

# COVID-19 Risk Assessment

| Name of School                    | Date of assessment/re-assessment/ <b>updated</b> | Review date |
|-----------------------------------|--|-------------|
| Neston Primary School             | <b>5<sup>th</sup> March 2021</b>                 | Ongoing     |
| Name and Position of Assessor(s): | Rob Golding<br>Headteacher                       |             |
| Chair of Governor's Name:         | Amanda Powell                                    |             |

- For school staff - this should be read in conjunction with the guidance given to school staff.
- **Keeping to this risk assessment is mandatory. THIS RISK ASSESSMENT APPLIES TO ALL PUPILS, STAFF AND VISITORS**
- Any changes should be carried out only after the agreement of the Head Teacher - This risk assessment will then be changed to reflect this and re-circulated

## Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) **minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges**
- 2) **cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered**
- 3) **ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach**
- 4) **cleaning frequently touched surfaces often using standard products, such as disinfectants and bleach**
- 5) **minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout, shared areas) and timetables (such as staggered break times)**

### RISK PRIORITY

**HIGH: Accident likely - with possibility of causing serious injury or loss**

**MEDIUM: Possibility of accident - causing minor injury or loss**

**LOW: Accident unlikely - with control measures in place**

### 5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action to reduce the risk to the lowest *reasonably practicable level*

**What is COVID-19?** - COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease.

**What is a risk?** - Anything with the potential to cause harm

The chance of the hazard causing harm - The likelihood of an adverse event occurring is affected by **two factors:** degree of exposure to the hazard and, once exposed to the hazard, the likelihood that harm will occur

Control measures are measures that are put in place to reduce the level of risk in the workplace.

## Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
  2. Members of staff - If you do not need to be in school, during lockdowns, stay at home.
  3. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
  4. Use the 'catch it, bin it, kill it' approach.
  5. Avoid touching your mouth, nose and eyes.
  6. Clean frequently touched surfaces often using standard products, such as disinfectants, anti-bac wipes and bleach.
  7. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
  8. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
  9. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
  10. Prevent your class from sharing equipment and resources (e.g. stationery).
  11. Keep your classroom door and windows open, if possible, to assist with airflow. (Do not leave doors and windows open if it is too cold)
  12. Limit the number of children from your class using the toilet at any one time.
  13. Limit your contact with other staff members, and do not congregate in shared spaces, especially if the rooms are small.
  14. Make sure you have read the school's updated behaviour policy and know what role in it you are being asked to take.
  15. Wear a face covering as you walk around school and when on the yard
  16. Remember to maintain social distancing – even outdoors remember to keep at least 2m apart, wash hands regularly and/or use hand sanitizer.
  17. Avoid congregating in groups with adults not from your 'bubble' Use rooms other than the staffroom at break-times and lunches – Creative Den, IT Room, Classrooms, Library.
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| Hazard identified   | People at Risk   | Existing Control Measures in place   | Remaining Risk (High, Medium, Low) | Additional Controls Required to Minimize Risk  |
|---|------------------|--|------------------------------------|--|
| <b>A. Responding to Someone with Symptoms</b>             |                  |  |                                    |  |
| Children come into school unwell                          | Staff, pupils    | Parents have been informed that children can't come into school <b>if they, or someone they live with</b> , are showing symptoms of covid 19   | Low                                | Continue to share this message with parents. Reminders in newsletters and other forms of contact   |
| A child falls ill at school with COVID symptoms           | Staff, pupils    | If a child develops symptoms then they are isolated and sent to Bubble Room<br>Parents/carers will be called and children will be collected by adult.<br>Record the name of the child and other information on the record sheet in the Bubble Room. <b>If the room has been used for isolation of a child, it cannot be used for teaching until it has been thoroughly cleaned</b> | Medium                             | Room will be ventilated and any staff dealing with them will socially distance and wear PPE. PPE will be available in the room and renewed when needed<br>Room will be deep cleaned afterwards.<br>Pupil will be required to get tested.<br>A sign displaying 'Green – SAFE to use' or 'RED unsafe to use' will be displayed on the door |
| A member of staff falls ill at school with COVID symptoms | Staff, pupils    | Staff member will go home immediately.<br>Staff member will get tested and, if positive test result, then track and trace will be followed.<br>Bubble closed and anyone who is a close contact' within previous 48 hours will be informed to isolate   | Low                                | Room where staff member was teaching will be immediately deep cleaned.<br>Track and Trace will be informed   |
| Parents not knowing how to get a test.                    | Parents, pupils  | parents can book a test for their child on line. Links to website and local test sites promoted via newsletters, parent-mail etc.  | Low                                | A small amount of tests were delivered to school for staff to hand out to any parent who may struggle to get to a test centre – e.g. the parent has no transport   |
| A member of staff reports a positive LFT                  | Staff and pupils | Lateral Flow Test (LFT) kits have been handed to staff working in school for them to carry out twice weekly self-testing and reporting. Guidance was shared with staff. Staff will report the results of the twice weekly tests and  | Medium                             | See separate file with guidance etc. – kept in the school office. Provide LFT kits to anyone who is working in school part-time or full-time e.g. sports coaches, TAs, MDAs, teachers, cleaners....  |

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|  |  | follow the guidelines |  |  |
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## B. Hygiene and Handwashing

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| Running out of essential hygiene supplies   | Staff, pupils    | Ensure stocks of hygiene supplies are regularly checked and ordered where necessary. SMO to ensure stocks are replenished when needed   | Low | More portable hand sanitisers to be ordered for additional lunchtime hygiene- These were put in place during autumn 2020   |
| Children not following hygiene and handwashing regime                                 | Staff, pupils    | All adults and children aware of handwashing routines and basic hygiene e.g. 'catch it, bin it, kill it'  | Low | More posters (reminders) to go up around school.<br>All children to watch NHS handwashing video.<br>Staff to remind the children to wash hands during the day, before lunch, at the end of breaks, |
| Storage of sanitizer  | Pupils           | To ensure that sanitizer is stored in cupboards away from children to avoid things like ingestion by younger children. SMO to store sanitizer in his store room                 | Low | In classrooms – staff to ensure that sanitizer is used correctly by children and remind them how to/not to use it  |
| Children who have an allergic reaction to hand sanitizer.                             | Pupils           | Skin friendly wipes available for any children with allergic reactions to sanitizer.  | Low | If children or staff show signs of allergic reaction to hand sanitizer we will provide 'skin friendly' wipes, soap or sanitizer  |
| Staff and children bring the virus into school on their hands at the start of the day | Staff and pupils | The expectation will be that all staff and children will use sanitizer when they enter school   | Low | Ensure sanitizer is available in all rooms and near doors used to enter the school   |
| Cleaning  |                  |   |     |  |
| Cleaning of classroom areas not being effective enough                                | Staff, pupils    | Enhanced cleaning schedule has been implemented which has been agreed with the cleaning contractors.<br>Children responsible for cleaning their desks areas throughout the day. | Low | Every room will have a 'station' or supply of cleaning products – gloves, anti-bac wipes, anti-bac spray, paper towels, hands sanitizer...for staff to use   |

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| Classroom resources transmit infection                      | Staff, pupils | Classroom based resources to be cleaned after use.<br>All books that are sent home are kept in quarantine for 72 hours before being returned to boxes.                     | Low | Items used by children and staff will be wiped after use<br>Bowls of hot soapy water will be used to clean smaller items.<br>PE equipment will be sprayed after use with an anti-bac spray |
| Pupils spreading infection through bringing items from home | Staff, pupils | Parents have been informed of what children need to bring in and what they can't e.g. toys, pencil cases.<br>All children to be provided with individual stationery packs. | Low | Re-inforce this – especially with children who are new to the school or not familiar with routines e.g. those attending school during lockdown after a period of being at home             |

#### D. Social Distancing

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| Children and staff to mixing too frequently therefore increasing the risk of infection. | Staff, pupils          | <ul style="list-style-type: none"> <li>Bubbles have been set up across the school. These bubbles will be kept separate and will not cross over into other bubbles</li> </ul> <ol style="list-style-type: none"> <li>EYFS</li> <li>Year 1</li> <li>Year 2</li> <li>Year 3</li> <li>Year 4</li> <li>Year 5</li> <li>Year 6</li> </ol> <p>Changes to playtimes and lunchtime timings to ensure that bubbles are kept separate have been made</p> | low | <p>Playground zoning to be made clearer to ensure that children are apart.</p> <p>At lunchtimes each class or bubble will be kept apart as they enter and leave the hall, specific tables will be used for each bubble</p> <p>Children who bring sandwiches for lunch will eat these in their classroom</p> <p>Staff on yard duty will maintain social distancing</p> <p>Shared areas – e.g. staffroom - will have a limit on the numbers allowed to sit in there</p> <p>Other areas will be utilized as 'rest areas' – IT Room, The Den, Library.</p> |
| Risk of congestion around school at the beginning and end of school day                 | Staff, pupils, parents | <p>There will be staggered start to the day where children can arrive at school between 8:50 and 9:10.</p> <p>A staggered end to the day with the following finish times</p> <p>EYFS – 3:00<br/>KS1 – 3:00<br/>Y3/4 – 3:10<br/>Y5/6 – 3:15</p>  | low | <p>Parents to be reminded not to gather around the school gates or on the playground.</p> <p>A member of staff to be on the playground at the beginning and end of each day.</p> <p>Waiting zones have been created to ensure parents/carers stay apart</p> <p>Only one adult from each family will be allowed to collect or drop off children</p>   |

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| Children and staff to be too close in the classrooms.                            | Staff, pupils                    | All desks from Year 3 upwards to be forward facing. There will be additional space for teacher.  | Low | Teachers to avoid face to face contact with pupils wherever possible.<br>Staff to limit contact with pupils and colleagues  |
| Pupils with medical SEN being at greater risk                                    | SEN pupils                       | SENCO is available to support these children with transition back into school and working at home<br>1:1 support for those children who require it – via phone or zoom   | Low | Social stories may be needed to support some children.<br>Staff to keep in touch with SEN via e-mail or phone weekly at least   |
| Risk of infection higher for children attending breakfast or after school clubs. | Staff, pupils                    | Breakfast/after school club to set up in the hall. Each Bubble will sit at a table just for that bubble. Each bubble will have its own resources.  | Low | Setting up resources for each bubble.<br>Ensuring resources are cleaned before they are used by another bubble.   |
| Risk of infection from supply teachers/ music teachers                           | Staff, pupils, external teachers | Using internal cover wherever possible.<br>Trying to stick to same supply teachers if needed, where possible.<br>Music teacher will be the same person each week. Sports coaches will be provided with LFT   | Low | Ensuring any visiting teachers are familiar with policy and risk assessment.<br>LFT provided to anyone who will be in school – coaches, visiting teachers etc.  |
| Visitors to school spread infection  | Staff, pupils, external visitors | There will be no volunteers allowed into school e.g. adults listening to readers.<br>Expectations of social distancing will be explained to any essential contractors.<br>Any visitors/contractors will be expected to wear a face covering unless they are exempt from doing so<br>Sports coaches (or similar staff) will be provided with LFT kits | Low | Contractors carrying out repairs will be encouraged to work after school has closed.<br>They will be kept away from staff and pupils if the repair is an emergency and must take place during the day |
| Risk of picking up infections on educational visits                              | Staff, pupils                    | No educational visits away from school will take place until DfE guidelines are changed  | low | Review situation when guidance alters.  |
| <b>E. Personal Protective Equipment (PPE)</b>                                    |                                  |  |     |   |
| Risk of running out of PPE.  | Staff, pupils                    | Ensuring that stock levels are monitored.<br>If classroom stocks are low then staff to let MC know.  | Low | SMO to order items and monitor stock levels   |

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| Virus spread by staff not wearing masks or following guidelines | Staff | Staff have all been told to wear masks when they are on the yard talking to adults from other bubbles, as they move around school | Low | SMO to ensure we have a supply of spare masks for staff to use<br>Gloves, masks, visors, sanitizer are all available for staff to use – ensure these stocks are maintained |
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## F. Managing Symptoms, Testing and Responding to a Local Outbreak

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| Parents/carers not following the NHS track and trace process             | Staff, pupils    | Communication with parents on how the NHS track and trace process works will be put in letters, text messages etc.  | Low    |   |
| Staff not being aware of close contacts that children have had in school | Staff, pupils    | Staff to keep records of children in each group.<br>Staff to be aware of which children are in close contact with each other e.g. classroom seating, playtime friendships, lunchtime seating  | Medium | Follow any further guidance on how contacts are monitored.  |
| Staff members spreading the virus  | Staff and pupils | Lateral Flow Tests (LFT) will be used 2 x per week from 25 <sup>th</sup> Jan 2021 - LFT are part of the preventative measure – <b>staff will be reminded that a test must be used alongside other measures e.g. hand washing social distancing etc. A negative test result DOES NOT make staff exempt from following other measures</b> | Low    | Admin staff will follow guidance relating to LFT. Staff will record results on line and report the results to school admin via e-mail |

## G. Risk Assessment

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| Risk assessment not being followed by all stakeholders. | Staff, pupils | All staff to read risk assessment.<br>Governing body to sign off risk assessment. RA shared with parents/carers via website | Low |   |
| Risk assessment not being updated in line with changes  | Staff, pupils | Risk assessment to be constantly reviewed and updated by SLT. Any changes added to it and actions reviewed.                 | Low | <b>Ongoing reviewing of risk assessment</b> |

**FOLLOW UP ACTIONS (IF REQUIRED)**

| No. | Potential Hazard  | Action to be Taken   | By Whom                                  |
|-----|---|--|--|
| 1   | Children come into school unwell  | Continue to share with parents that any child who is unwell can't be in school via newsletters, Facebook, Twitter, Parent-mail etc.  | RG AE NV                                 |
| 2   | A child falls ill at school with COVID symptoms                                   | Bubble room will be ventilated and any staff dealing with them will socially distance and wear PPE. Room will be deep cleaned afterwards. Pupil will be required to get tested.                                      | Staff                                    |
| 3   | A member of staff falls ill at school with COVID symptoms                         | Room where staff member was teaching will be immediately deep cleaned.   | Staff<br>JR                              |
| 4   | Running out of essential hygiene supplies   | Cleaning materials will be ordered in advance  | JR                                       |
| 5   | Children not following hygiene and handwashing regime                             | More posters to go up around school. Posters will be 'refreshed'<br>Staff to remind pupils of the importance of hand washing   | RG<br>Staff                              |
| 6   | Children and staff mix too frequently therefore increasing the risk of infection. | Playground zoning to be made clearer to ensure that children are apart.<br>Staff to stay apart from adults in and not in their bubbles   | MDAs<br>teaching<br>staff<br>admin...    |
| 7   | Risk of congestion around school at the beginning and end of school day           | Parents to be reminded not to gather around the school gates or on the playground.<br>A member of staff to be on the playground at the beginning and end of each day.<br>'waiting zones' created for each year group | RG                                       |
| 8   | Children and staff to be too close in the classrooms.                             | Teachers to avoid face to face contact with pupils wherever possible.  | Staff                                    |
| 9   | Pupils with SEN being at greater risk   | Social stories may be needed to support some children.   | AE                                       |
| 10  | Risk of infection higher for children attending breakfast or after school clubs.  | Setting up resources for each bubble.<br>Ensuring resources are cleaned before they are used by another bubble.  | Breakfast/af<br>ter school<br>club staff |
| 11  | Risk of infection from supply teachers/ music teachers                            | Ensuring any visiting teachers are familiar with policy and risk assessment.   | RG AE NV                                 |

**OTHER POINTS**

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| <p>Transmission – employees</p>      | <ul style="list-style-type: none"> <li>▪ Teachers should not mix with other classes and should be timetabled to be together with a class as much as is possible.</li> <li>▪ Teachers should stay in their designated areas as much as possible.</li> <li>▪ Teachers will wash hands or use sanitizer on entry to the school and on exit</li> <li>▪ HLTA will teach in bubbles during the week to allow for PPA to continue.</li> <li>▪ Some TAs will move within bubbles to help support children in core skills. Where possible TAs will remain with one bubble/class</li> <li>▪ <b>Adults will maintain 2 metre distance from other adults at all times.</b></li> <li>▪ Teachers will try to avoid close face to face contact where possible and will try to minimise the time spent with anyone.</li> <li>▪ <b>All adults who come to school wearing a face covering must remove it and dispose of it before entering the school building - if the mask is a disposable one - or place the 'mask' in a plastic bag that the adult has brought with them if it is a reusable mask.</b></li> <li>▪ Staff can take books and shared resources home if it doing so contributes to a child's education or development.</li> </ul>  |
| <p>Transmission children</p>         | <ul style="list-style-type: none"> <li>▪ All children who come to school wearing PPE must remove it and dispose of it before entering the school building if the mask is a disposable or placed in a plastic bag that the child has brought with them if it is a reusable one.</li> <li>▪ Children should not mix with children from other bubbles at all during the school day however a slight mixing of bubbles will occur before and after school when the children attend their wraparound club. – see arrangements for After-school and breakfast clubs</li> <li>▪ All teaching staff will explain the new rules and routines on the first day and then remind regularly.</li> <li>▪ All teaching staff will explain good hygiene routines on the first day and then reinforce regularly.</li> <li>▪ Children who do not follow strict rules will be given two warnings. If they continue to disobey the strict rules on social distancing and or hygiene routines, then the leadership team will ring parents to discuss issues.</li> <li>▪ See appendix to the behaviour policy for NPS</li> <li>▪ Children will wash their hands frequently during the day including on arrival and as they leave; before and after breaks; and before eating.</li> <li>▪ Children will be provided with their own pencils and pens that will be kept in a wallet, or similar, and not shared with others.</li> <li>▪ Books can be used and shared within a bubble but will be cleaned regularly if they are shared. Where possible they will be kept with the same individual and quarantined over a weekend.</li> <li>▪ Resources that are shared between bubbles (such as sports, art, science equipment) must be thoroughly cleaned before being shared or left unused for 48 hours (72 hours for plastics).</li> </ul> |
| <p>Transmission visitors/parents</p> | <ul style="list-style-type: none"> <li>▪ Essential correspondence sent out via email accompanied by a text notification.</li> <li>▪ Messages from parents should be emailed to the school office via <a href="mailto:admin@nestonpri.cheshire.sch.uk">admin@nestonpri.cheshire.sch.uk</a> if urgent, parents/carers should ring school.</li> <li>▪ For learning related questions directly to the teachers parents/carers should email addresses: <b>for example -</b> <a href="mailto:Year1@nestonpri.cheshire.sch.uk">Year1@nestonpri.cheshire.sch.uk</a> etc</li> <li>▪ Key letters will be placed on the school website.</li> <li>▪ New behaviour rules and hygiene procedures will be shared with parents.</li> <li>▪ Parents should not enter the school building unless under exceptional circumstances and then only via the main office. Any communication should be done via email, telephone or conference call.</li> <li>▪ Only one adult will be allowed into the office reception area at any one time.</li> </ul>   |

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|                          | <ul style="list-style-type: none"> <li>Any visitors, who are not critical to teaching individual class groups or to the essential maintenance of the school, should not enter the school building.</li> </ul>  |
| Transmission contractors | <ul style="list-style-type: none"> <li>Any visitors who are not critical to teaching individual class groups or to the essential maintenance of the school should not enter the school building while children are present.</li> <li>Where possible essential maintenance should take place out of school hours. Where this is not possible they should be instructed to maintain social distancing, to wash hands on entry and if possible to avoid areas where bubbles are.</li> </ul>   |
| Drop off                 | <ul style="list-style-type: none"> <li>Parents should not enter the school building unless invited in and this must be only via the main doors and for exceptional reasons.</li> <li>Parents will enter school grounds by the main gates. Gates will have signage to make this clear</li> <li>Start and end times of the day will be altered to avoid congestion</li> <li>Only one parent should drop off and collect children.</li> <li>Spots or stencils will be added to the yard for parents to stand on and wait that are 2m</li> <li>Drop-offs will be staggered to limit the number of parents on the playground.</li> <li>Signage will remind the parents to remain socially distanced from others.</li> <li>Staggered times will be:<br/><b>See information sheets sent to parents</b></li> </ul>     |
| Staff/pupil classrooms   | <p>Teaching staff will spend time explaining the new rules and expected behaviour.<br/>The children will be sat side to side facing forward to help avoid the risk associated with face to face transmission.<br/>The computer suite will be available to use, but must be informed so that all stations thoroughly before the next class or bubble uses it.</p>   |
| Moving about school      | <p>Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet.<br/>Children are not to enter the building alone during break time unless for the toilet. Children will have a chance to go to the toilet before each break (see timetable) to try to limit the amount of children who would need the toilet during breaks. However a child would still have access to a toilet whenever they needed one.<br/>Staff should aim to limit the number of children in the toilet at one time<br/>Children will access their classrooms from the external doors, where possible, so there will be limited use of corridors<br/>As there will be no mass movement of groups to dinner or assembly there will be no need for one-way or divided corridors.</p> |
| Lunch / breaks           | <p>Playtime and lunch sessions will be staggered (see timetable plan for details).<br/>If it is raining too heavily then school will adopt a wet play scenario.</p> <ul style="list-style-type: none"> <li>The children will still remain with the designated adults for their time slots.</li> <li>children will remain at their desks and will watch a film on the interactive whiteboards.</li> </ul> <p>The EYFS/KS1 children will remain in class – a film will be played on the whiteboards and children will be spread out as much as possible within the class.</p>  |
| Staff room and PPA area  | <p>Staff have a rota and will be spaced 2 metres from any other staff.<br/>Desks in the staffroom will be cleaned down by staff member after use.<br/>Teachers can sit together in staffroom (<b>max occ. 6 people at one time</b>)<br/>Staff will clean the staffroom area before leaving it – placing all plates in the dish washer and wiping down the table and surfaces.<br/>The windows and doors will be open to allow better ventilation however if it becomes too cold then windows may be closed.</p>  |
| Office                   | <p><b>No more than 3 people at one time will be allowed in the office to help allow for social distancing.</b><br/>Only one visitor at a time can enter the entrance area to speak to a staff member. Any other visitors will need to wait outside where signage will remind them to socially distance.</p>  |

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|                     | <p>Admin staff will work at the same work stations each day.<br/>         Phones and desks will be wiped down with anti-bac wipes after use</p>   |
| Classroom           | <p>Children will sit shoulder to shoulder in rows facing the front of the classroom (KS2)<br/>         Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Doors to KS1 and Reception classes which lead onto the corridor will be wedged open; as will the ICT suite.<br/>         External classroom doors to be wedged open at all times unless temperatures become too cold.<br/>         Coats will be placed on the coat pegs as normal or the backs of chairs<br/>         Children will not bring anything from home that is unnecessary. Only water bottle and coat will be required with a lunch box, bag or inhaler if necessary.<br/>         PE Kit will be worn to school on 'PE days'</p>  |
| Outdoor learning    | <p>If weather permitting, the large school field will be used and staff will demarcate areas for their bubble. Bubble leaders will co-ordinate to ensure no bubbles are out in the same area at the same time.</p>  |
| Play equipment      | <p>The Jungle Gym will not be used for the time being.<br/>         If a class is using the indoor gymnastic equipment they must inform the Site manager so he can thoroughly clean it before the next bubble uses it.<br/>         Equipment that has been used (and that can be cleaned) should be cleaned using 'Milton fluid', or similar, before another bubble uses it. Ideally the equipment will be kept for the use of one bubble when possible.<br/>         The 'Milton' will be stored out of reach of children to ensure no accidental ingestion happens. Staff will inform the Site manager if they require some during the day.</p>  |
| Cleaning            | <p>We have increased the amount of cleaning that takes place during the day<br/>         Toilets will be cleaned after morning break and at the end of each day.<br/>         Tables and contact points must be cleaned regularly: including during break times, lunch times and at the end of the day.<br/>         Cleaning materials will be available in all rooms<br/>         I-pads should be wiped after use by the teachers using anti-bacterial wipes. Children won't share tablets.<br/>         Contact points should be cleaned by cleaners or Site manager at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. <b>However, staff will be required to clean surfaces and touch points when required using anti-bacterial wipes or spray</b><br/>         Children will be supported to wash their hands ensuring they don't touch taps with hands once they've washed their hands.<br/>         Bins must be emptied before they are full and at least once daily.<br/>         Cleaners to wear disposable gloves and masks<br/>         Children and staff will clean hands when entering school using hand sanitiser or soap and water for 20 secs or longer<br/>         Taps will be used to wash hands within the building. Teachers will have access to sanitiser for if they are touching common surfaces frequently but the sanitiser will be kept safe or beyond the reach of children to ensure no accident ingestion happens. Sanitizer dispensers will be used and children will be told and reminded about the need to use them safely</p> |
| 1 <sup>st</sup> aid | <p>Normal PPE will be used in school which includes gloves and aprons for some cleaning roles and for nappy changing.<br/>         Fluid resistant surgical masks should be used if a first aider is dealing with a symptomatic child and 2m distance can't be maintained. School will use fluid resistant face shields coupled with the masks when required<br/>         If there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn<br/>         If there is visible contamination with body fluids on a surface, then the cleaner will use face coverings as described in the bullet point above.<br/>         Children will have access to a first aider at all times.</p>   |

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|               | <p>Staff should administer basic first aid in the first instance for their bubbles. All classes will have at least 1 first aid trained adult within their bubble.</p> <ul style="list-style-type: none"> <li>▪ Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait outside their classroom – in the Bubble Room – and wait for their parents to arrive.</li> <li>▪ Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will be asked to get a test. If the test is positive the child must self-isolate for 7 days.</li> <li>▪ If a staff member or child is sent home with symptoms the school will inform parents of the children within that bubble that someone has been sent home with symptoms but will not name the child.</li> <li>▪ All staff and children who display symptoms should be tested before being allowed to return.</li> <li>▪ If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household.</li> <li>▪ If a child or staff member tests positive the school will work with the local health authority to identify who needs to self-isolate.</li> <li>▪ If a child has symptoms of coronavirus they will be escorted by a PPE wearing adult through to the Bubble Room.</li> <li>▪ All areas where the child has been and surfaces they have touched will then be disinfected.</li> </ul> |
| Catering      | <ul style="list-style-type: none"> <li>▪ Packed lunches to be eaten at the same desk in the classroom area.</li> <li>▪ Children who have a school meal will eat their meal in the hall. Each class will have their own designated tables</li> <li>▪ Tables will be wiped after use</li> <li>▪ Lunch time will begin earlier (see timetable)</li> <li>▪ All support staff will get lunch time as per contractual obligations</li> <li>▪ Staff will eat in the staffroom, IT room, Library or Bubble Room but will be 2 metres apart. A maximum of 6 staff members will be allowed in the staffroom. The staffroom windows and door will be left open at all times – unless it is too cold to do so</li> </ul>  |
| Mental Health | <ul style="list-style-type: none"> <li>▪ Governors will monitor staff mental and emotional wellbeing on a regular basis through well-being committee/working group.</li> </ul>  |