



BEAL VALE PRIMARY SCHOOL

Part of Crompton House CofE Multi Academy Trust

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INFECTON CONTROL, RISK ASSESSMENT & SCHOOL REOPENING PLANS Covid 19

Activity / Hazard	Who	Controls & Precautions	Likelihood (1-5)	Severity (1-5)	Risk Rating	Is this adequate in your school.	Additional Controls and Precautions and Actions taken.
<p>Staff Availability The number of staff available is lower than required to teach classes in school and operate effective on-site and home learning.</p>	All	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following:</p> <ul style="list-style-type: none"> Paediatric First aider Designated Safeguarding Lead SENCO (remote or in school) Caretaker/site member Office staff member <p>The health status and availability of every staff member is known and regularly updated so staff deployment is effective. Identify staff who can't return to school at this point (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) and how they can work from home (for example, supporting remote education). Specific plans and responsibilities for staff that are self-isolating or shielding but who are well. Plan for a flexible approach in the use of teaching assistants and additional staff to supervise classes.</p>	2	3	6	Yes	<p>Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers. All staff reminded of absence report procedures.</p> <p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).</p>

		<p>Staff to make full use of CV19 testing to enable maximum staff numbers.</p> <p>A blended model of home learning and school attendance to maximise health and safety and staffing constraints.</p> <p>Approach to staff absence reporting and recording in place.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear. (Teams and First class conference)</p> <p>Approaches for meetings and staff training in place.</p> <p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p>				
<p>Vulnerable school staff Staff / vulnerable staff interactions in close proximity</p>	All	<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents.</p> <p>Staff asked to declare any underlying medical conditions and/ or pregnancy. Any employee identified as being in high-risk group (as defined below) must undergo employee specific risk assessment.</p> <p>Staff who are classified as clinically extremely vulnerable – as defined here, must not attend work. Adults who live with someone who is extremely vulnerable must also not come to work.</p> <p>Staff who are classified as clinically vulnerable – as defined here, must take extra care in observing social distancing. Individual risk assessment will be undertaken for clinically vulnerable staff.</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home for a minimum of 7 days from when their symptoms started. Staff given sufficient time off to recover following illness in addition to the guidelines on self-isolation.</p> <p>Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to follow the guidance here.</p> <p>Where staff are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day</p>	3	3	9	<p>Send out clear briefing notes / letters to all parties</p> <p>Identify staff classified as extremely vulnerable. Follow guidelines</p> <p>Identify staff classified as vulnerable. Follow guidelines</p>

		<p>period starts from the day when the first person in the house became ill</p> <p>For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period</p> <p>Staff encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>					Regularly remind staff of procedures
<p>Net Capacity</p> <p>Classroom sizes will not allow adequate social distancing measures.</p>	All	<p>Classroom size numbers reviewed.</p> <p>Class sizes and timetables/ staffing amended allowing for reduced numbers in line with government guidance. (Max 15 pupils per class)</p> <p>Classrooms re-modelled, with chairs and desk placement to allow for appropriate distancing. Additional furniture removed from rooms to limit use.</p> <p>Clear classroom signage promoting social distancing.</p> <p>Classes to stay with their teacher and do not mix with other pupils.</p> <p>Limit access to areas to of shared resources.</p>	4	3	12	Yes	
<p>Personal Protective Equipment (PPE)</p> <p>Inadequate PPE provision in school</p>	All	<p>School implement government guidance on PPE in schools, found here and here– NOTE: <i>Schools should not require staff, children and learners to wear face coverings.</i></p> <p>Access to PPE including rubber gloves, disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:-</p> <ul style="list-style-type: none"> • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way. <p>Rubber gloves should be washed and dried properly before reuse.</p> <p>Waste to be disposed of in line with government guidelines found here 'how should PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of</p>	2	3	6		<p>Ensure adequate bins and tissues are made available.</p> <p>Ensure school has a stock of rubber gloves and if needed.</p> <p>Ensure PPE is available for emergencies – this should include: disposable gloves, a disposable apron a fluid-resistant surgical face mask (only where 2m can't be maintained)</p> <p>Ensure all staff and children know the procedures to follow.</p>

		<p>coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.</p>					Signage as appropriate
<p>Prioritising provision To continue to prioritise vulnerable pupils and children of key workers and create a suitable additional class.</p>	All	<p>Current plans meet the learning need of the children who are currently attending school. Apply social distancing to this class. Vulnerable children to be encouraged to return to school in line with government recommendations. Children in the returning classes will join their class and keyworker children will join their class for allocated week.</p>	4	2	8	Yes	Development of plan for the phasing of additional cohorts - ongoing.
<p>The School Day The start and end of the day create risks of breaching social distancing guidelines.</p>	All	<p>Start and departure times are staggered. Year 6 Arrival - 08.50am Depart 3.15pm Year 1 Arrival – 09.00am Depart 3.05pm Rec Arrival – 09.10am Depart 2.55pm Nursery Arrival – 09.20am Depart 3.30pm Entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school Difference entrances to be allocated per class. Staff and pupils briefed and signage to reinforce message are in every classroom and at entrances. Attendance patterns have been optimised to ensure maximum safety. No assemblies will be conducted. Government travel guidance found here will also be circulated amongst parents and pupils Staff asked to arrive before pupils and pupil staggered start times implemented.</p>	3	3	9	Yes	<p>Times for KW group to be agreed. If necessary, use floor markings if lining up is necessary. Write to all parents advising of one parent policy and restrictions on school grounds during pandemic.</p>

<p>Planning Movement around School Movement around school risks breaching social distancing guidelines</p>	All	Part time / limited numbers of pupils in attendance to reduce overall number of pupils in school. Where possible, non-essential staff work from home to reduce staff numbers School building layout assessed for specific pinch points. Separation of circulation implemented wherever possible, if not possible then traffic routes and directions marked out on floor. Classrooms accessed directly from outside where this is workable. Circulation plans have been reviewed and revised accordingly. Focus has been given to toilet use per class. Movement of pupils around school is minimised as much as possible with pupils staying in classrooms and staff moving around school. Pupils briefed at regular intervals about the importance of hand washing and social distancing. Staff rotas are in place. Midday Supervisors will be dedicated to a class. Meals will be provided in the classroom and collected by staff and delivered. The school will offer a grab bag selection for meals with all rubbish disposable therefore limiting washing up. Lunchtime and break times will be organised for each class to access different playgrounds. Resources storage to be covered to limit contamination and risk of touching. Book cases to be turned whilst not in use. Excess furniture to be removed and stored securely.	2	3	6	Yes	
<p>Staff Workspaces Staff rooms and offices do not allow for social distancing guidelines.</p>	All	Staff rooms and office have been reviewed and appropriate measures agreed. See infection control risk assessment. Rota for office staff to be implemented allowing for one colleague in the office plus BM. Staff should knock at the door and wait to maintain distance measures. Number of people allowed in the staffroom at one time being limited. See Infection control risk assessment. Excess furniture removed. Staff briefed on the use of these rooms.	2	3	6	Yes	

<p>Staff Mental Health and wellbeing Staff dealing with bereavement and anxiety regarding returning to workplace Stress and anxiety about Coronavirus COVID-19</p>	Staff	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support Staff are aware of available support and advice for schools and pupils available from counselling services and occupational health. Access to Employee Assistance Programme and counselling on self-referral basis Staff aware of the Improving attendance policy and procedures for absence. Guidance available from Public Health England here - shared with all staff.</p>	3	3	9	Yes	<p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc. Provide information on EAP details – posters around school as appropriate. Hold regular online/ socially distanced wellbeing meetings where possible.</p>
<p>Safeguarding Provision and Pastoral Provision.</p>	All	<p>Safeguarding provision reviewed as more pupils return to learning and consider requirements for in school support for returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals. Safeguarding has been maintained during school closure. Details of any individual cases have been communicated via the CPOMs system for staff not in school and/ or verbally.</p>	2	3	6	Yes	<p>Check for revised protocols from your local authority. Return to work brief per class to be held by the schools DSL.</p>
<p>SEN and Vulnerable pupil provision Government advice to encourage children to return to school on the 01st June 2020.</p>	All	<p>Agree what returning support is available for vulnerable and/or disadvantaged children and put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities. TA's allocated to classrooms will offer SEN support for ECHP pupils. Transition meetings will be conducted wherever possible for all pupils by virtual meetings.</p>	1	3	3	Yes	<p>Review of keyworker staff and 1-1 allocation for SEN requirements for cohorts initially returning to school.</p>
<p>Vulnerable Pupils Pupils / vulnerable pupils interactions in close proximity</p>	All	<p>Children and parents asked to declare any underlying medical conditions and/ or pregnancy. Those in a high-risk group (as defined below) will be assessed for suitability to attend school. Children who are classified as clinically extremely vulnerable – as defined here, must not attend school. Children who live with someone who is extremely vulnerable must only attend an education or childcare setting if stringent social distancing can be adhered to. Children who are classified as clinically</p>	2	4	8		

		<p>vulnerable – as defined here, must take extra care in observing social distancing.</p> <p>Any child developing coronavirus symptoms, however mild, are advised to not come to school and remain at home for a minimum of 7 days from when their symptoms started. Any child should be given sufficient time off to recover following illness in addition to the guidelines on self-isolation</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to follow guidelines found here.</p> <p>School will maintain current contact details for all children in attendance including a secondary contact. This could be through use of an emergency care registration form for all children from any other school accessing provision. All staff to be aware of where to locate the list.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in a separate quarantine room and allowed to use an identified room and follow guidelines found here.</p> <p>The quarantine room will be restricted to other school users. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p> <p>PPE to 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>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here</p> <p>If a member of staff has helped someone with symptoms, 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. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the</p>					
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		<p>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> <p>Any siblings living in the same household will also be sent home.</p> <p>Where a 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. See 'what happens if there is a confirmed case of coronavirus in a setting found here.</p>					
<p>Catering Providing students with lunches whilst minimise the risk of CV19 and maintaining social distancing</p>	All	<p>Meals will be provided in the classrooms and collected by midday staff and delivered.</p> <p>The school will offer a grab bag selection for meals with all rubbish disposable therefore limiting washing up and cross contamination</p> <p>Staff to be briefed and separate risk assessment for minimising contractors and deliveries for the kitchen to be undertaken.</p> <p>Midday Supervisors will collect grab bags from the hall which will be left in class groups. Office staff will collect FSM to be collected.</p> <p>Disposable containers/ bags used</p>	2	3	6	Yes	
<p>Catering Agree whether breakfast clubs, can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms.</p>	All	Breakfast Club to remain closed for the summer term.	1	1	1	Yes	
<p>Catering Provision to provide FSM for children not attending school</p>	All	<p>Children entitled do free school meals will be provided with Grab bags to be collected from the school office at a pre-arranged time.</p> <p>The school will offer a grab bag selection for meals. Contract minimised and families encouraged to collect if not attending school.</p>	2	3	6	Yes	

<p>Break and Lunchtimes Social distancing concerns whilst children have breaks.</p>	All	<p>Breaks and lunch breaks are staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any one time. Where practicable 2m social distancing to be maintained. Toilet numbers will be limited to prevent crowding at toilet facilities at any one time, wherever possible children will access the toilets 1-1. Pupils who require additional support will be provided as necessary. Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Areas of play allocated per class and only those classes will access the area.</p>	3	3	9	Yes	
<p>Communication Key stakeholders are not fully informed about the changes to policies and procedures following CV19</p>	All	<p>Communication strategies are in place for the following groups: - Staff Pupils Parents Governors/ Trustees Others</p>	2	3	6	Yes	
<p>New Intake 2020 New families for Sept 2020 not fully informed of requirements</p>	All	<p>New starter packs will be posted/ delivered to all new pupils. Staff will contact each family and discuss need/ transition and process. Children will be added to SIMS for intake and relevant information sent. All parents should be signposted to the school website which will update parents on current information.</p>	2	3	6		
<p>First Aid Risk of infection when dealing with child or isolating in school</p>	All	<p>For all first Aid treatment the correct PPE must be worn. First Aid should be administered where possible near the classroom the child populates. If bodily fluids are involved, then the child should be moved to the isolation room as agreed and parents called immediately. The full area will then require immediate cleaning.</p>	2	4	8	Yes	

<u>CV19 Testing</u>		Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	3	3	9	Yes	
<u>General</u>	All	<p>All staff feeling unwell should inform manager asap if in work. Staff member with symptoms of coughing, sore throat and high temperature should not attend work and call manager to seek advice regarding self-isolation.</p> <p>Staff are reminded to follow Social distancing (as recommended by Public Health) – Reducing the number of persons in any work area to comply with the 2 – metre (6.5 foot) gap</p> <p>Staff instructed to wash on arrival and before leaving the workplace. Staff instructed to follow advice on cross contamination from Public health including hand washing and catching coughs and sneezes in a tissue or the crook of your arm if none are available</p> <p>Hands should be washed for 20 seconds with soap and water. Hands should be dried with disposable paper towels, which should be disposed of safely after use.</p> <p>PPE available including gloves, disposable aprons and face masks as per DFE Advice should be worn only when sending a sick pupil home. (wearers must be clean shaven).</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Hand sanitiser provided where available.</p> <p>School to promote the governments ‘Catch It, Bin It, Kill it’ slogan and regularly remind children.</p>	3	3	9	Yes	<p>Staff regularly reminded about the current advice from Public health.</p> <p>Staff also encouraged to report any concerns over there health to their manager</p> <p>Managers to do regular stock levels checks on PPE and request more if required</p> <p>Signage displayed.</p> <p>Internal communication channels to reassure and support employees.</p> <p>Managers have an open-door policy for those in need of additional support</p>
<u>Preparing Buildings and Facilities</u>	Staff and Pupils	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing 	1	4	4	Yes	

		<ul style="list-style-type: none"> • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections <p>Insurance covers reopening arrangements Site has remained open during pandemic and all weekly tests have been completed. Legionella Monthly tests completed following the company closure, however regular flush maintained.</p>					
Office	Staff and pupil	<p>All staff to wash hand on arrival and before leaving workplace Clean desk policy. Staff to wipe down and clean workstation before use. Staff should only work at their own designated workstation Do not share telephones. Staff should only use their telephone in workstation and all calls should be transferred. Staff should always wash their hands before and after using the printer. Staff should wash hands before and after attending the front counter/door Staff should wash hands before and after using registers or any other items used by other persons. Restricted access to the reception area. Staff advised to maintain 2-meter distance from the reception window areas. Clear signage displayed. Staff should wash hands before and after handling received paperwork, documents, post and cash. Inventory system – staff to use ID badges to log into the building. Visitors should be pre-added onto the system wherever possible to allow for scanning of QR code. Regular cleaning of display screen. Children should NOT log in using the system. Rota basis to be arranged for office staff and all queries should be dealt with outside office area from colleagues wherever possible. Non-essential deliveries are minimized.</p>	2	4	8		
Toilets	Staff	<p>Staff to wash hands after using the toilet. Hands should be washed for at least 20 seconds with hot soapy</p>	3	4	12		

		<p>water.</p> <p>Staff should use paper towel to turn taps on and off.</p> <p>Staff should use paper towel to unlock and open door.</p> <p>Paper towel to be discarded in bin.</p> <p>Only one person should be in the toilet area at once.</p>					
Staff Room	Staff	<p>All staff using the kitchen are responsible for cleaning all work surfaces before and after use.</p> <p>No items should be left in/ on or around sink area.</p> <p>All dirty cutlery, crockery must be washed, dried and placed back in cupboard after use by the user.</p> <p>All items should be washed before use in hot soapy water and rinsed before reuse.</p> <p>Staff should limit number of people in the staff room to allow for social distancing. (Max 3 people)</p> <p>Tea towels should be removed and paper towels used.</p> <p>All staff to wash hands for at least 20 seconds in hot soapy water before and after consuming food or using the toilet.</p> <p>Only food for the day should be stored in the fridge. All other items will be removed and discarded excluding milk.</p>	1	4	4		
External	All	<p>Staff to avoid contact with members of public where possible but must be polite and engage when required.</p> <p>Maintain a 2-metre gap between yourself and public.</p> <p>Wash all work wear after each day</p> <p>Do not share gloves or any other PPE</p>	2	4	8	Yes	
Classrooms	All	<p>Classes will be cohorting (maintaining the same groups together in classrooms and/or on the same rotation of attendance).</p> <p>Teachers and other staff are assigned to a group and, as far as possible, these stay the same during the day. Where rotation is required teachers will be instructed to move to different classes rather than the pupils to limit people movements / mixing.</p> <p>Only subjects that can be safely taught will be delivered - Physical education team sports will not be played.</p> <p>Classrooms assessed and where possible, arranged to maintain 2m distance between pupils/teachers. Where the 2 m distance cannot be maintained, pupils will be sat side by side or back to back rather</p>	3	4	12	Yes	

		<p>than directly facing for as short a time period as possible.</p> <p>Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Desks should be arranged to allow for as much distance as possible.</p> <p>Resources and trays etc should all be allocated one per child and kept separately.</p> <p>Children should limit their movement around the school building using only allocated entrances and exits.</p> <p>Children should wash and sanitise hands at regular intervals especially on entry to the building, before and after eating, using the toilets and playtimes.</p> <p>Wall mounted hand sanitisers per classroom have been provided.</p> <p>Classroom staff provided with anti-bacterial cleaning facilities and should wipe down at the end of every day.</p> <p>Daily number of pupils reduced to allow for some distancing.</p> <p>Additional furniture ie chairs to be removed from classrooms if applicable.</p> <p>Clear signage for social distancing and hand washing to be displayed.</p>					
Library Area	All	<p>All book cases will be turned around to ensure that books are not touched. To minimise the difference to children new displays will be added. All furniture from the area will be removed and stored appropriately.</p>	1	4	4		
Common Areas	All	<p>School building layout assessed for specific pinch points.</p> <p>Separation of circulation implemented wherever possible, if not possible then traffic routes and directions marked out on floor.</p> <p>Classrooms accessed directly from outside where this is workable.</p> <p>All sand/water trays should be removed and/or covered to prohibit use.</p> <p>Only essential furniture will remain in the areas.</p> <p>Movements around school should be minimised and agreed entrance and egress routes for each class agreed and maintained.</p> <p>Common areas should not be used for breakout sessions.</p> <p>Photocopying area is prohibited to children.</p> <p>Children should not be sent to the school office.</p>	2	4	8		

First Aid	All	<p>Ensure staff are aware of any medical issues affecting individual attendees including staff.</p> <p>Healthcare Plans and Individual Risk assessments should be carried out and readily accessible for relevant staff.</p> <p>School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>First Aid to be provided as required with medical hygiene procedures throughout</p> <p>Classroom 1st aid kits will be provided to each classroom for minor injuries. Staff must wear gloves to administer 1st Aid. 1st Aid waste that requires special disposal must be put in an appropriate bag and placed in the specialist yellow waste bin in the first aid room.</p> <p>First Aid certificates extended for 3 months.</p>	2	4	8	Yes	<p>Undertake individual risk assessment where required.</p> <p>Ensure adequate First Aid equipment is available.</p>
First Aid Accidents / Incidents Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)	All	<p>Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.</p> <p>Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>Consider some of the activities planned so as to reduce pressure on the NHS. eg. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.</p>	2	4	8		
Handwashing facilities	All	<p>Sufficient handwashing facilities are available throughout school.</p> <p>Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments</p> <p>Hand sanitiser only used where sinks are not available. Remind staff/pupils hand sanitiser it is not a substitute for regular hand washing.</p> <p>Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using</p>	3	4	12		

		<p>alcohol-based hand cleansers.</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals <p>Help will be provided to children and young people who have trouble cleaning their hands independently</p> <p>Hand washing guidance found here circulated amongst all staff / pupils.</p> <p>Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils.</p> <p><u>Site Specific</u></p> <p>A review of handwashing equipment has been conducted.</p> <p>Contract in place that allows for children to apply soap to hands prior to washing without touching the equipment. Contractors have continued to provide service during CV19 lockdown.</p> <p>Monitoring arrangements are in place for the provision of paper towels and soap items.</p> <p>Staff areas regularly monitored and refilled.</p> <p>Enhanced cleaning programme in place for facilities.</p> <p>Staff training includes the need to remind pupils to regularly wash their hands.</p> <p>Posters reinforce the need to wash hands regularly. SLT will monitor regularity of hand washing.</p> <p>Wall mounted hand sanitisers provided.</p>					
Access to drinking water	All	<p>All children have individual water bottles that are clearly marked with the child's name. The water bottle must be washed in hot soapy water at the end of every day by a member of staff. These should be kept on the children's desk wherever possible and refilled every morning by a member of staff.</p>	1	4	4		

		Staff should have their own drinking cups which they clean and store. Cups should not be shared.					
Isolation of suspected cases.	All	<p>Any child developing coronavirus symptoms, however mild, are advised to not come to school and remain at home for a minimum of 7 days from when their symptoms started. Any child should be given sufficient time off to recover following illness in addition to the guidelines on self-isolation</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to follow guidelines found here.</p> <p>School will maintain current contact details for all children in attendance including a secondary contact. This could be through use of an emergency care registration form for all children from any other school accessing provision. All staff to be aware of where to locate the list.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in a separate quarantine room and allowed to use an identified room and follow guidelines found here.</p> <p>The quarantine room will be restricted to other school users. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p> <p>PPE to 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>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here</p> <p>If a member of staff has helped someone with symptoms, 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. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the</p>	3	4	12		

		<p>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> <p>Any siblings living in the same household will also be sent home.</p> <p>Where a 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. See 'what happens if there is a confirmed case of coronavirus in a setting' found here.</p> <p><u>Site specific advise</u></p> <p>Children will be moved to the meeting room for collection by parents and supervised by a member of staff. Staff should wear PPE as per instructions above whilst waiting collection.</p> <p>Cleaning the area: -</p> <p>The area should be full cleaned down following collection. The site manager should be informed if he is not on site to complete the cleaning</p>					
Emergency Procedures	All	<p>General Procedures</p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.</p> <p>All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures.</p> <p>NOTE: This may not be the usual routes. Repeat as necessary with new starters (staff/pupils).</p> <p>Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff.</p> <p>Details of emergency contacts for utilities are readily available.</p> <p>24-hour monitoring system in place for alarms (fire &/or security).</p> <p>Monitoring centre made aware of any new emergency out of hours contact details.</p> <p>Social Distancing</p> <p>All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety.</p>	1	4	4	Yes	<p>Muster points to be re-designated to allow for social distancing. Initial fire drills to be completed.</p> <p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Brief staff and children on First Aid procedures of the school.</p> <p>Brief rota staff on operation of fire and intruder alarms.</p> <p>Make available the codes on and off site and ensure all know how to access should it be required.</p>

		Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.					
Legionella	All	Regular running of water facilities have been maintained during partial closure. Legionella contractors will conduct legionella tests prior to 01 st June 2020	1	4	4	Yes	
Premises Statutory Compliance Lack of building/ property maintenance Faulty equipment services leading to injury or death	All	All areas of fire compliance checked to ensure compliance All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc) Where possible checks take place before or after school or away from other staff / pupils. Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.. Assurances have been sought from external organisations providing FM services that checks are in date. Parts of the building still unused are 'moth balled' to reduce the level of checks necessary	1	4	4	Yes	PEEP arrangements to be agreed for each class
Cleaning	All	Government cleaning advice found here . Cleaning regimes and responsibilities are clarified with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities) Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary. Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including: <ul style="list-style-type: none"> - door handles - door plates - bannisters - desks - chairs 	3	4	12		Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue.

		<ul style="list-style-type: none"> - taps and sinks - telephones - keyboards - light switches - electronic entry systems - vending machines - toys <p>Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day</p> <p>All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible</p> <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Trim trails and static play equipment taken out of use</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged</p> <p>To prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as: door handles, handrails, table tops, play equipment, toys, electronic devices (such as phones) and computers, Ipad etc.</p> <p>Soft Play equipment should be removed and stored safely from the classrooms.</p> <p>Site staff will continue with cleaning as per the cleaning schedule and include daily wiping of chairs, tables, doors and handles.</p> <p>Hygiene Stations are available for staff in the form of a separate white bucket, with cleaning equipment and appropriate PPE.</p> <p>Office phones will only be used by the allocated user. The phone in the Head teacher's office should be used by any other staff and disinfected by the user after use.</p> <p><u>Advice from Government for CV19 cleaning: -</u></p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you</p>					
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		normally use. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning					
Premises lettings	All	Consideration given to premises lettings and approach in place. Hall repurposed as storage area. Cleaning arrangements agreed with cleaners and nursery staff. Access arrangements to site for parents agree. Nursery will greet and dismiss at allocated time from the schools front gate.	2	4	8	Yes	
Contractors / Visitors Visitors and spread of Coronavirus	All	Contractors only used on site for essential maintenance tasks. Non-essential works to be postponed / rearranged / cancelled. Contractors and visitors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building. Meeting with contractors to be held electronically where possible (Teams/Zoom etc). Visitors to the premises will be restricted and all non-essential visitors will be cancelled / postponed. Parent meetings etc to be held electronically where possible (Teams/Zoom etc) One parent policy - Parents will be asked to drop off at the school boundary and not enter the school premises. Staff stationed at entrance points to restrict access and prevent overcrowding where possible.	1	4	4	Yes	Ensure parents are informed ahead of opening re one parent policy including drop off and pick up routines. Provide signage where appropriate.
Lone working	All	Member of staff keeps in contact with office . line manager whether working from home/ travelling or visiting school site Line manager has emergency contact numbers and staff keeps phone charged and available Follow school procedures for lone working	1	4	4	Yes	

REVIEWED BY: SLT, Governors, Trustees	COMMENTS:			
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