



Neston Primary School
Risk Assessment - Covid 19 - August 2020
Written by RG

A risk assessment is a process that assesses the level of harm in a workplace and identifies control measures to reduce the level of risk.

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.

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) and timetables (such as staggered break times)

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. 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.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as disinfectants and bleach.
6. 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).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. 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.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

Risk Title	Risk/Hazard (High, Medium, Low)	Who could be harmed?	How could people be harmed?	Level of risk if we do nothing	Control Measures	Risk after control measure (High, Medium, Low)	Risk action update or comments
All Employees	COVID - 19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	<p>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.</p> <p>"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.</p> <p>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 are covered</p> <p>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure a good supply of tissues are available.</p> <p>Cleaning frequently touched surfaces often using standard</p>	Medium or low	<p>PPE is only needed in a very small number of cases for further information please read the latest government advice on PPE here.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>

					products, such as detergents and bleach.		
					Maintain social distancing 2 metres where practical."		
Clinically extremely vulnerable employees	Covid-19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	"Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Clinically extremely vulnerable individuals are advised not to work outside the home.	Low	Clinically extremely vulnerable people are those who have received a letter from the NHS informing them that they are clinically extremely vulnerable
Clinically vulnerable	Covid-19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	"Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	"If clinically vulnerable (but not clinically extremely vulnerable) individuals who cannot work from home, should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk."	Medium/ Low	Clinically vulnerable people are those who either pregnant or who have underlying health conditions which would increase their risk from COVID-19.

<p>All Non-employees</p>	<p>COVID - 19</p>	<p>Children</p>	<p>"Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p> <p>"</p>	<p>High</p>	<p>"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 or schools.</p> <p>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 are covered.</p> <p>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Ensure a good supply of tissues is available.</p> <p>Cleaning frequently touched surfaces more often using standard products, such as detergents and bleach*.</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</p> <p>Reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group</p>	<p>Medium /Low</p>	<p>For advice on handling potential cases please click on this link</p>
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				<p>and that small groups stays away from other people and groups.</p> <p>Maintain social distancing 2 metres where practical.</p> <p>Handling potential cases of the virus as per the advice.</p> <p>Organise classrooms and other learning environments for those groups, maintaining space between seats and desks where possible.</p> <p>Refresh the timetable: Decide which lessons or activities will be delivered. Consider which lessons or classroom activities could take place outdoors Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building Stagger break times (including lunch), so that all children are not moving around the school at the same time Stagger drop-off and collection times Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.</p> <p>Keep small groups of children together throughout the day</p>		
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					<p>and avoid larger groups of children mixing.</p> <p>Ensuring play equipment is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</p> <p>Remove unnecessary items from classrooms and other learning environments.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p>		
Clinically extremely vulnerable children and young people	COVID - 19	Children and young people	<p>"Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p> <p>"</p>	High	<p>Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school and they should continue to be supported at home as much as possible.</p>	Low	
Clinically vulnerable children and young people	COVID - 19	Children and young people	<p>"Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p> <p>"</p>	High	<p>"Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <p>Refresh the timetable:</p>	Medium /Low	

					<p>Decide which lessons or activities will be delivered. Consider which lessons or classroom activities could take place outdoors.</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.</p> <p>Stagger assembly groups.</p> <p>Stagger break times (including lunch), so that all children are not moving around the school at the same time.</p> <p>Stagger drop-off and collection times.</p> <p>For secondary schools, consider how best to supplement remote education with some face to face support for students.</p> <p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact."</p>		
Visitors and Contractors	COVID - 19	"Visitors e.g. school governors, suppliers Contractors "	<p>"Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p> <p>"</p>	High	<p>"Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p>	Medium/ Low	

				<p>Encouraging visits via remote connection/working where this is an option.</p> <p>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Limiting the number of visitors at any one time.</p> <p>Limiting visitor times to a specific time window and restricting access to required visitors only.</p> <p>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</p> <p>Maintaining a record of all visitors, if this is practical.</p> <p>Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</p> <p>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by</p>		
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					<p>phone, on the website or by email.</p> <p>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</p> <p>Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.</p> <p>"</p>		
Risk Title	Risk/Hazard (High, Medium, Low)	Who could be harmed?	How could people be harmed?	Level of risk if we do nothing	Control Measures	Risk after control measure (High, Medium, Low)	Risk action update or comments
Facilities Management	Re-occupying buildings	Building users	Non compliance with statutory requirements	High	Complying with government guidance - please click on this link		
Facilities Management	Fire	"Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff,	" Failure to maintain 2 metre distance resulting in contracting COVID 19.	Medium	Review Fire risk assessment	Low	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

		Peripatetic teachers Children, Visitors and Contractors"	Burning by heat, flames and explosion. Smoke inhalation causing burning to the lungs and triggering conditions such as asthma. Suffocation or respiratory difficulties. Injury from falling or collapsing structure. Poisoning by inhalation of toxic gases and other combustion products. "				
	Asbestos	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Asbestos related lung disorders	Medium	As per asbestos management plan	Low	

		Children, Visitors and Contractors					
	Legionella	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers Children, Visitors and Contractors	Legionnaires disease	Medium	As per legionella management plan	Low	
Risk Title	Risk/Hazard (High, Medium, Low)	Who could be harmed?	How could people be harmed?	Level of risk if we do nothing	Control Measures	Risk after control measure (High, Medium, Low)	Risk action update or comments

<p>Communicating your plans</p>	<p>Failure to communicate the schools plans resulting in transmission of COVID 19 infection</p>	<p>Parents</p>	<p>Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p>	<p>High</p>	<p>Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <p>Inform parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <p>Advise parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p>Engage parents in education resources such as e-bug and PHE schools resources where possible.</p> <p>Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers.</p>	<p>Medium</p>	
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Communicating your plans	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Children	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Engage children in education resources such as e-bug and PHE schools resources. Posters and lesson plans on general hand hygiene can be found on the ebug website.	Medium	e-Bug
Communicating your plans	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Medium	

Communicating your plans		Contractors and Visitors	<p>Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p>	High	<p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Encouraging visits via remote connection/working where this is an option.</p> <p>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>Limiting the number of visitors at any one time.</p> <p>Limiting visitor times to a specific time window and restricting access to required visitors only.</p> <p>Determining if schedules for essential services and contractor visits can be revised to reduce</p>	Medium	
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				<p>interaction and overlap between people, for example, carrying out services at night.</p> <p>Maintaining a record of all visitors, if this is practical.</p> <p>Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</p> <p>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</p> <p>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</p> <p>Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.</p>		

Hand Sanitiser	Skin irritation	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Skin irritation	Low	Don't use if skin problems e.g. dermatitis, psoriasis, sore broken skin Use in accordance with the manufacturers instructions	Low	
	Respiratory sensitisation. Ingestion causing irritation and intoxication. Irritation to the eyes	Children	Skin irritation Respiratory sensitisation Ingestion causing irritation and intoxication Irritation to the eyes	Medium	Only use under supervision Assist children in application of hand sanitiser Safe storage and safe location of hand sanitiser	Low	
	Skin irritation Respiratory sensitisation	Visitors	Skin irritation Respiratory sensitisation	Medium	Information and instruction	Low	
	Fire through incorrect storage of flammable substances	Building Users	Fire through incorrect storage of flammable substances	Low	Keep away from ignition sources, naked flames Store away from heat sources Only store minimum quantities	Low	Advice on storage of flammable substances here
Risk Title	Risk/Hazard (High, Medium, Low)	Who could be harmed?	How could people be harmed?	Level of risk if we do nothing	Control Measures	Risk after control measure (High, Medium, Low)	Risk action update or comments
Bleach	Irritation to the skin and eyes.	"Employees - Caretakers, Cleaners, Site	Eye Contact: Immediate irritation and	Medium	Don't use if skin problems e.g. dermatitis, psoriasis, sore broken skin.	Low	COSHH and cleaners - key messages

	Inhalation causing irritation to the nose, throat and lungs causing coughing. Ingestion causing severe irritation to the mouth and throat, stomach pains and possible ulceration.	Maintenance, Teaching and Support staff.	severe pain. Skin Contact: Irritation, reddening of the skin. Prolonged contact may result in dermatitis. Sensitisation may also occur. Inhalation: Chlorine vapour irritates nose, throat and lungs causing coughing. Ingestion: Severe irritation to mouth and throat stomach pains and possible ulceration		Use in accordance with the manufacturers instructions and application sheet. Follow the correct chemical contact time and dilution ratios. Only use in well-ventilated areas. Wear gloves and eye protection in accordance with manufacturers instructions Ensure the cap to products is secure before storing. Store chemicals securely when not in use. Ensure residues are removed to prevent damage to pupil clothing and school furnishings.		
	Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration. Irritation to	Children and Young People	Irritation to the eyes and skin. Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration.	Medium	Do not use cleaning chemicals when children are present, remove children from the area before cleaning. Ensure surfaces are dry before allowing pupils to enter rooms where bleach has been used to disinfect surfaces. Do not allow children access to cleaning chemicals and store chemicals securely when not in use.	Low	

Risk Title	Risk/Hazard (High, Medium, Low)	Who could be harmed?	How could people be harmed?	Level of risk if we do nothing	Control Measures	Risk after control measure (High, Medium, Low)	Risk action update or comments
<p>If someone becomes unwell at an educational or childcare setting</p>	<p>COVID 19</p>	<p>Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers</p> <p>Children and Young people</p> <p>Visitors e.g. School governors</p> <p>Contractors</p>	<p>Inhalation of contaminated droplets</p> <p>Touching contaminated surfaces (then touching mouth/nose etc)</p>	<p>Medium</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>Low</p>	<p>Covid-19-stay-at-home-guidance</p> <p>How to apply for a coronavirus-test</p>

					<p>PPE should 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).</p> <p>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.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive see further questions in comment tab. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>		
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Staff	COVID - 19	Staff - permanent / temporary / agency / apprentices / work experience	inhalation of contaminated droplets				
			touching contaminated surfaces (then touching mouth / nose etc)				
Staff	COVID - 19	Staff - permanent / temporary / agency / apprentices / work experience	inhalation of contaminated droplets				
			touching contaminated surfaces (then touching mouth / nose etc)				

[Guidance for full opening of school](#) latest guidance

OTHER POINTS

Transmission – employees	<ul style="list-style-type: none"> ▪ Teachers should not mix with other classes and should be timetabled to be together with a class as much as is possible. ▪ Teachers should stay in their designated areas or outside as much as possible. ▪ Teachers will wash hands on entry to the school and on exit using the sanitiser which is around school ▪ HLTA will teach in bubbles during the week to allow for PPA to continue.
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	<ul style="list-style-type: none"> ▪ Some TAs will move within bubbles to help support children in core skills. Where possible TAs will remain with one bubble/class ▪ Adults will maintain 2 metre distance from other adults at all times. ▪ Teachers will try to avoid close face to face contact where possible and will try to minimise the time spent within one metre of anyone. ▪ All adults 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 adult has brought with them if it is a reusable one. ▪ Staff can take books and shared resources home if it doing so contributes to a child's education or development.
Transmission children	<ul style="list-style-type: none"> ▪ 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. ▪ 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. ▪ All teaching staff will explain the new rules and routines on the first day and then reinforce regularly. ▪ All teaching staff will explain good hygiene routines on the first day and then reinforce regularly. ▪ 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. ▪ See appendix to the behaviour policy for NPS ▪ Children will wash their hands frequently during the day including on arrival and as they leave; before and after breaks; and before eating. ▪ Children will be provided with their own pencils and pens that will be kept in a wallet, or similar, and not shared with others. ▪ 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. ▪ Children can take books home. ▪ Resources that are shared between bubbles (such as sports, art, s science equipment) must be thoroughly cleaned before being shared or left unused of 48hours (72 hours for plastics).
Transmission visitors/parents	<ul style="list-style-type: none"> ▪ Essential correspondence sent out via email accompanied by a text notification. ▪ Messages from parents should be emailed to the school office via admin@nestonpri.cheshire.sch.uk ▪ if urgent parents/carers should ring school. ▪ For learning related questions directly to the teachers parents/carers should email addresses: for example - Year1@nestonpri.cheshire.sch.uk etc ▪ Key letters will be placed on the school website. ▪ New behaviour rules and hygiene procedures will be shared with parents. ▪ 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.

	<ul style="list-style-type: none"> ▪ Only one adult will be allowed into the office reception window area at any one time. ▪ 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.
Transmission contractors	<ul style="list-style-type: none"> ▪ 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. ▪ 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.
Drop off	<ul style="list-style-type: none"> ▪ Parents should not enter the school building unless invited in and this must be only via the office area and for exceptional reasons. ▪ Parents will enter school grounds by the main gates. Gates will have signage to make this clear ▪ Start and end times of the day will be altered to avoid congestion ▪ Only one parent should drop off and collect children. ▪ Spots or stencils will be added to the yard for parents to stand on and wait that are 2m ▪ Drop-offs will be staggered to limit the number of parents on the playground. ▪ Signage will remind the parents to remain socially distanced from others. ▪ Staggered times will be: See information sheets sent to parents
Staff/pupil classrooms	<p>Teaching staff will spend the first day back with the children explaining the new rules and expected behaviour. The children will be sat side to side facing forward to help avoid the risk associated with face to face transmission. 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. 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.</p> <p>Staff should aim to limit the number of children in the toilet at one time</p> <p>Children will access their classrooms from the external doors, where possible, so there will be limited use of corridors</p> <p>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).</p> <p>If it is raining too heavily then school will adopt a wet play scenario.</p> <ul style="list-style-type: none"> ▪ The children will still remain with the designated adults for their time slots. ▪ children will remain at their desks and will watch a film on the interactive whiteboards.

	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.
Staff room and PPA area	Staff have a rota and will be spaced 2 metres from any other staff. Desks in the staffroom will be cleaned down by staff member after use. Teachers can sit together in staffroom (max occ. 6 people at one time) Staff will clean the staffroom area before leaving it – placing all plates in the dish washer and wiping down the table and surfaces. The windows and doors will be open to allow better ventilation however if it becomes too cold then windows may be closed.
Office	No more than 3 people at one time will be allowed in the office to help allow for social distancing. Only one visitor at a time can enter the entrance area to speak to a staff member from behind the window. Any other visitors will need to wait outside where signage will remind them to socially distance. Admin staff will work at the same work stations each day.
Classroom	Children will sit shoulder to shoulder in rows facing the front of the classroom 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. External classroom doors to be wedged open at all times unless temperatures become too cold. Coats will be placed on the coat pegs as normal. 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. Classroom spaces should be accessed from a singular entrance and mostly from outside when possible. Each group will use their classroom door to enter and exit onto the playground.
Outdoor learning	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.
Play equipment	The Jungle Gym will not be used for the time being. 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. 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. The Milton will be stored out of reach of children to ensure no accident ingestion happens. Staff will inform the Site manager if they require some during the day.
Cleaning	We may need to increase cleaning hours Toilets will be deep cleaned after morning break, after lunch and at the end of each day. Toilets will be cleaned during the lunch period and after break with suitable cleaning detergent.

	<p>Tables and contact points must be cleaned regularly: including during break times, lunch times and at the end of the day.</p> <p>A different cloth will be used in each classroom.</p> <p>Ipads should be wiped after use by the teachers using anti-bacterial wipes. Children won't share tablets.</p> <p>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. However, staff will be required to clean surfaces and touch points when required using anti-bacterial wipes.</p> <p>Children will be supported to wash their hands ensuring they don't touch taps with hands once they've washed their hands.</p> <p>Taps in toilets turn off themselves.</p> <p>Bins must be emptied before they are full and at least once daily.</p> <p>Cleaner to wear disposable gloves.</p> <p>Children and staff will clean hands when entering school using hand sanitiser or soap and water for 20 secs or longer</p> <p>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 st aid	<p>Normal PPE will be used in school which includes gloves and aprons for some cleaning roles and for nappy changing. 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</p> <p>If there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn</p> <p>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.</p> <p>No PPE will be worn when dealing with a first aid incident which doesn't involve covid symptoms.</p> <p>Children will have access to a first aider at all times.</p> <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"> ▪ 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. ▪ 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. ▪ 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 home with symptoms but will not name the child. ▪ All staff and children who display symptoms should be tested before being allowed to return.

	<ul style="list-style-type: none"> ▪ If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household. ▪ If a child or staff member tests positive the school will work with the local health authority to identify who needs to self-isolate. ▪ If a child has symptoms of coronavirus they will be escorted by a PPE wearing adult through to the Bubble Room. ▪ All areas where the child has been and surfaces they have touched will then be disinfected.
Catering	<ul style="list-style-type: none"> ▪ Lunch to be eaten at the same desk in the classroom area. ▪ Appropriately wrapped and classroom-friendly lunches will be provided by the school kitchen, although children can bring in their own lunches still. ▪ Children will collect lunch from the hall – if children are able to do so ▪ Lunch time will begin earlier (see timetable) ▪ All support staff will get lunch time as per contractual obligations ▪ Each group will also be allocated a 10 minute toilet slot prior to dinner. ▪ Staff will eat either 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.
Mental Health	<ul style="list-style-type: none"> ▪ Red amber green or 1-10 rating RA has been carried out for staff to ensure their physical health is taken into account. ▪ Governors will monitor staff mental and emotional wellbeing on a regular basis through conducting surveys.