agreed in advance.</li> </ul>	<p>This has been communicated with parents and staff.</p>
<p><b>2.6 Adults or Children with (or living with) particular characteristics, additional or complex needs including those with IHCP's,</b></p>	<p><b>Employees, pupils, contractors, visitors.</b></p> <p><b>Contracting Coronavirus</b></p>	<ul style="list-style-type: none"> <li>The school will keep up to date and follow government guidelines relating to individual risk factors (including those who are clinically vulnerable and clinically extremely vulnerable) and local measures if higher rates are in place.</li> <li>Clinically vulnerable colleagues and Clinically extremely vulnerable colleagues should work from home in their own role or another role if their own role is not practicable, wherever possible. If this cannot be facilitated the safest available on-site roles should be considered to enable them to stay 2m away from others. If they have to spend time within 2m of others, it must be carefully assessed whether this involves an acceptable level of risk.</li> <li>An individual risk assessment will be completed when an individual is either returning to the workplace in either their existing role, an amended version of their existing role or an alternative role and the potential level of risks to that individual are different or where there are additional hazards not covered in the existing risk assessments. Employees who may require a COVID-19 individual risk assessment include the following:             <ul style="list-style-type: none"> <li>Clinically Vulnerable employees</li> <li>Clinically Extremely Vulnerable Individuals</li> <li>Employees with other risk factors (see below)                 <ul style="list-style-type: none"> <li>Black, Asian, Minority Ethnic (BAME) individuals</li> <li>Age</li> <li>Male</li> <li>Mental Health condition or disability</li> <li>Other underlying health condition or disability</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>All parents with children returning to school have received contact from the Headteacher in relation to the update to clinically extremely vulnerable and clinically vulnerable.</li> <li>All staff spoken to individually to establish suitability for returning to work.</li> <li>Families have been advised that whilst we are doing everything in our power to keep children safe, we cannot guarantee this, and parents must make their own informed choice for their child returning to school.</li> <li>Isolation room set up with PPE for any child or staff member who presents with symptoms during school day.</li> <li>Isolation room to be deep cleaned every day as a precaution.</li> <li>Due to the age of children all staff have been made aware of their own rights to safety but also the expectations of our very young children.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Staff performing Aerosol Generating Procedure's (AGP's) will follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is: <ul style="list-style-type: none"> <li>○ a FFP2/3 respirator which has been appropriately fit tested for each individual who is required to wear one</li> <li>○ gloves</li> <li>○ a long-sleeved fluid repellent gown</li> <li>○ eye protection</li> </ul> </li> <li>• Children and young people will be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible an individual risk assessment will be carried out. In all instances, efforts will be made to: <ul style="list-style-type: none"> <li>○ Ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room</li> <li>○ Minimise clutter to make the process of cleaning the room as straightforward as possible</li> <li>○ Clean all surfaces and ventilate the room following a procedure and before anyone not wearing PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour</li> </ul> </li> <li>• Pupils who have previously been required to shield and remain under the care of a specialist health professional will have their individual health care plan reviewed with their health professional before returning to school.</li> </ul>	<ul style="list-style-type: none"> <li>• This has allowed staff to make their own decision as to whether to work or not.</li> <li>• PPE is available for all staff who want it.</li> <li>• All parents of children who have been classed as clinically vulnerable or clinically extremely vulnerable have been contacted by the Headteacher and reopening reviews will be put into place and communicated with both parents and outside agencies.</li> </ul>
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		<ul style="list-style-type: none"> <li><del>• Staff who are clinically vulnerable or extremely clinically vulnerable will be placed in roles where they can work remotely or 2 metres social distancing can be maintained at all times.</del></li> <li>• Pregnant women are in the 'clinically vulnerable' category and will have an individual risk assessment completed which will also follow the relevant guidance available for clinically-vulnerable people.</li> <li>• If staff, parents or pupils with particular characteristics or significant risk factors are concerned, the school will discuss their concerns, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support areas of apprehension</li> <li>• Activities which could increase the likelihood of coming into contact with another person's bodily fluids are individually risk assessed to see if the contact can be eliminated, reduced, isolated.</li> <li>• The needs of children will be considered to ensure they get the right level of support to follow measures associated with COVID-19 transmission (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</li> <li>• Suitable PPE should be worn where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ul>	
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		<ul style="list-style-type: none"> <li>• A risk assessment will be carried out (or reviewed) for children who have an education health and care (EHC) plan to ensure that their needs can be safely met in the educational environment. Parents and young people (if they are over the age of 16) will be contacted and involved within the planning or review of care plans/risk assessments</li> <li>• School will carry out a risk assessment (or review current one), if it is deemed that a child may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home.</li> <li>• 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.</li> <li>• Additional support for pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Staff working with children and young people who spit uncontrollably provided with more opportunities to wash their hands than other staff</li> <li>• Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' provided with more opportunities to wash their hands than children and young people who do not.</li> <li>• School has made an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources are restricted</li> </ul>	
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		<p>to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</p> <ul style="list-style-type: none"> <li>The school has reviewed competencies of staff to ensure there is sufficient numbers of individuals trained to carry out support/interventions to cover absences/self-isolation</li> </ul>	
<p><b>2.7 Emergency Procedures</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>School will ensure key posts are present within school at all times, this includes           <ul style="list-style-type: none"> <li>First Aiders</li> <li>Safeguarding Lead</li> <li>Fire Wardens</li> <li>SLT</li> <li>Facilities / premises management / caretakers</li> </ul> </li> <li>Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</li> <li><b>Procedure in place to close the school or nursery at short notice if staffing levels fall to levels where safety cannot be assured.</b></li> <li>Everyone will maintain 2 metre separation as far as possible during evacuation and at assembly points.</li> <li>Regular Practice drills will continue as normal to ensure pupils have awareness of actions to take including one within the first week back.</li> <li>If there is a reduced occupancy period the school will:           <ul style="list-style-type: none"> <li>carry out weekly checks of alarms systems, call points and emergency lighting</li> <li>carry out regular hazard spotting to identify escape route obstructions</li> <li>check that all fire doors are operational</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>All staff will be present on site, we will ensure that from breakfast club to afterschool club that we have at least one member of staff who has paediatric first aid or NB who has adult first aid as a last resort, a Safeguarding Lead and where possible a Fire Warden (when not possible for staff to follow fire evacuation procedure).</li> <li>Fire evacuation has been amended and shared with staff.</li> <li>Fire evacuation planned for week 3 once everyone is aware of how nursery will operate, we will need the extra time to ensure our very young children are settled before we sound the alarm for a drill however our children are led by their grownups in an emergency so we are satisfied that the staff understanding the exit plan will suffice in the interim.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Staff trained to use evac chairs to be provided with face masks.</li> <li>• Social distancing enforced where possible at assembly points.</li> <li>• Current first aid provision has been reviewed to ensure enough first aiders including Paediatric First Aid</li> <li>• First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available</li> <li>• First Aiders for the school have been issued with the current advice and guidance produced by the <a href="#">resus council</a> and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of</li> </ul>	<ul style="list-style-type: none"> <li>• First aid boxes to be checked as part of full reopening checklist and by staff therefore after.</li> </ul>
<h3>3.0 Effective infection protection and control</h3>			
<p><b>3.1 Cleaning</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• School will follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• 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</li> <li>• School will provide skin care systems to prevent skin issues such as dermatitis</li> <li>• Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal</li> <li>• Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of.</li> <li>• Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Twice daily deep cleans planned throughout school.</li> <li>• Antibacterial cleaner, wipes, hand sanitiser and antibacterial soap will be provided in specially prepared Covid-19 classroom boxes.</li> <li>• Skin care will only be applied if provided by parents due to the age of our children.</li> <li>• Staff will be required to regularly wipe down and sanitise surfaces and toys throughout the day.</li> <li>• Closed bins available which will be emptied and managed by cleaning staff at the start and end of every school day.</li> </ul>



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		<ul style="list-style-type: none"> <li>• All adults and children will: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</li> <li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ be encouraged not to touch their mouth, eyes and nose</li> <li>○ asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• School will ensure that help is available for children who may not understand why; or have trouble cleaning their hands independently. Practise through observation, games, songs and repetition will be encouraged</li> <li>• Bins for tissues are emptied throughout the day</li> <li>• where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• 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.</li> <li>• Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours.</li> <li>• 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.</li> <li>• When purchasing/using substances a hierarchy of control is implemented which considers; <ul style="list-style-type: none"> <li>○ Elimination</li> <li>○ Substitution</li> <li>○ Engineering Controls</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Outside rubbish bins will be rotated to allow 72 hours holding before disposal.</li> <li>• Regular handwashing to become standard practice at the start and end of the day but especially before snack, after playing out and toilet trips and before lunch</li> <li>• All children will be reminded of handwashing and hygiene throughout the session.</li> <li>• Windows and doors to remain open during the school session.</li> <li>• Isolation room to be deep cleaned after every use.</li> <li>• COSHH assessment attached to Risk Assessment and ratified by cleaning suppliers and cleaners.</li> <li>• Cleaning staff will always use aprons during cleaning which can be removed and washed when they leave the building.</li> </ul>
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		<ul style="list-style-type: none"> <li>○ Administrative Controls</li> <li>○ Personal Protective Equipment</li> <li>● Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.</li> <li>● Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</li> <li>● Good hygiene practices – do not eat drink or smoke whilst using substances.</li> <li>● Staff to be instructed to refrain from bringing in their own cleaning products.</li> <li>● Cleaning staff to change into uniform on arrival and remove uniform prior to egress from building. These should be suitably laundered</li> <li>● Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk</li> <li>● Any hand sanitiser dispensed from large bulk containers to smaller ones are labelled with similar labelling as the bulk container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser.</li> </ul>	
<p><b>3.2 PPE</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>● 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"> <li>○ Robust hand hygiene.</li> <li>○ Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>○ Good respiratory hygiene.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Robust hygiene standards will always be observed with PPE available but not relied upon in place of effective hand washing and cleaning.</li> <li>● All staff will receive contact from the Headteacher to advise of expectations including the</li> </ul>



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		<ul style="list-style-type: none"> <li>○ Environmental control (e.g., cleaning of frequently touched surfaces).</li> <li>○ Management of pupils</li> <li>○ Information, instruction and training</li> <li>● Staff will receive sufficient information and instruction on the use of PPE <a href="#">including how to put on (Donning), remove (Doffing), store, dispose</a> of as well as any limitations of the PPE</li> <li>● Single use PPE should be disposed of so that it cannot be used again</li> <li>● Pedal operated lidded bins available for the disposal of PPE, tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of <a href="#">where individuals has shown symptoms of COVID-19</a>.</li> <li>● <a href="#">Staff will</a> still need to wear any PPE that was identified in risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards.</li> </ul>	<p>donning and doffing of PPE equipment.</p> <ul style="list-style-type: none"> <li>● All PPE equipment readily available in prepared Covid-19 classroom boxes.</li> <li>● Local Authority PPE provided for supervising anyone displaying symptoms.</li> <li>● Appropriate PPE purchased for staff use of first aid, intimate care and when 2 metre distancing can not be adhered to.</li> <li>● Optional masks and gloves purchased for those staff who require them</li> <li>● Video of safe removal to be watched by all staff before return to school</li> <li>● All staff have completed e learning PPE Training for Healthcare Workers for information and guidance in relation to PPE.</li> </ul>
<b>4.0 Premises</b>			
<p><b>4.1 Access and Egress including use of entrances</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>● <a href="#">School has a process for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in</a></li> </ul>	<ul style="list-style-type: none"> <li>● Sanitiser available on entrance to school.</li> <li>● Children to wash hands as soon as they arrive in classroom.</li> <li>● One entrance observed.</li> <li>● One exit observed.</li> </ul>



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		<p>a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <ul style="list-style-type: none"> <li>• School SLT reviewed premises to ensure access/egress is as safe as possible, this includes <ul style="list-style-type: none"> <li>○ Sanitiser (at least 60% alcohol) available at all entrances and exits</li> <li>○ Separate entry and exit doors i.e. one door for in, and another door for out,</li> <li>○ Accessing rooms directly from outside</li> <li>○ Revolving and automatic doors</li> <li>○ School entrance locked and visitors are buzzed through doors</li> <li>○ Unnecessary items and equipment have been removed from entrance areas</li> <li>○ Pick up and drop off times changed to ensure staggered intake and discharge of pupils</li> <li>○ Decontamination of items brought in from home i.e. water bottles, packed lunches, medications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No visitors permitted entry past the main reception.</li> <li>• Parents will drop children with staff at their child's Cocoons entrance.</li> <li>• Staggered start and finish times for all children and staff.</li> <li>• Packed lunches will be provided in a grab bag from catering services, once child has finished with their lunch, the remains and packaging will be binned daily.</li> </ul>
<p><b>4.2 Classrooms</b> (This Section may need to be duplicated for different classrooms, Cocoons or year groups where control measures vary due to size, age, experience</p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Adaptations have been made to the classroom to ensure pupils seat side by side and facing forwards, rather than face to face or side on.</li> <li>• Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain as much space between individuals as possible.</li> <li>• Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff.</li> <li>• Removal of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</li> </ul>	<ul style="list-style-type: none"> <li>• Headteacher and Teacher have planned rooms, cocoons and social distancing expectations in all rooms.</li> <li>• Cocoons will have their own dedicated outdoor time.</li> <li>• Soft furnishings will be limited within each Cocoon. Each Coon primarily only have items which are easily wiped down within provision.</li> </ul>



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<p>or needs of individual pupils)</p>		<ul style="list-style-type: none"> <li>• Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary.</li> <li>• No more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant) – <b>summer term control measure.</b></li> <li>• Desks spaced as far apart as possible with sitting positions 2 metres apart <b>summer term control measure.</b></li> <li>• Where the school cannot achieve small groups, further options will be discussed with local authority or trust <b>summer term control measure.</b></li> <li>• Posters displayed to follow social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• EYFS staff to pupil ratios to be adhered to at all times, without exception.</li> <li>• Cocoons to be re-evaluated every 2 weeks to allow consideration of changes.</li> <li>• Social distancing posters not displayed within our child areas, however, have been placed around school for staff to adhere too. Our children cannot read these however staff will ensure communication with children re social distancing.</li> </ul>
<p><b>4.3 Lifts</b></p>	<p>Employees, pupils, contractors, visitors          Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Lift to be operational only where necessary</li> <li>• Reduce maximum occupancy to one person.</li> <li>• Clear notice on each lift to identify maximum occupancy</li> <li>• Staff and pupil advised to use the backside of a pen or other item when using the lift call button.</li> <li>• Where lifts are operational the button should form part of additional cleaning regimes.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>4.4 Movement around the school, including use of corridors</b></p>	<p>Employees, pupils, contractors, visitors.          Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• <b>Lesson changes have been staggered to prevent large groups mixing at the same time</b></li> <li>• Staff and pupils advised to use elbow for opening door release where possible.</li> <li>• Posters displayed to follow social distancing</li> <li>• SLT have reviewed school setup considering movement around school and have implemented the following control measures             <ul style="list-style-type: none"> <li>○ Divider placed down the middle of the corridor to keep groups apart as they move through the setting where</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Doors will remain open where possible to avoid unnecessary contact however door handles will be washed down periodically through the day and a deep clean at start and end of the day.</li> <li>• Groups to remain at opposite sides of the building and in their own rooms, they are not to mix</li> </ul>



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		<p>spaces are accessed by corridors (subject to building limitations)</p> <ul style="list-style-type: none"> <li>○ One-way system in place</li> <li>○ Stick to the left-hand side.</li> </ul> <ul style="list-style-type: none"> <li>● Vision screens in door kept clear at all times</li> <li>● Floor markings/graphics on floor/wall/ceiling to indicate one-way system/ social distancing queuing, etc</li> <li>● Doors should only be wedged open only where rooms are occupied or doorgard or mag lock fitted and checked monthly</li> <li>● 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)</li> <li>● All staff briefed to ensure that they are aware of these controls.</li> <li>● <b>Staff rota in place to monitor adherence of implemented system of movement</b></li> </ul>	<p>with another person, adult or child from the other cocoon.</p> <ul style="list-style-type: none"> <li>● All unnecessary items removed from room.</li> <li>● Expectations clearly communicated with staff prior to opening.</li> </ul>
<p><b>4.5 Toilets</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Number of children who use the toilet facilities restricted at one time.</li> <li>● Posters in toilets to follow social distancing and regular handwashing.</li> <li>● Toilets are screened from each other – must be ensured capacity of toilets are not exceeded.</li> <li>● Consideration for the number of available urinals to ensure social distancing (for staff and older pupils).</li> <li>● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul>	<ul style="list-style-type: none"> <li>● Each Cocoon has separate allocated toilets.</li> <li>● Paper towels to be used as usual.</li> <li>● Cleaners to deep clean twice a day.</li> <li>● Children to be accompanied to the toilet in small groups to avoid overcrowding in cubicles.</li> <li>● No more than 1 staff member and 2 children in children's toilets.</li> <li>● No more than 1 staff member in staff toilet at any one time.</li> </ul>



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<p><b>4.6 Meeting Rooms</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Avoid use – look at different ways of working. Keep locked.</li> <li>• 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.</li> <li>• Alternatively display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.</li> </ul>	<ul style="list-style-type: none"> <li>• No meetings to be held in school during autumn term. Undertake all meetings via Teams/ Zoom.</li> </ul>
<p><b>4.7 Offices</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Posters displayed to follow social distancing.</li> <li>• Staff should follow 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.</li> <li>• Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationary.</li> <li>• Maximum occupancy communicated with staff and displayed on the door.</li> <li>• Natural ventilation encouraged.</li> <li>• 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.</li> <li>• Desks physically repositioned.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Offices to be managed by SLT.</li> <li>• Work areas cleaned at start and end of shift including phone.</li> <li>• Staff to observe a clear desk policy and not share stationery at any time.</li> <li>• Desks should be 2m apart. Only 2 members of staff to work in the SLT office at a time.</li> <li>• Window and door to be open to office</li> <li>• One person to use photocopying room at a time.</li> </ul>



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<p><b>4.8 Music/Choir Lessons</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Class sizes for such music have been reduced to <b>(input limit here – should be no more than 15)</b></li> <li>• Pupils will be positioned back-to-back or side-to-side and will avoid sharing instruments</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>4.9 Staff rooms</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Use of staff rooms to be minimised, although staff must still have a break of a reasonable length during the day.</li> <li>• Posters displayed to follow social distancing and regular handwashing</li> <li>• Breaks staggered to reduce the number using the facilities.</li> <li>• Maximum occupancies (1 person every 2 metres) identified on the door.</li> <li>• 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.</li> <li>• Staff encouraged to bring in flask rather than using a tea point. No tea rounds.</li> <li>• Disposable towels only – no multi use towels.</li> <li>• Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily</li> <li>• Preferably separate sinks for washing cutlery and handwashing.</li> <li>• Spacing seats and tables to ensure social distancing.</li> <li>• Employees have been asked to bring their own food and eat at their desk.</li> <li>• Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin</li> </ul>	<ul style="list-style-type: none"> <li>• Staff who eat together will observe social distancing and sit at allocated seats which are clearly labelled.</li> <li>• SLT can and will eat at their own desks.</li> <li>• All staff to bring their own food and drinks.</li> <li>• No more than 6 people in the staff room at any one time.</li> <li>• Posters will be displayed to remind staff of social distancing requirements in the staff room and main corridor.</li> <li>• Hand washing and hand sanitiser will be available at all times.</li> <li>• Dishwasher available for cutlery and dishes.</li> <li>• Table to be cleaned down after use and rubbish to be removed by cleaning team at the start and end of the day.</li> </ul>



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		<ul style="list-style-type: none"> <li>• 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</li> <li>• Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently.</li> </ul>	
<b>4.10 Ventilation</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Ventilation to chemical stores should remain operational.</li> <li>• 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</li> <li>• At nights and weekends, do not switch ventilation off, but keep it running at lower speeds</li> <li>• Ensure regular airing with windows</li> <li>• Toilet ventilation should run 24/7 in operation. Avoid open windows in toilets to ensure right direction of ventilation</li> <li>• Switch air handling units with recirculation to 100% outdoor air.</li> <li>• Inspect heat recovery equipment to be ensure that leakages are under control.</li> </ul>	<ul style="list-style-type: none"> <li>• Windows and doors to remain open in occupied rooms to allow for ventilation.</li> </ul>
<b>4.11 Shared Premises</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Share notes on Risk Assessment and respect each other's RA.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>4.12 Lunchtimes, breaks, including PE, use of play</b>	<p>Employees, pupils, contractors, visitors.</p>	<ul style="list-style-type: none"> <li>• Additional time provided for cleaning surfaces in the dining/sports hall, changing areas and teaching areas between groups</li> <li>• Outdoor playground equipment subject to a more frequent cleaning process</li> </ul>	<ul style="list-style-type: none"> <li>• All children will eat in the same classroom (cocoon) that they have been in for their learning along with the same allocation of staff.</li> </ul>



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<p><b>spaces and equipment</b></p>	<p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Outdoor sports are prioritised for Physical Education where possible, and large indoor spaces used where it is not.</li> <li>• Pupils will be reminded about cleaning and hygiene prior to every lesson with signage displayed to reinforce the message</li> <li>• Pupils will wash/sanitise hands prior and following every PE lesson</li> <li>• School has reviewed and followed supporting guidance which includes             <ul style="list-style-type: none"> <li>○ <a href="#">Sport England</a></li> <li>○ <a href="#">Association for Physical Education</a></li> <li>○ <a href="#">Youth Sport Trust</a></li> </ul> </li> <li>• School will only work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. This will include a robust vetting process to ensure suitable risk assessments are in place prior to allowing activities to go ahead.</li> <li>• Task based risk assessments will be reviewed before re-commencing physical education</li> <li>• Resources that are shared between classes or Cocoons, such as sports, art and science equipment cleaned frequently and meticulously and always between Cocoons, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Cocoons. <b>This will require amending depending on the measures which the school are implementing</b></li> <li>• Physical activity sessions should be strictly non-contact</li> <li>• Sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach.</li> <li>• Pupils attend school with PE kit on to limit the need to use changing rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will always have staggered lunches observing social distancing.</li> <li>• This has been checked and verified by the Headteacher.</li> <li>• Due to the age of our children social distancing outside is not possible however they will not mix with children from the other cocoons.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Areas marked out to identify restrictions and individual pupil zones to assist supervisors with managing the area effectively.</li> <li>• Class sizes reviewed to adhere to Government guidance and be reduced to a level where social distancing rules can be applied.</li> <li>• Use of sharing equipment is forbidden to mitigate against virus transmission</li> <li>• 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.</li> <li>• Staggered breaks to ensure social distancing</li> <li>• Social distancing rules enforced by supervisors to reduce contact between employees and pupils / pupils with other pupils / segregating groups</li> <li>• 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.</li> <li>• Children have their lunch in their classrooms</li> <li>• Supervisors are encouraged to play games which can maintain social distancing and touching of equipment</li> <li>• Lines on yard with chalk to ensure social distancing</li> </ul>	
<p><b>4.13 Movement of essential resources throughout the school</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff and pupils have their own pencils and pens that are not shared.</li> <li>• Classroom based resources, such as books and games are cleaned regularly, along with all frequently touched surfaces.</li> <li>• Resources that are shared between classes or Cocoons, such as sports, art and science equipment are cleaned frequently and meticulously and always between Cocoons, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Cocoons</li> </ul>	<ul style="list-style-type: none"> <li>• Resources will be in classrooms and will remain there for a week. When deep cleaning occurs, there will be a rotation of resources to enable resources to have a deep clean.</li> <li>• There will be no sharing of resources between the 3 Cocoons.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources</li> <li>• <del>Staff and pupils have been instructed not to bring any items or resources to school</del></li> <li>• Resources are locked away with access provided by...</li> <li>• Resources that are not easily wipeable or washable have been removed, cordoned off or limited in contact</li> <li>• The use of shared resources has been reduced:       <ul style="list-style-type: none"> <li>○ by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff</li> <li>○ <del>by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</del></li> <li>○ thorough cleaning of equipment and the classroom is occupied by the same children in one day, or properly cleaned between cohorts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• All resources will be cleaned during the morning and afternoon session.</li> </ul>
<p><b>4.14 Extra-curricular provision (Autumn Term)</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• School will ensure children are kept within their year Cocoons</li> <li>• Schools will limit the extra-curricular provision to <b>(input limit here)</b> to ensure groups can be small and consistent to avoid mixing with other groups/Cocoons</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• All children who attend breakfast club will have breakfast in the Dining Room. After school club will occur within the Nursery Cocoon 2 to avoid unnecessary transitions between rooms.</li> </ul>



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		<p>their own protective measures, and only use those providers that can demonstrate this</p> <ul style="list-style-type: none"> <li>• No more than fifteen children and at least one staff member to a bubble</li> <li>• There is a limit on the number of children using the toilet at any one time (<b>insert number here</b>)</li> <li>• Each group has been allocated their own toilet facilities to use</li> <li>• Suitably trained staff always available taking into account emergencies (first aid, fire, lockdown, etc), safeguarding and cleaning requirements got the setting?</li> <li>• <b>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.</b></li> </ul>	
<p><b>4.15 Transport to/from school</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• <b>Autumn only:</b> Dedicated school transport aligns as far as possible with the control measures identified within this risk assessment, this includes: <ul style="list-style-type: none"> <li>○ Pupils are grouped together on transport within their Cocoons where possible</li> <li>○ Use of hand sanitiser upon boarding and/or disembarking</li> <li>○ Additional cleaning of vehicles (<b>identify cleaning schedule here</b>)</li> <li>○ Organised queuing and boarding where possible</li> <li>○ Distancing within vehicles wherever possible</li> <li>○ The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Carpark to remain open to allow staff to be able to safely arrive to work. All staff will follow the social distancing routine at main entrance of following the black markers and once in school will leave their personal belongings in the staff room and then arrive at their designated Cocoon.</li> </ul>



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into very close contact with people outside of their group or who they do not normally meet

- Vehicle management plan drawn up for school site and briefed to staff, this includes:
  - 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:
  - Encouraging parents and children to walk or cycle to their education setting where possible
  - Encouraging government best practice for travelling on public transport
  - Ensuring that transport arrangements cater for any changes to start and finish times
  - Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus
  - making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers including using larger vehicles or cordoning off seats and eliminating face-to-face seating
  - Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children with complex needs who need support to access the vehicle or fasten seatbelts
- All staff have been informed of the parking plan and the need to ensure that all cars are parked the same way.
- All parents have been communicated around the transport arrangements for school.



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<p><b>4.16 Practical Lessons i.e. Science or D&amp;T</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Prep rooms and other stores are only to be used by one person at a time</li> <li>• Pupils will wash hands with soap and water prior to and following any practical – this will be appropriately managed to ensure pupils are doing this in a socially distanced manner</li> <li>• If hand washing is not manageable, then hand gels should be used, and these must be non-alcohol based (due to the flammability of alcohol based gels). When purchasing non-alcohol-based hand gels ensure they claim to kill 99.99% of viruses and bacteria (this is a regulated term in the UK, meaning the product must have passed a BSI test).</li> <li>• Practical activity risk assessments will be reviewed prior to the lesson to take into account safety measures associated with COVID-19 and a decision will be made whether it can be safely managed as a class activity or a demo</li> <li>• Timetables have been reviewed to take into account that practical lessons will take longer than normal to complete</li> <li>• Long and complex multi-step practical's will be avoided apart from with very experienced pupils.</li> <li>• Practical tools and equipment will be setup at the pupil workstations. This will be done before the lesson by staff who follow social distancing rules at all times.</li> <li>• Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone.</li> <li>• In food rooms, pupils may need to access fridges during a practical activity - minifridges or cool boxes will be purchased and used at each workstation, rather than expecting pupils to</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
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		<p>move around the room to collect chilled items. Non-chilled ingredients will be at the pupil workstation prior to starting the activity.</p> <ul style="list-style-type: none"> <li>• Once the practical has finished, pupils will tidy up their equipment, wash their hands using soap and water and then leave the room in an orderly fashion similar to their arrival into the room. Then the teachers / technician will clear away equipment used.</li> <li>• At the end of any practical session, all equipment and spare material will be cleared away by the technician and wiped with a suitable cleanser prior to being stored away for future use. Machines or other fixed equipment that has been used will be wiped clean and readied for use in the next session. Waste material will be placed in a suitable bin and removed from the room prior to the next session.</li> <li>• Demonstrations will not involve pupils crowding around a bench, but will still be done by making use of data projectors and digital cameras / visualizers</li> <li>• Teachers will keep their distance when observing the pupils as they work through the practical activity, it is therefore essential that competencies of pupils to carry out task without the intervention of the teacher will be considered within the risk assessment</li> <li>• Eye protection will be sanitised before and after every use.</li> <li>• Pupils will be reminded to wash their hands before putting on eye protection.</li> <li>• Each member of staff has their own eye protection and will be provided with non-alcohol based antiseptic wipes for cleaning between lessons, and then this should be sanitised at the end of the day</li> </ul>	
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		<ul style="list-style-type: none"> <li>• When leaving the room, pupils will place their used PPE in a bowl with a made up solution of Milton in it</li> <li>• After removing any PPE the user must wash their hands thoroughly.</li> <li>• Welding masks and gloves, and other close contact PPE will not be shared at this time.</li> <li>• It is not practicable to ‘meticulously’ clean science equipment so such equipment will be quarantined for 72 hours prior to being used in another ‘bubble’</li> <li>• Pupils to return items requiring specialist storage (e.g. flammable substances) to a separate tray at the end of the lesson. This tray will then be labelled with the date for next staff use and placed in the appropriate store</li> </ul>	
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