

# Greengate Lane

## COVID-19 Risk Assessment for School/ Childcare Settings



Astrea Academy Trust

INSPIRING BEYOND MEASURE

<b>Name of School:</b>	Greengate Lane Academy
<b>Completed by:</b>	Paul Cross. Principal Sally McConnell, SBM,



<b>Executive Approval:</b>	
<b>Date:</b>	27 <sup>th</sup> May 2020 Consulted with all staff including school representatives 1 <sup>st</sup> June 2020

With the Prime Ministers announcement of the Governments roadmap for how and when the UK will start adjusting to the response of Coronavirus (COVID-19) crisis, this included the phased return of some children to school from the 1<sup>st</sup> June 2020, at the earliest.

Education settings have continued to support the nation by providing care for the children of Key Workers and by supporting vulnerable children during this time of uncertainty. Now that progress has been made in reducing the transmission of coronavirus, we are following the guidance of the government to encourage all eligible children to attend – it is no longer necessary for parents of eligible children to keep them home if they can. As per the existing [Supporting vulnerable children and young people during coronavirus guidance](#), vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.

This advice and guidance is to support our staff working, to deliver this approach in the safest way possible, focusing of the measures we can put in place to help limit risk of the virus spreading within education and childcare settings.

Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the Covid-19 pandemic.

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, the governments approach is underpinned by scientific evidence suggests that a phased approach to limit the risk of increasing the rate of transmission by factoring in the below:

- Severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19).
- The age of children - there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)
- Numbers of children going back - which needs to be limited initially then increased gradually as the science permits
- Systems to reduce the size of the groups coming into contact with each other - such as smaller class sizes spread out across settings.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk-based approach to support staff in their roles.

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.



- PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.
- PPE does not negate the need for social distancing and hand and respiratory hygiene.

The national guidance and response has changed from Stay at home to **Stay Alert** as we move forward with the governments road map of adjustment. For further guidance on staying alert [click here](#)

**Instructions for completion – the aim of the risk assessment is to evaluate the hazards associated with COVID-19, what can be done to remove them or minimise the level of risk by adding control measures, as necessary. Please complete all sections and use Red (high risk), amber (medium risk) and green (low risk) as your rating.**

Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
<b>Covid-19</b>	Staff having appropriate knowledge on virus, transmission, and risk	Employee, pupils, agency staff, member of the public	All staff to keep themselves updated and follow the latest <a href="#">Government</a> and national Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>	Information about virus transmission shared with all staff Guidance documents a shared with staff including update Reminders at inset day		19.5.20 29.5.20
<b>Transmission of Covid-19 via arrival at setting</b>	Increased transmission of virus on arrival at school setting	Employee, pupils, agency staff, member of the public	Consider how children/young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport.  When parents/carers are dropping off / collecting their children from school there should be clear signage in place that encourages social distancing and alerts individuals to Covid-19 and risks of transmission.  Parents/carers should be discouraged from gathering at school gates.  A clear demarcation line is in place around the reception area to protect staff (to reduce the number of parents/carers within this area). This demarcation requires parents/carers to remain 2metres away from the reception desk area.	Separate entrances identified for different groups of children for entry and exit to and from school. <b>Parents/Carers to hand children over to teacher at playground doors and collect in same way.</b>  <b>Signage ordered through Astrea in readiness for opening. This has been received.</b> <b>Entrance points for each "Bubble" of children Communicated to families pre opening</b>  <b>Social distancing signs displayed.</b> <b>Expectations made clear.</b> <b>Public health guidance adhered to</b>		19.5.20 29.5.20



			Where a walking bus is required to continue at this time ensure social distancing is encouraged. N/A		
<b>Effectively implementing infection protection and control</b>	Staff and Children/Young People being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employee, pupils, agency staff, member of the public	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible, education and childcare settings should:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>• Ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible</li> <li>• stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering</li> <li>• try to follow the <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">staying alert and safe social distancing guidance</a></li> <li>• Follow key national guidance: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a></li> </ul>	<p><b>Pre opening message sent</b>  <b>Message sent regularly to parents/carers/staff</b>  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><b>Explained to children in school several times a day.</b></p> <p><b>Alcohol sanitiser in every classroom and smaller units for every member of staff.</b>  <b>Tissues for every classroom and office space</b>  <b>Cleaners aware of need for deep clean of surfaces etc.</b>  <b>Sanitiser wipes/Dettol sprays for use in classrooms/offices.</b>  <b>Max. of 15 children per class.</b>  <b>Lunchtimes/playtimes to be staggered and explained to parents and children. Whole BUBBLE Movements to be accompanied by adults</b>  <b>Signage ordered in readiness for re-opening.</b></p> <p><b>Each Bubble to watch appropriate taught /video lessons on daily entry to Bubble</b></p> <p><b>Appropriate posters displayed in Bubbles, Corridors, Toilets</b>  <b>One way system around school</b></p>	19.5.20 29.5.20
<b>Effectively implementing infection protection and control in a school setting</b>	Staff and Children/Young People being unable to adhere to social distancing therefore increasing the	Employee, pupils, agency staff, member of the public	<p>Settings are asked to implement the following during the school day so as to actively support social distancing and minimise risk:</p> <ul style="list-style-type: none"> <li>• Avoiding contact with anyone with symptoms</li> <li>• Frequent hand cleaning and good respiratory hygiene practices</li> <li>• Regular cleaning of settings</li> <li>• Minimising contact and mixing</li> </ul>	<p><b>As per above</b></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><b>Cleaning requirements agreed with Trusclean contractors</b></p>	19.5.20 29.5.20



	<p>transmission and spread of Covid-19 during the school day</p>		<ul style="list-style-type: none"> <li>• Only mix in small, consistent groups</li> <li>• That small group stays away from other people and groups</li> <li>• Maintain 2 meters distance between groups</li> <li>• Brief, transitory contact, such as passing in a corridor, is low risk.</li> </ul> <p>For Pre School children in Early Years Foundation Stage the staff to child ratios continue to apply as set out in the <a href="#">early years foundation stage framework 2</a></p> <p>Primary school classes should be split in half with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant)</p> <p>Secondary schools and colleges, the same principle applies of halving classes. Further guidance for implanting effective protection and control are:</p> <ul style="list-style-type: none"> <li>• Ensuring everyone queues and eats further apart than normal</li> <li>• Sitting children at desks that are far apart: In classrooms the teacher, teaching assistants ideally having a seating plan which promotes social distancing</li> <li>• Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</li> <li>• Keeping apart when in the playground or doing any physical exercise</li> <li>• Visiting the toilet one after the other</li> <li>• Staggering break times: at break times and lunchtimes social distancing is monitored closely</li> <li>• Putting guidelines on the floor in corridors – movement throughout the School to be monitored and managed to encourage social distancing</li> <li>• Avoiding unnecessary staff gatherings: All educational visits should be cancelled &amp; all</li> </ul>	<p>EYFS children (up to 16) When in smaller groups – groups not to exceed 8. _ GOVERNMENT GUIDANCE</p> <p>Group rooms measured, 4 children at a time to be in group room with 1 adult. Continuous snack, sand, soft furnishings, sensory room and resources with intricate pieces. Timetable revised to include snack time in small groups, additional hand washing expectations and new rules/routines. Parents/carers to leave and collect children from EYFS playground. No mixing with other groups in schools. Extra cleaning of resources as children use them.</p> <p>Plan in place</p> <p>N/A</p> <p>Bubble groups identified in response to Parents' return survey. Communicated pre opening with staff, Parents and children</p> <p>Seating arrangements organised 2 children only at a long table. Family groups where appropriate (TWINS)</p>		
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			<p>parents evenings are cancelled throughout this present time</p> <ul style="list-style-type: none"> <li>• Where money is handled, parents are encouraged to pay by card /cheque / online (discourage handling of cash)</li> <li>• Drama classes / Sports / PE / Football coaches/and other outside school visitors etc are to discouraged throughout the present time unless they are part of a planned Covid-19 response and able to support and follow social distancing</li> </ul> <p>Further guidance can be found <a href="#">here</a> regarding the planning and organisation of how to implement protective measures before the wider opening on 1<sup>st</sup> June.</p>	<p>All visits and visitors cancelled.</p> <p>Parent pay encouraged Any cash/ recorded stored for 72 hours before handling</p>		
<p><b>Reducing transmission of Covid-19 through effective hand washing</b></p>	<p>Staff and pupils having sufficient opportunity through the school day to implement effective hand washing</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>Follow Hand Washing protocol at appendix 1 below <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in</p>	<p>Order to be placed this week for significant number of handwash, paper towels. Completed 22.5.20 Daily audit of stock to ensure timely replacement orders</p> <p>Included in plan. Staggered events in day will enable discreet groups to do this Frequent reminders at appropriate times</p> <p>In plan. Frequent reminders at appropriate times</p> <p>In place. Lidded bins in place Lessons discussed. Twinkl resources.</p>		<p>19.5.20</p> <p>22.5.20 29.5.20</p>



			<p>tissues. Bins for tissues should be emptied throughout the day.</p> <p>Consider how to encourage young children to learn and practise these habits through games, songs and repetition.</p> <p>Some children and young people with special educational needs and disabilities may require additional support in following public health advice, or may find frequent handwashing distressing. Staff will know where this is likely to be the case, and how they can best support individual children and young people.</p>	<p><a href="https://www.twinkl.co.uk/resource/covid-19-reopening-primary-schools-guidance-checklist-for-slt-t-slt-1181?fbclid=IwAR1QkqYqXWIDfFW-dkBjpwlyOcxGM5dpwLUEhve2AHGpDu3YX7nvbyeHUw">https://www.twinkl.co.uk/resource/covid-19-reopening-primary-schools-guidance-checklist-for-slt-t-slt-1181?fbclid=IwAR1QkqYqXWIDfFW-dkBjpwlyOcxGM5dpwLUEhve2AHGpDu3YX7nvbyeHUw</a></p> <p>SENDCo: One child with EHCP complex ASD. Discussion with parents as how to proceed . Risk assessment to be updated. This child has no concept of social distancing and personal hygiene. Appropriate PPE provided. Actions agreed with parents, and educational specialists</p>		
<p><b>Intimate care and minimising the risk of Covid-19</b></p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on <a href="#">social distancing, handwashing and other hygiene measures</a>, and <a href="#">cleaning</a> of surfaces.</p> <p><b>If you are not providing intimate care to someone, PPE is not needed.</b></p> <p>Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. School staff should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils.</p> <p>The government guidance states that by changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed as it may inadvertently increase the risk of transmission.</p>	<p>Cleaning regime implemented. All classrooms to have own boxed cleaning resources for immediate sanitation if needed.</p> <p>Gloves, Aprons Masks (If appropriate) to be used when administering first aid – this is because there is an increased risk if the child is coughing and/or sneezing.</p> <p>Evaluation of individual EHCPs for designated children. Appropriate PPE used for specific activities</p> <p>Staff provided with individual sanitiser as appropriate. Audit stock level. Staff to report if additional stock needed</p> <p>Masks to used when administering first aid – this is because there is an increased risk if the child is coughing and/or sneezing.</p> <p>Evaluation of individual EHCPs for designated children. Appropriate PPE used for specific activities</p>		<p>19.5.20 29.5.20</p>



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The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 meters from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical 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

Category	Activity	Examples	Gloves	Apron	Face Mask	Fluid-resistant Surgical Face Mask	Eye/face protection	Filtering face piece class 3 (FFP3) respirator
Mainstream schools	Direct, hands-on personal care of children	<ul style="list-style-type: none"> <li>• A teacher or Teaching Assistant taking a child to the toilet,</li> <li>• Cleaning up vomit, faeces or urine following a child's incontinence</li> <li>• Delivering first aid to an injured child after a fall in the playground</li> </ul>	Yes	Yes	YES	Yes	Yes, if risk assessed	No
	Direct hands-on supervision of children, where social distancing (2 metres and handwashing) cannot be achieved	<ul style="list-style-type: none"> <li>• 1-1 work with children (reading, help with writing and drawing)</li> </ul>	No	No	Yes	No	No	No
	General supervision of children where social distancing (2 metres and handwashing) can be maintained	<ul style="list-style-type: none"> <li>• A teacher at the front of the class</li> <li>• Supervision of children at play or break time</li> <li>• Administrative functions with not close contact with children</li> </ul>	No	No	No	No	No	No
Special schools /	Direct hands-on personal care of children	As above, plus -	Yes	Yes	No	Yes	Yes, if risk assessed	No



<b>Alternative Provision and other similar settings</b>		<ul style="list-style-type: none"> <li>Close personal care to support children's medical conditions, such as support with feeding tubes and tracheostomies.</li> </ul>						
	Direct hands-on supervision of children, where social distancing (2 metres and handwashing) cannot be achieved	As above, plus - <ul style="list-style-type: none"> <li>Providing general physical, mobility and educational support for children with special needs</li> </ul>	No	No	Yes Child with EHCP	No	Yes Yes Child with EHCP	No
	General supervision of children where social distancing (2 metres and handwashing) can be maintained	As above	No	No	No	No	No	No
	Supervision of children in settings where there might be challenging behaviour	<ul style="list-style-type: none"> <li>Dealing with conflict and physical interventions,</li> <li>Close supervision and mentoring following challenging behaviour</li> </ul>	Yes, if risk assessed	Yes, if risk assessed	No	Yes	Yes, if risk assessed	No

Please see government [guidance on shielding and protecting extremely vulnerable](#)

Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
<b>When essential travel in a vehicle is required</b>		Staff & Volunteers	<p>When having to travel for business related reasons such as visiting a pupil's home, delivery of food hampers etc please only travel when this is essential.</p> <p>When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household. Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking, cycling and public transport where you maintain a distance of 2 metres from others.  <a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a></p> <p>Where using a car is essential to carry out a school based task involving two or more people, it is recommended that two or more cars are used rather than staff travelling together in the same vehicle.</p> <p>Staff where possible should use their own vehicle</p>	<p>Any staff visits limited to only two members of SLT</p> <p>Walking to households where possible</p> <p>Two cars to be used in necessary to use private vehicles</p> <p>Sanitisers to be available in staff cars and to be used between separate visits</p> <p>Expectations shared with staff. Mobile phones to be taken on home visits in case of emergency BUT NOT USED IN SCHOOL</p>		<p>18.5.20</p> <p>29.5.20</p>



			<p>Staff should only share a vehicle as an absolute last resort</p> <p>If you have to share the vehicle with another staff member – remember to wipe down the car after the visit has taken place e/g steering wheel, handbrake, door handles etc with an antibacterial wipe (dispose of the wipes by double bagging) and open windows</p> <p>Once you arrive at the property – you must maintain social distancing. Knock on the door and leave the hamper on the door step</p> <p>If you are lone working it is important to follow your lone working guidance and ensure a buddy system is implemented and you are in regular contact of your whereabouts</p> <p>If staff are visiting a number of homes (e.g. delivering food hampers etc) and cannot get access to warm soapy water then you must use a hand sanitizer between visits</p>			
<p>Managing risk of an individual who display's symptoms</p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</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>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.</p>	<p>PPA room has been identified as an isolation space if children need to wait to be collected</p> <p>PPA room to be cleaned daily and deep cleaned if used as an isolation area if used. Door to be kept closed. Room not to be used for any other purpose.</p> <p>Accessible toilet to be designated as specific area for isolated children PPE available from office next door.</p> <p>Staff will not be using PPA room for own work. PPA to be taken at home to reduce need for cross contamination</p>		<p>18.5.20 29.5.20</p>



			<p>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 'What happens if there is a confirmed case of coronavirus in a setting?' below). 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. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>	<p>Guidance /Flowchart for actions if any individual shows identified symptoms</p>		
<p><b>Managing the risk of a confirmed case of coronavirus</b></p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</p> <p>Where the child, young person, or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 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.</p>	<p>Information to be shared with all staff, Parents. When and where appropriate. Following confirmed case guidelines</p> <p>Sharing of information to and from person/family being tested to be undertaken by Business Support staff and 'or SLT if necessary</p>		<p>19.5.20 29.5.20</p>



			<p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>If any cases are confirmed they must be reported on the <a href="#">Wellworker</a> system through to Notts CC Health and Safety Team</p> <p>Further guidance from the Health and Safety Executive is available via the link below: <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p>	<p>SBM to report</p> <p>SBM to inform <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></p>		
<b>Deliveries and Maintenance on school sites</b>			<p>Only essential repairs and maintenance work should be carried out</p> <p>All deliveries to School (including milk and fruit) should be left at the main entrance and sanitized with wipes before taking them inside the School premises</p> <p>Keep deliveries to a minimum with essential items only</p>	<p>Milk &amp; Fruit deliveries on hold. <a href="#">Snacks for EYFS Purchased by staff</a></p> <p><a href="#">Cleaning Product Ordered</a></p>		<p>19.5.20 29.5.20</p>
<b>Ongoing provision of food</b>	Children, staff not receiving meals whilst in school	Employee, pupils, agency staff	<p>Schools should provide meals for all children in school, and meals should be available free of charge where pupils meet the free school meal (FSM) eligibility criteria.</p> <p>Ensure food is available for pupils by contacting catering company or team regarding the reopening of the kitchen.</p> <p>Work with food providers to offer meals or food parcels for the benefits related free school meal pupils not in school. With schools opening more widely, catering teams will be better placed to provide this.</p> <p>Provision for the food vouchers for those eligible will continue to be available where needed.</p>	<p>Liaise with Chartwells on a daily basis re food provision/ Menus agreed and shared in advance with families and children</p> <p>Daily audit of food availability Daily audit of Chartwells Staff available to prepare and serve meals</p> <p>At present the WONDE Voucher system will continue, including May half term</p> <p>From 1.6.20</p>		<p>18.5.20 29.5.20</p> <p>Catering Manager to complete</p> <p>From 1.6.20</p>



				Chartwells to Provide packed lunches to FSM pupil if ordered. Collect from main reception following social distancing		
Managing the ongoing cleaning of the school building	Reducing the risk of contact infection	Employee, pupils, agency staff, member of the public	<p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <li>• objects which are visibly contaminated with body fluids</li> <li>• all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> </ul> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> <li>• Use either a combined detergent disinfectant solution at a dilution of 1,000parts per million available chlorine Or</li> <li>• A household detergent followed by disinfection (1000ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents Or</li> <li>• If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses</li> </ul> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p>	<p>Trustclean have carried out a deep clean during the school “Closure in April/May 2020</p> <p>Audit with Trust clean to identify priority areas as stipulated. Also any cleaning response needed re possible contamination incidents in the day to be communicated BEFORE Cleaning session begins. \Cleaning staff to be provided with PPE as appropriate by Trust Clean</p> <p>Risk assessment shared with Trustclean.</p>		19.5.20



		<p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p><b>Laundry</b></p> <p>Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items.</p> <p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p> <p><b>Waste</b></p> <p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol style="list-style-type: none"> <li>1. Should be put in a plastic rubbish bag and tied when full.</li> <li>2. The plastic bag should then be placed in a second bin bag and tied.</li> <li>3. It should be put in a suitable and secure place and marked for storage until the individual’s test results are known.</li> </ol> <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> <li>• if the individual tests negative, this can be put in with the normal waste</li> <li>• if the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> </ul> <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist</p>	<p>Boxes ordered for storing waste</p> <p>Stored in boxes</p> <p>To be stored in outside “ Locked shed for 72 hours. Log to be kept as to date of incident and disposal</p> <p>Heavy duty bin bags available</p> <p>Gemcall – requested bags in case needed.</p>		
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		<p>clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p> <p>For further guidance regarding cleaning please see <a href="#">non healthcare settings guidance</a></p>			
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## Education Specific Guidance

Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
Effective Timetable Planning	Staff and children and young people being unable to adhere to social distancing therefore increasing the	Employees, pupils, agency staff	<p>Settings are asked to refresh the timetable to actively support social distancing and minimise risk, considering the following:</p> <ul style="list-style-type: none"> <li>establish pupil numbers anticipated in school</li> <li>establish staff available to deploy</li> <li>decide which lessons or activities will be delivered</li> </ul>	<p>Risk assessments carried out for all staff.</p> <p>Staff deployed appropriately to year groups</p>		<p>18.5.20</p> <p>23.5.20</p> <p>29.5.20</p>



	transmission and spread of Covid-19		<ul style="list-style-type: none"> <li>organise small class groups, as described in the 'class or group sizes' section</li> <li>consider which lessons or classroom activities could take place outdoors</li> <li>consider start and end of the school session</li> <li>consider staggered drop-off and collection times</li> <li>consider lesson times</li> <li>use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>stagger assembly groups</li> <li>stagger break times (including lunch), so that all children are not moving around the school at the same time</li> </ul>	<p>Daily timetables amended to allow for minimal contact. Teaching, play, lunch, entry and exit times established</p> <p>Variety Teaching spaces allocated.</p> <p>One-way system movement around school. Signs displayed to indicate direction of travel.</p> <p>PSHE Curriculum followed</p> <p>Astrea dispositions</p> <p>Response to lockdown experiences (Twinkl)</p> <p>Basic skills to prepare children for transition to next stage, bearing in mind gaps to be made up</p> <p>Times of day shared with staff 18/5 To be shared with families and pupils Prior to return</p>		
<b>Effective Management of Classrooms</b>	Staff and children and young people being unable to adhere to social distancing and/or resources not being kept clean, therefore increasing the	Employees, pupils, agency staff	<p>Settings are advised to organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p>			19.5.20 29.5.20



	transmission and spread of Covid-19		<p>In addition, childcare settings or early years groups in school should:</p> <ul style="list-style-type: none"> <li>• consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</li> <li>• consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</li> <li>• where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• accessing rooms directly from outside where possible</li> <li>• ensure each pupil has their own table/seating area</li> </ul> <p>Further guidance from the Department of Education is available via the link below: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>Small Group space and timetables established</p> <p>Individual groups to have own “Play” resources to be cleaned at end of day Door stops to prop open corridor doors. To be closed if fire alarm is triggered</p> <p>And each child to have own basic equipment at work space</p>	
<b>Effective Management of Transport</b>	Increased transmission of virus on arrival and departure from school setting	Employees, pupils, agency staff, members of the public	<p>Settings should consider the following with regards to the management of transport:</p> <ul style="list-style-type: none"> <li>• Encourage parents to familiarise themselves with <a href="#">Coronavirus (COVID-19) Travel guidance for passengers</a>, particularly if they require public transport.</li> <li>• Encourage parents to explore all forms of transport before using public transport. Encourage parents, children and young people to walk or cycle to their education setting where possible, maintaining social distancing when approaching or passing other pedestrians.</li> <li>• When children are cycling to school, ensure hands are washed before and after for at least 20 seconds or sanitised.</li> <li>• Ensure transport arrangements cater for any changes to start and finish times – and this is communicated to all parents.</li> <li>• Make sure any transport providers (minibus drivers etc) do not work if they or members of their household are displaying symptoms of coronavirus.</li> <li>• Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.</li> <li>• When transporting children with complex needs, who may need support to access the vehicle or need help in fastening seatbelts,</li> </ul>	<p>The majority of children walk to school</p> <p>Communication to parent pre June 1<sup>st</sup></p> <p>N/A</p> <p>N/A</p>	19.5.20



			<p>ensure this individual case is risk assessed in case the staff member requires PPE.</p> <ul style="list-style-type: none"> <li>• Communicate revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance to agree pick-up and drop off times and points).</li> <li>• <i>Remind parents that if they use public transport, ensure parents and children maintain social distancing where possible, minimise the amount of surfaces touched, face away from others, consider taking hand sanitiser to support hygiene measures and wear a face covering during the journey. Face coverings should be kept in a plastic bag once removed and washed prior to re-use.</i></li> </ul>	<p>N/A</p> <p>Communication to parent pre June 1<sup>st</sup> to show <b>completed assessment as green</b></p>		
<b>Effective Communication to Parents and Carers</b>	Parents and carers having appropriate knowledge on virus, transmission, and risk within an education setting	Employees, pupils, agency staff, member of the public	<ul style="list-style-type: none"> <li>• Tell parents and carers that no-one should enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>• Tell parents 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)</li> <li>• Make clear to 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)</li> <li>• Where appropriate, engage parents and carers in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>• Ensure parents and carers are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>• <i>Remind parents and carers about social distancing whilst on site and make sure that procedures are well signposted around the school grounds</i></li> </ul>	<p>Parental Comms Letter/ Parents App Communication to parent pre June 8<sup>th</sup> June to show <b>completed assessment as green</b></p> <p><a href="#">Resources have been shared with families during Lockdown. Share online work to be done in Bubbles on return so that parents are able to support appropriately.</a></p>		19.5.20 29.5.20
<b>Effective Management of Cohorts</b>	Staff and children and young people being unable to	Employees, pupils, agency staff	Keep cohorts together where possible and:			19.5.20 29.5.20



	<p>adhere to social distancing therefore increasing the transmission and spread of Covid-19</p>		<ul style="list-style-type: none"> <li>ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> <li>ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff</li> <li>ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day <i>or properly cleaned between cohorts if shared</i>. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days</li> </ul> <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> <li>accessing rooms directly from outside where possible</li> <li>considering one-way circulation</li> <li>staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.</li> <li>ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>noting that some children and young people will need additional support to follow these measures (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> </ul> <p>For shared rooms:</p> <ul style="list-style-type: none"> <li>use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>stagger the use of staff rooms and offices to limit occupancy</li> </ul>	<p>Timetable of day/spatial organisation established. Staffing organised according to year group/KS specific</p> <p>Work spaces identified Work stations for individual children To be shared with families Prior to return</p> <p><b>Refed Previously</b></p> <p>Maximum number of children identified for each toilet space <b>1 child at a time. Mark off Waiting area 2m away entrance</b></p> <p>Rules Displayed</p> <p><b>"Shared" Spaces timetabled especially dining hall and playground area</b></p>	
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			<p>Further guidance from the Department of Education is available via the link below: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>			
<p><b>Effective Cleaning and Hygiene in Classrooms</b></p>	<p>Staff and children and young people being unable to adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19</p>	<p>Employees, pupils, agency staff</p>	<p>Settings should ensure the following protective measures are in place with regards to cleaning and hygiene:</p> <ul style="list-style-type: none"> <li>• Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> </ul> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly</li> <li>• Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>• Pupils are encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• Consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>• Ensure that bins for tissues are emptied throughout the day</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Contact public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</li> </ul>	<p>Stocks in place. More ordered Months' supply to be stored Class have own supply</p> <p>To be done at end of each timetabled session</p>		<p>19.5.20 29.5.20</p>



			<ul style="list-style-type: none"> <li>There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</li> </ul> <p>Further guidance from the Department of Education is available via the link below: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>			
<b>Effective Use of Outside Space</b>	Outdoor equipment not being kept clean therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff	<p>Settings are asked to consider the use of outside space:</p> <ul style="list-style-type: none"> <li>for exercise and breaks</li> <li>for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> </ul> <p>Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p> <p>Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></p> <p>Schools should stagger breaks and lunchtimes to ensure that groups are kept apart as much as possible.</p> <p>Further guidance from the Department of Education via the link below: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>Timetabled sessions</p> <p>Staggered break/ lunchtimes</p> <p>Any equipment to be specific and labelled for each group and only used by that “Bubble Group”</p>		<p>19.5.20</p> <p>29.5.20</p>
<b>Effective Use of Resources</b>	Staff and children and young people being unable to adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission	Employees, pupils, agency staff	<p>Settings are asked to consider the following actions in the safe maintenance and control of resources:</p> <ul style="list-style-type: none"> <li>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> </ul>	<p>Removal from EYFS Children to have basic resources provided by school at a designated workspace</p> <p>Not to be shared</p>	<p>Confirm for individual classes on INSET day#Prepare.</p>	<p>19.5.20</p> <p>29.5.20</p>



	and spread of Covid-19		<ul style="list-style-type: none"> <li>• Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</li> <li>• Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> <li>• <i>Provide a tray of resources on each table for the individual children to use in Primary settings</i></li> </ul>	<p>No resources to be taken home</p> <p>TBC Pre opening Inset day 1.6.20</p> <p>No mobile phones from home</p> <p>Other items</p>		
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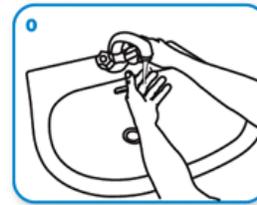
**Appendix 1: Clean hands protect against infection (WHO protocol)**

Protect yourself

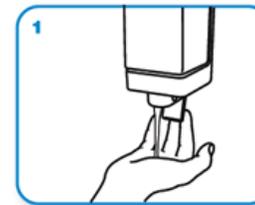


- Clean your hands regularly.
- Wash your hands with soap and water and dry them thoroughly. Use alcohol-based hand rub if you do not have immediate access to soap and water.

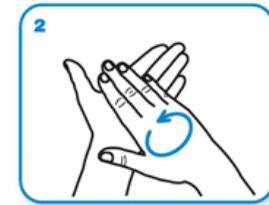
How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



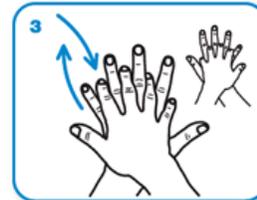
Wet hands with water



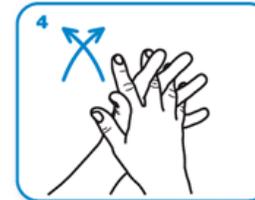
apply enough soap to cover all hand surfaces.



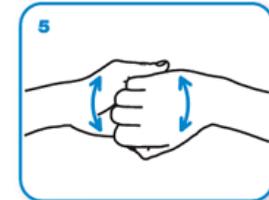
Rub hands palm to palm



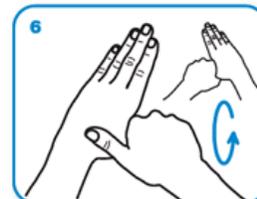
right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



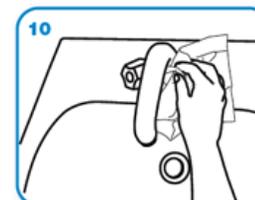
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



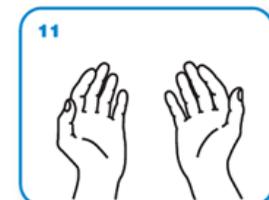
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

