

## COVID-19 Risk Assessment



Last Reviewed: 26.04.21

### PEOPLE MANAGEMENT AND COMMUNICATION

Hazard	Risk	Control Measures	Site Comments
<b>Reopening a building following closure (including partial)</b>	<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 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.</li> <li>• Legionella monitoring has been maintained during national restrictions as has the onsite flushing requirements in line with guidance provided by specialist Legionella advice</li> <li>• All areas and surfaces are cleaned and disinfected on a regular basis</li> <li>• Pest control for insect infestations have been contacted and remedied where required</li> <li>• Kitchen staff are responsible for legionella checks of their kitchen whilst school is open. This should be done TWICE a week.</li> <li>• Thorough clean of the kitchen prior to reopening before food preparation resumes has been undertaken.</li> <li>• School has reviewed Chartered Institute of Building Services Engineers' guidance on <u>emerging from lockdown</u></li> </ul>	<p>We were continuously open but upstairs was closed during the lockdown and some areas of the premises weren't used very much by children / staff.</p> <p>All contractors have resumed statutory maintenance tests.</p>

		and ensured that all buildings have been checked and comply with this prior to the wider opening of the school.	
<b>Prevent spread of COVID-19</b>	<p>Employees, pupils, contractors, visitors, parents and carers.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Face coverings will be worn by adults when moving around the premises and where social distancing cannot easily be maintained</li> <li>• Face coverings will be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</li> <li>• Face visors or shields will not be worn as an alternative to face coverings, except where the staff member chooses to wear a visor when working in close proximity to pupils. Visitors should wear a mask when moving around the building even if they wear a visor when working directly with pupils.</li> <li>• School will have a small contingency supply of face coverings available for people who are struggling to access a face covering; are unable to use their face covering as it has become damp, soiled or unsafe; or have forgotten their face covering</li> <li>• Ongoing communications (posters, emails, inductions, briefing) has been provided to all staff, pupils and visitors regarding face coverings which includes: <ul style="list-style-type: none"> <li>○ When they should be worn</li> <li>○ How they should be removed</li> <li>○ Safe storage requirements</li> <li>○ When they require changing</li> </ul> </li> <li>• School will engage with the NHS Test and Trace process</li> <li>• Staff must ensure guidelines are followed in and out of school including not car sharing or mixing bubbles outside of school</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>	<p>All parents / carers MUST:</p> <ul style="list-style-type: none"> <li>• Wear a mask or visor around the site premises including the roads that immediately join our school</li> <li>• Ensure that only one adult collects your child and there is no car sharing outside of support bubbles for collection or drop off</li> <li>• Not mix household bubbles when collecting children including not car sharing</li> <li>• Maintain a distance of 2 metres from each other and wait patiently for your child to be admitted / dismissed</li> </ul>

		<ul style="list-style-type: none"> <li>• Temperatures of all attending children to be taken by nominated person(s) after entry into school (between 9:00am and 9:30am) if a member of staff requests as a child appears unwell. Temperatures can be taken at any time of day but particular vigilance is advised around arrival times.</li> <li>• Senior staff visibly present around school to support and reinforce safety measures</li> <li>• Schools follows current government and HR advice on who can return to work and who should remain at home.</li> <li>• This risk assessment will be reviewed on a weekly basis in consultation with all staff to ensure any issues can be addressed and minuted during Monday office briefings. Updated versions will be added to the website accordingly and distributed to staff and governors – major variations / at key points will be sent to Unions.</li> <li>• It will also be subject to review following changes in local or national guidance</li> <li>• Hand washing and hand sanitiser ‘stations’ have been made available around the premises so that all pupils and staff can clean their hands on a regular basis</li> <li>• School will keep groups separate (in consistent ‘bubbles’) to minimise contact between individuals and will maintain social distancing wherever possible</li> <li>• When using larger groups (bubbles), school will ensure the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</li> <li>• All staff should wear face coverings / visors when leaving their designated bubble space (eg office, classroom) for all movement around the premises including access and egress.</li> <li>• All staff should maintain 2 metres social distance from other pupils and adults wherever possible.</li> </ul>	
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		<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> <li>○ Children take coats into the classroom and leave on the back of their chairs. Packed lunches (for those bringing them in) stored at their own work station too.</li> </ul>	
<p><b>Staff or pupil shows signs of COVID-19 while on school premises</b></p>		<ul style="list-style-type: none"> <li>● If anyone becomes unwell with a new, continuous cough, loss of taste or smell or a high temperature in school, they will be sent home and advised to take a test and self-isolate. Where the child, young person or staff member tests negative, they can return to their setting (if they feel well and no longer have symptoms similar to COVID-19) and the fellow bubble members. If they test positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> <li>● If they test positive, they must isolate for 10 days following the result and can only return if they do not have symptoms other than cough or loss of sense of</li> </ul>	<p>In the event that <b>a whole class has to be sent home</b>, that class will isolate in their room and await their collection from a dedicated egress point.</p> <p>All staff will be issued with a radio to aid communication.</p> <p>Other school routines will continue as normal.</p>

		<p>smell/taste (If they still have a high temperature, they should keep self-isolating until their temperature returns to normal). Other members of their bubble should also self-isolate for the full 10 days</p> <ul style="list-style-type: none"> <li>• If notified of a pupil or member of staff having been confirmed as a COVID-19 case, contact will be made to the local authority health protection team on 07813 400 000 to get further support or advice <b><u>before</u></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, to main entrance where they can be isolated away from other bubbles, with appropriate adult supervision, 2m away from anyone else. Should the child need the toilet, they will use the one in the HT office which is ordinarily only used by the HT and can be closed off until cleaned. If more than one child needs to use the toilet at the same time we would utilise the main entrance toilet, then the toilets in the West Wing all of which would be closed off until cleaned. Toilets used will be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else.</li> <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> </ul>	
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<b>Mental health and wellbeing</b>	All staff and pupils due to demands, control (or a lack of), support, relationships, role and change	<ul style="list-style-type: none"> <li>• The Governing board and senior leaders are working with staff to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.</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> <li>• School wellbeing policy arrangements include bespoke support and links to organisations such as North East Counselling Service</li> <li>• Staff are communicated with daily and information is shared fully and with time for staff to respond.</li> <li>• The HT does a formal 'well-being check' with each member of staff in school at least once a month.</li> <li>• All staff have access to training and support for mental health and wellbeing.</li> </ul>	
<b>Visitors to premises: Including Contractors, parents and deliveries</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• School have a system for recording visitors onto premises (including direct contact numbers and arrival/departure times) to assist with track and trace program</li> <li>• School office staff to complete signing in details to prevent cross contamination on hardware, stationary, paper etc.</li> <li>• Visitor access is restricted to essential visits only.</li> <li>• Where visits are essential school will look at alternative methods of working including:</li> </ul>	

		<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> <li>● Communication in the form of letters, email, signage, digital questionnaire 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> <li>● Decide on a location as a set drop-off point agreed in advance.</li> </ul>	
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<p><b>Adults or Children with (or living with) additional or complex needs including those with IHCP's,</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 – this includes ensuring individuals shield where local or national restrictions identify this as a requirement</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> </ul> </li> </ul> </li> </ul>	<p><b><u>Break Out Spaces</u></b></p> <ul style="list-style-type: none"> <li>Nursery / Reception: Own space / room in Reception class</li> <li>Year 1: Outside classroom plus small yard space</li> <li>Year 2 and 3: Blue area</li> <li>Year 4 and 5: room between the two rooms</li> <li>Year 6: Art room</li> </ul>

		<ul style="list-style-type: none"> <li>- Other underlying health condition or disability</li> <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> <li>• School will follow the specific guidance in this <a href="#">link</a> to assess risk for pregnant employees because pregnant</li> </ul>	
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		<p>women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. Expectant mothers who are from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <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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		<p>determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources are restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</p> <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>	
<b>Emergency Procedures</b>	<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>• Should the fire alarm sound, all stairwells revert to downwards only mode – social distancing not prioritised for evacuation of building until outside at allocated assembly points – bubbles then remain socially distanced from each other. All other areas of the fire evacuation policy remain in place.</li> <li>• Procedure in place to close the school or nursery at short notice if staffing levels fall to levels where safety cannot be assured</li> <li>• Procedure in place to close the school (including nursery) if staffing levels fall to levels where cannot be assured.</li> </ul>	<p>Risk minimal compared with risk of a burning building.</p>

		<ul style="list-style-type: none"> <li>• Everyone will maintain 2 metre separation as far as possible during evacuation and at assembly points.</li> <li>• 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> <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>• Every 'bubble' has access to their own first aid kit and a first aider</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>	
<b>Effective infection protection and control</b>			
<b>Cleaning</b>	Employees, pupils, contractors, visitors.	<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> </ul>	



	Contracting Coronavirus	<ul style="list-style-type: none"> <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, light switches, bannisters, will be cleaned in school hours by staff where appropriate. Staff will not be tasked to clean toilets but additional cleaning staff will be utilised to do this.</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> <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, when they return from breaks, when they change rooms, 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 pedal 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>• Pedal 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> </ul>	
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		<ul style="list-style-type: none"> <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>• Hands must be washed with soap and water as a minimum after every 20 applications of hand sanitiser</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 that space 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> <li>○ Administrative Controls</li> <li>○ Personal Protective Equipment</li> </ul> </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 not to bring in their own cleaning products. School will provide all this for staff.</li> <li>• Cleaning staff must ensure that their uniform is suitably laundered EVERY day.</li> <li>• Additional cleaning particularly of toilet areas has been added through the school's cleaning provider between the hours of 1130am and 130pm.</li> </ul>	
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		<ul style="list-style-type: none"> <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> <li>• School will carry out separate risk assessment where they identify the need to use a fogging machine and substances related to its use</li> </ul>	
<b>PPE</b>	<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> <li>○ Environmental control (e.g., cleaning of frequently touched surfaces).</li> <li>○ Management of pupils</li> <li>○ Information, instruction and training</li> </ul> </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</a>, dispose 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 where individuals has shown symptoms of COVID-19.</li> <li>• Staff still need to wear any PPE that was identified in our risk assessments prior to the Covid-19 outbreak as this</li> </ul>	

		<p>will have been identified to protect you from other foreseeable hazards.</p> <ul style="list-style-type: none"> <li>We advise that staff wear PPE for: <ul style="list-style-type: none"> <li>First Aid</li> <li>Intimate care</li> <li>Cleaning of any surfaces or areas they are working in</li> <li>Greeting / dismissing children</li> <li>Other discretionary reasons e.g. where movement may bring you into contact with others</li> </ul> </li> </ul>	
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## Premises

<b>Access and Egress including use of entrances</b>	Employees, pupils, contractors, visitors.	<ul style="list-style-type: none"><li>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 plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</li><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>	<b>Entrance / Exit Arrangements</b>			
	Contracting Coronavirus		<b>Year Group</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Access</b>
			Nursery	845	1145	Boyd Road
			Reception	900	315	Boyd Road
			Year 1	900	320	Westmorland Street
			Year 2	845	315	High Street(West Entrance)
			Year 3	900	330	High Street(West Entrance)
			Year 4	845	315	High Street(East Entrance)
			Year 5	900	330	High Street(East Entrance)
			Year 6	845	315	Main Playground

<b>Classrooms</b>	<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 accommodated in an area to maintain social distancing.</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> <li>• Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary</li> <li>• Where possible there will be at least one teacher and / or one teaching assistant with access to a first aider.</li> <li>• Desks spaced as far apart as possible</li> <li>• Posters displayed to follow social distancing</li> </ul>	<p>There are some necessary differences in EYFS due to the nature of these young children, how their learning is facilitated and the negative impact strict following of whole school expectations could have on them and staff. Eg tables not necessarily side by side; less strict on how they interact.</p>
<b>Lifts</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Lift to be operational only where necessary</li> <li>• Breaks have been staggered to prevent large groups mixing at the same time</li> <li>• Reduce maximum occupancy to one person (unless one person is a child in which case they must be accompanied by an adult)</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> <li>• Hand sanitiser to be provided in the lift</li> </ul>	
<b>Movement around the school,</b>	<p>Employees, pupils,</p>	<ul style="list-style-type: none"> <li>• Staff and pupils advised to use elbow for opening door release where possible.</li> </ul>	<p>Face coverings will be worn by adults when moving around the premises and where social distancing</p>

including use of corridors	<p>contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• At main access and egress points staff and visitors are required to wash hands before using doors</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 spaces are accessed by corridors (subject to building limitations)</li> <li>○ One-way system in place</li> <li>○ Stick to the left-hand side.</li> </ul> </li> <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 doorguard 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>• Staff in place to monitor adherence of implemented system of movement               <ul style="list-style-type: none"> <li>- Additional member of staff to support each bubble with bringing children in and dismissing at end of day</li> <li>- Daily checks / regular monitoring of timetable including reviews at daily briefing</li> </ul> </li> </ul>	cannot easily be maintained including during arrival and exit from the building		
Toilets	Employees, pupils, contractors, visitors.	<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> </ul>	<b>Group</b>	<b>Staff Toilet</b>	<b>Pupil Toilet</b>
			Nursery	EYFS (Door 5)	Doors 1 & 2
			Reception	EYFS (Door 5)	Doors 3 & 4
			Year 1	West Wing Toilets	East Wing Toilets

	Contracting Coronavirus	<ul style="list-style-type: none"><li>Hand dryers have been taken out of operation with paper towels used instead</li><li>Number of children who use the toilet facilities restricted to one at a time</li><li>Each child is accompanied by an adult to the toilet facilities (not to the actual toilet itself)</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>	<table><tr><td>Year 2</td><td>Old Staff Room Toilets (Door 1)</td><td>Upstairs Toilets</td></tr><tr><td>Year 3</td><td>Old Staff Room Toilets (Door 1)</td><td>Upstairs Toilets</td></tr><tr><td>Year 4</td><td>Old Staff Room Toilets (Door 2)</td><td>Upstairs Toilets</td></tr><tr><td>Year 5</td><td>Old Staff Room Toilets (Door 2)</td><td>Upstairs Toilets</td></tr><tr><td>Year 6</td><td>Old Staff Room Toilets (Door 1)</td><td>Upstairs Toilets</td></tr><tr><td>JWh / AD / AS / KK</td><td>West Wing</td><td>N/A</td></tr><tr><td>HW</td><td>Old Staff Room Toilets (Door 2)</td><td>N/A</td></tr><tr><td>JWe / SD</td><td>Main Entrance</td><td>N/A</td></tr><tr><td colspan="3">*At lunchtime, all children Y2-Y6 to use the East Wing Toilets; Y1 to use the Reception toilets; staff to use the staff room.</td></tr></table>	Year 2	Old Staff Room Toilets (Door 1)	Upstairs Toilets	Year 3	Old Staff Room Toilets (Door 1)	Upstairs Toilets	Year 4	Old Staff Room Toilets (Door 2)	Upstairs Toilets	Year 5	Old Staff Room Toilets (Door 2)	Upstairs Toilets	Year 6	Old Staff Room Toilets (Door 1)	Upstairs Toilets	JWh / AD / AS / KK	West Wing	N/A	HW	Old Staff Room Toilets (Door 2)	N/A	JWe / SD	Main Entrance	N/A	*At lunchtime, all children Y2-Y6 to use the East Wing Toilets; Y1 to use the Reception toilets; staff to use the staff room.		
Year 2	Old Staff Room Toilets (Door 1)	Upstairs Toilets																												
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Year 4	Old Staff Room Toilets (Door 2)	Upstairs Toilets																												
Year 5	Old Staff Room Toilets (Door 2)	Upstairs Toilets																												
Year 6	Old Staff Room Toilets (Door 1)	Upstairs Toilets																												
JWh / AD / AS / KK	West Wing	N/A																												
HW	Old Staff Room Toilets (Door 2)	N/A																												
JWe / SD	Main Entrance	N/A																												
*At lunchtime, all children Y2-Y6 to use the East Wing Toilets; Y1 to use the Reception toilets; staff to use the staff room.																														
Meeting Rooms	Employees, pupils, contractors, visitors.  Contracting Coronavirus	<ul style="list-style-type: none"><li>Avoid use – look at different ways of working i.e. staff will have whole school or smaller team meetings from their individual classroom on Microsoft Teams.</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>Display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.</li></ul>																												
Offices	Employees, pupils, contractors, visitors.	<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></ul>																												

	Contracting Coronavirus	<ul style="list-style-type: none"> <li>• Staff should clean desk prior to working and leaving the area. They must also leave their desk as clear as possible to ensure that the desk can be easily cleaned.</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 office staff only. 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>	
<b>Music/Choir Lessons</b>	<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 must be restricted to 15</li> <li>• Pupils will be positioned back-to-back or side-to-side and will avoid sharing instruments</li> </ul>	
<b>Staff rooms</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff Room including the kitchen area will be working at reduced capacity without facilities being available.</li> <li>• Posters displayed to follow social distancing and regular handwashing</li> <li>• Maximum occupancies (1 person every 2 metres) identified on the door. Eg this would be 6 in the staff room</li> </ul>	



		<ul style="list-style-type: none"> <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>• Close off fridges.</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>• 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> <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>• Students have a separate area for meeting / having lunch in the treehouse library to avoid capacity being exceeded in the staff room.</li> </ul>	
<b>Ventilation</b>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Ensure regular airing with windows</li> <li>• The outside air supply and exhaust ventilation is increased as much as is reasonably possible.</li> <li>• Windows will be open at all times</li> <li>• In cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully for short periods to purge the air in the space</li> <li>• Non fire doors will be kept open to assist with creating a throughput of air.</li> <li>• School will follow advice on the following documents <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Where concerns remain regarding appropriate ventilation, school will use a CO2 monitor which can assist with a visualisation of whether ventilation is appropriate – anything between 800ppm &amp; 1000pm highlights that more ventilation is required. Guidance is <a href="#">here</a> &amp; <a href="#">here</a></li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will be used as appropriate: <ul style="list-style-type: none"> <li>○ Opening high level windows in preference to low level to reduce draughts</li> <li>○ increasing the ventilation while spaces are unoccupied (e.g. between meetings, during lunchtimes, when a room is unused)</li> <li>○ providing flexibility to allow additional, suitable indoor clothing.</li> <li>○ rearranging furniture where possible to avoid direct drafts</li> <li>○ checking to ensure windows are not obstructed or blocked by curtains or furniture</li> </ul> </li> <li>• increasing ventilation where more aerosols are released during activities such as singing or sport</li> </ul>	
<b>Lunchtimes, breaks including use of play spaces and equipment</b>		<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>• Staggered breaks to ensure social distancing</li> <li>• Areas of the yard physically segregated to accommodate more children, a safe distance apart.</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</li> </ul>	<p><b>Zone A</b> is the Early Years yard up to but not including the small active trail</p> <p><b>Zone B1</b> is the right-hand side of the playground</p> <p><b>Zone C1</b> is the left-hand side of the playground</p>

- much as possible and tables cleaned between each group.
- Reception and Year 1 children have their lunch in their classrooms
- Only two classes in the hall (at either end) at any one time
- Play areas to be split into zones (see site comments)
- Some outdoor facilities are not to be used:
  - active trails because the wood element and size makes them difficult to clean
  - tunnels on the field to be closed off but not the 'hills' themselves
  - water feature closed
  - area with boat and wheels to be closed off
- All 'bubbles' will have their own PE equipment which will include balls, hockey sticks, bats, coits, cones, markers - all of which are plastic or rubber for easier cleaning
- Supervisors are encouraged to play games which can maintain social distancing and touching of equipment (SEE 'OUTDOOR NO CONTACT GAMES AND ACTIVITIES' DOCUMENT)
- Plastic barriers on the yard to ensure bubbles are socially distanced
- Chalk can also be used to help pupils to safely social distance e.g. games. Chalks allocated to every bubble for the adults only and to be handled with gloves.
- Low intensity PE activities are allowed in the hall on days when the weather restricts classes from going out

**Zone B2** is the right hand side of the field (not including the Active trail)

**Zone C2** is the left hand side of the field

**Zone D** is the Active Trail\*\*\*\*

<b>C2</b>	<b>B2</b>	<b>D</b>
<b>C1</b>	<b>B1</b>	<b>A</b>

\*Lunch in class

\*\* Same supervisor for both

<b>Year Group</b>	<b>Lunch</b>	<b>Play Outside</b>	<b>Zone ***</b>	<b>Additional Dinner Supervisor</b>
N	-	-	-	-
R*	1230	100	A	Yes
1*	1230	100	B/C	Yes
2	1130	1200	B/C	Yes**
3	1200	1230	B/C	Yes**
4	1130	1200	B/C	No
5	1200	1230	B/C	No
6*	1230	100	B/C	No

\*\*\*Active Trail is not in use at break or lunch time but will be timetabled out to Years 1-6 on Mondays and Thursdays

Monday 1	Year 1
Thursday 1	Year 2
Monday 2	Year 3
Thursday 2	Year 4
Monday 3	Year 5

			<div>Thursday 3</div> <div>Year 6</div> <div>Continue cycle of use in this way.</div>
<b>Movement of essential resources throughout the school</b>		<ul style="list-style-type: none"> <li>• Staff and pupils have been instructed not to bring any items or resources to school</li> <li>• Where photocopying is required, digital copies must be emailed to the office staff (a day in advance). Photocopies will be returned to staff via their bubble docketts.</li> <li>• Resources are locked away with access provided by the caretaker and / or the School Business Manager</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>○ by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</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>	
<b>Transport to/from school</b>		<ul style="list-style-type: none"> <li>• Vehicle management plan drawn up for school site and briefed to staff, this includes: <ul style="list-style-type: none"> <li>○ As leaving a space between cars is not practical in our small parking space, staff have agreed to parking plan to ensure all cars are facing the same way</li> <li>○ Staff vigilance also important to assess environment prior to accessing/egressing car to ensure social distancing can be maintained</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>• Transport arrangements have been amended where necessary including: <ul style="list-style-type: none"> <li>○ Encouraging parents and children to walk or cycle to their education setting where possible</li> <li>○ Encouraging government best practice for travelling on public transport</li> <li>○ Ensuring that transport arrangements cater for any changes to start and finish times</li> <li>○ Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>○ 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</li> <li>○ 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</li> </ul> </li> </ul>	
<b>4.16 Practical Lessons i.e. Science or D&amp;T</b>	<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> </ul>	

		<ul style="list-style-type: none"> <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 move around the room to collect chilled items. Non-chilled ingredients will be at the pupil workstation prior to starting the activity.</li> <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</li> </ul>	
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		<p>suitable bin and removed from the room prior to the next session.</p> <ul style="list-style-type: none"> <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> <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>	
Asymptomatic COVID-19 Home Testing	Employees, pupils, contractors, visitors.	<ul style="list-style-type: none"> <li>• Individuals will be recommended to do bi-weekly testing on a fixed schedule e.g. every Monday morning or first day of school week if Monday is a holiday – for our school this will be Mondays and Thursday mornings.</li> </ul>	

	Contracting Coronavirus	<ul style="list-style-type: none"> <li>• The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade). The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing</li> <li>• School have appointed staff in key roles to support the roll out and ongoing management of the testing programme – this involves the appointment of a Covid Coordinator and a Registration Assistant. There are also backups appointed to ensure business continuity where such staff may not be available</li> <li>• Covid Coordinator and a Registration Assistant provided with appropriate information, instruction and training to enable them to carry out their role competently. This will include: <ul style="list-style-type: none"> <li>○ communicating with stakeholders</li> <li>○ ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log'</li> <li>○ reporting incidents and carry out risk management</li> <li>○ storing and reporting any required data</li> <li>○ reorder tests when required</li> <li>○ distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits</li> <li>○ inputting test results from staff into the 'test results register/log'</li> <li>○ sending reminders to participants to communicate their results online, or by phone, and to the school / nursery</li> <li>○ responding to staff questions</li> </ul> </li> <li>• Ongoing communications (posters, emails, inductions, briefings) has been provided to all staff and parents which includes:</li> </ul>	
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		<ul style="list-style-type: none"> <li>○ Arrangements to be followed to comply with current COVID-19 risk assessment(s) including not to enter the school if they are displaying any symptoms of coronavirus</li> <li>○ Mass testing is a risk reduction exercise and it is therefore essential that the existing COVID-19 risk assessment(s) is followed</li> <li>○ What rapid testing is</li> <li>○ Why written medical consent is not required</li> <li>○ The provision of the privacy notice for testing at home.</li> <li>○ Who is acting as the Covid Coordinator and Registration Assistant</li> <li>○ How they will collect and sign for their test kits</li> <li>○ The importance of following the correct instructions when testing.</li> <li>○ Guidance on how to carry out their test and how to dispose of packs</li> <li>○ The requirement for them to report their test result, whether positive, negative or void (including what they should do next and how this will be done for this school site)</li> <li>○ Administration and supervision</li> <li>○ Onsite Process for highlighting any issues or concerns relating to the testing programs</li> </ul> <ul style="list-style-type: none"> <li>● Testing has been provided as supplement to current control measures – all COVID-19 related risk assessments within school are still to be followed by all staff.</li> <li>● People who decline to participate in twice weekly contact testing will follow the usual national guidelines and will self-isolate according to the advice given to them by the NHS Test and Trace service. They will also still be able to attend school providing they have not come into contact with a positive case, develop symptoms or receive a positive Covid-19 test result outside the programme.</li> </ul>	
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5.3 Individual tests positive for COVID-19 following the use of a LFD at home	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>• Individuals who test positive with an LFD will isolate (along with their household) and will arrange a confirmatory PCR test for the staff member only.</li> <li>• All LFD test results will be provided to the NHS and directly to the school via email to Janine White</li> <li>• School Governing body reserves the right to discipline individuals where test results haven't been appropriately communicated</li> <li>• Individuals who test negative will continue to follow national and local rules and guidelines including regular</li> </ul>	

		<p>handwashing, social distancing and wearing face coverings, where required</p> <ul style="list-style-type: none"><li>• Staff who get a void result will take another test using a new test kit but not reusing anything from the first kit.</li><li>• Once test is complete, all of the used test kit contents should be put in the waste bag provided before sealing and putting the bag in their general household waste.</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>• Where positive cases are identified in staff members headteacher, school business manager and / or facilities manager will carry out further investigations in line with local outbreak procedures to determine whether transmission may have taken place on the premises and reporting to the Health and Safety where this may be the case</li></ul>	
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