



BEAL VALE PRIMARY SCHOOL

Part of Crompton House CofE Multi Academy Trust

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INFECTION CONTROL, RISK ASSESSMENT & SCHOOL 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 Staff / vulnerable staff interactions in close proximity</p>	<p>Vulnerable staff may become infected and suffer ill health from exposure COVID-19</p>	<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents. All members of the SLT must keep updated on the most recent government advice and advise accordingly.</p> <p>Current guidance for staff members who fall into the Clinically Extremely Vulnerable (CEV) category is to isolate at home until at least 31st March 2021. Those that fall into this category have been sent a letter from the NHS and have shared this information with school.</p> <p>The health status and availability of every staff member is known and regularly updated. Staff Identified when they can't work in school (as below) and how they can work from home (if appropriate).</p> <p>Specific plans and responsibilities for staff that are self-isolating or shielding but who are well.</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test and to make full use of CV19 testing to enable maximum staff numbers. 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 book a test and follow the guidance here.</p> <p>Where staff are living with others and they are the first in the household to have a confirmed case of coronavirus, then they must stay at home for 10 days, but all</p>	3	3	9	Yes	<p>Advice for those who are clinically-vulnerable, including pregnant women, is available here.</p>

		<p>other household members who remain well must stay at home and not leave the house for 10 days. The 10-day period starts from the day after the first person in the house became ill. Advice from Track and Trace should be sought.</p> <p>For anyone else in the household who starts displaying symptoms, they need to have a test and if confirmed as positive then stay at home for 10 days from the day after the symptoms appeared, regardless of what day they are on in the original 10-day isolation period.</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, office 365 and First class) Approaches for meetings and staff training in place.</p> <p>Consideration and plans in place for staffing levels if they can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers.)</p> <p>All staff reminded of absence report procedures.</p> <p>Discussion completed to address concerns with vulnerable members of staff and review how they are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>Staff are able to access the twice weekly Lateral Flow Testing to test for asymptomatic cases of COVID 19. This is reported to the school and to NHS.</p>					
<p>Vulnerable Pupils Pupils / vulnerable pupils interactions in close proximity</p>	<p>Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19</p>	<p>School are aware of vulnerable children and have asked parents to declare any underlying medical conditions and/ or pregnancy.</p> <p>Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, but will maintain social distancing as much as possible in the school.</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to book a test for the child and follow guidelines found here.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where they can be isolated behind a closed door, or weather permitting taken outside in the school grounds, maintaining a 2 metre distance depending on their age and needs with adult supervision. The quarantine room is the old HT office. Windows in the room will be opened for ventilation.</p> <p>Where this is not possible the child will be taken to any area where they can remain</p>	3	3	9	Yes	<p>Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered.</p> <p>Find more advice from the Royal College of Paediatrics and Child Health at COVID-19 -</p>

		<p>2m apart from others. 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. (First Aid Room) This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else. 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). After use, the quarantine room will be cleaned by cleaning, site staff or if unavailable the member of staff supervising the pupil using the cleaning products supplied and recommended and PPE should be worn 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 will take place) or the child subsequently tests positive. The member of staff will 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. School will maintain current contact details for all children in attendance including a secondary contact. This will be using the school's database SIMS System for all children. Should the school agree to accommodate children from any other provision a manual register of contacts will be maintained. All staff to be aware of where to locate the list.</p> <p>Where a child, young person or staff member tests positive, colleagues in public health will discuss the situation and advise which pupils within the group or class within their childcare or education setting will be sent home and advised to self-isolate for 10 days.</p> <p>School will 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.</p>					'shielding' guidance for children and young people
<p>Social Distancing Inappropriate pupil / staff mixing and movement around school premises</p>	All building users including staff, pupils, visitors,	<p>Traffic and Circulation Routes Classrooms accessed directly from outside using fire doors.</p> <p>Classrooms Classes will be cohorting (bubbles) where possible (maintaining the same groups together in classrooms). Extended bubbles of 2 classrooms will be in use for</p>	3	3	9	Yes	Daily sanitising as appropriate. Keep a record /timetable to show deployment of

	<p>cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>toileting and lunchtimes eating arrangements. Teachers and other staff are assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Any staff member moving between bubbles or in a circumstance, including within their bubble, where a 2 metre distance from other staff members cannot be maintained, will be encouraged to wear a visor or clear face mask. Good hand hygiene will be promoted between groups. School will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. Classrooms will be well ventilated using natural ventilation (opening windows). Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.</p> <p><u>Breaks and Lunch Breaks</u></p> <p>Consideration to breaks and lunch breaks being staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any one time. Tables for lunch will be kept apart as much as possible and tables cleaned between each group. Pupils will be directed to walk in single file around school and additional supervision provided to support positive behaviour whilst moving around school. Where practicable 2m social distancing to be maintained especially between adults. If this distance cannot be maintained between staff, it is advised that a face covering is worn. Pupils who require additional support will be provided as necessary.</p> <p><u>Halls and Shared Rooms/Areas</u></p> <p>Class groups will take staggered breaks between lessons. Adequate cleaning between groups is in place, following the cleaning guidance found here. The music room will be used by Year 3 and the infant HLTA for small group interventions. A physical barrier will separate the 2 groups. The groups should not cross each other's area and use the separate doors. Groups must be positioned away from each other over 2 metres. Doors must be held open when occupied and fans used. Groups should be kept to a minimum. If a 2 metre distance cannot be maintained, then groups should be no larger than 1 adult and 4 children. If a 2 metre distance can be maintained, then the group may consist on 1 adult and up to 6 children from 1 bubble. For HLTA groups, if a 2 metre distance can be</p>					<p>staff across the week. Remind about hand hygiene. Carry out inventory check of resources (stationary, books etc) and stock at regular intervals, restocking as necessary.</p>
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		<p>maintained then 8 pupils would be the MAXIMUM, however, this should be for a short period of time and following all other guidance. Other open shared areas will also be allocated per class for small group interventions and the above rules apply but groups should not exceed 6 wherever possible.</p> <p>Large gatherings such as assemblies and worship with more than one group will not be allowed.</p> <p>All staff will be advised to wear face masks in all communal areas of the school building.</p> <p><u>Staff Room</u></p> <p>Use of staff rooms and offices will be limit occupancy. Staff should remain in their allocated class 'bubbles' to eat unless heating food. Hot food should only be transported through school if it is in a sealed container, wherever possible this should be eaten in the staffroom and then the staffroom should be vacated to allow for another member of staff. Face masks should be worn in the staff room at all times.</p> <p><u>Outside Space / Playgrounds</u></p> <p>School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission. Use of outdoor areas will be staggered where possible as per the shared area controls above to prevent significant mixing. Junior playground will be separated with a barrier gap to allow for 2 classes at once. Outdoor playground equipment will be more frequently cleaned and dedicated to a specific bubble by classroom staff within the bubble.</p> <p><u>Shared Resources</u></p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of 48 hours. (72 hours for plastics) between use by different bubbles.</p> <p><u>Pupil Equipment</u></p> <p>Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources</p>					<p>Consider the delivery model for music lessons.</p> <p>Consider what aspects of the P.E. curriculum can be taught.</p>
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		<p>home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p><u>Particular subjects/activities</u></p> <p><u>Music</u> School has amended the music rota to allow for new guidance. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. Only one class should have music and if possible this will be conducted in the hall, ensuring good ventilation. If fine and weather permitting, then full class sessions can take place outside as at 2 metre distances if appropriate.</p> <p><u>Sports / physical activity</u> Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that this is safe to do so. School will consider carefully how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. Staff should plan for the half term activities and store required resources within their bubbles box in the PE store cupboard. Once sessions have finished then resources should be thoroughly cleaned and returned to the central store.</p> <p><u>Before and After school clubs & extracurricular activities</u> Breakfast club will not be operating until further notice due to issues with the mixing of bubbles and movement around the school building. After school clubs and activities will be carried out within the children’s class bubbles only and following the same guidance as above.</p> <p><u>Communication / Meetings</u> Staff communication will be through the use of email, Microsoft Teams and</p>					<p>guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sports advice from organisations such as the Association for Physical Education and the Youth Sport Trust Keep a record of children attending in each group.</p> <p>Daily electronic briefings to staff as necessary, particularly as there may be different staff covering. Write to all parents advising of one parent policy and restrictions on school grounds during pandemic. Consider staggered start and end times where possible</p>
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		<p>Whatsapp groups. On occasion small groups can meet in a socially distanced way in the school hall.</p> <p>Start and End Times</p> <p>School will adopt an Easy-flow one-way system through school. Children will enter school via the Glebe Street Gate, leaving via the Brunswick Street Exit. Staff will be available in their classrooms from 08.45am and parents will drop their children at the classroom door and follow the one-way system. A similar pattern for evening collection will be arranged with staff dismissing from the classroom doors as parents approach the door. School staff will be positioned outside to support and maintain social distancing.</p> <p>Parents have been informed that only one adult to attend for drop-off/pick-up as school have adopted a one parent policy during Covid restrictions. Parents and pupils will also be encouraged to walk or cycle to school where possible.</p> <p>Government travel guidance found here will also be circulated amongst parents and pupils. The front entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school, the school grounds will be monitored and a member of staff will be positioned at the back gate.</p> <p>Communications will be given to parents not to gather at school gates and not to come onto site without prior appointment. School will provide communications to parents about responsible parking in the surrounding streets.</p> <p>Educational Visits</p> <p>No domestic overnight and overseas educational visits, - further information can be found here. Non-overnight domestic educational visits must be risk assessed to ensure they can be done safely. Further information can be found here. This will be reviewed regularly in line with the governments roadmap for reopening.</p>					Send out letter to parents not to gather at school gates and not to come onto site without prior appointment'
Classrooms	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become	Classrooms should be re-modelled, with chairs and desk placement to allow for maximum distancing. EYFS will follow appropriate government guidance. If appropriate furniture that is not used regularly should be removed from rooms to maximize space. All classrooms must operate a clear classroom procedure and ensure no buildup of resources. Signage will promote social distancing and hand hygiene. Classes should stay with their teacher and the allocated staff and not mix with other pupils as far as reasonably possible. There will be limited access to areas of shared resources by staff only. Staff should situate their classroom working spaces wherever possible at a 2-metre distance.	3	3	9	Yes	

	infected and suffer ill health from exposure COVID-19					
Personal Protective Equipment (PPE) Inadequate PPE provision in school	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	School implement government guidance on PPE in schools, found here and here – Face coverings Current guidance advises all staff to wear a face covering in all communal areas of the school building and in any location that a 2 metre distance cannot be maintained between adults. Also any members of staff working across bubbles or in close proximity to children will be encouraged to wear a visor during teaching sessions. Pupils who remain in their bubble will be discouraged from wearing face coverings during teaching sessions. Pupils instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Other PPE 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: - <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. Rubber gloves should be washed and dried properly before reuse. 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 coronavirus, such as disposable cleaning cloths, tissues and PPE is: - <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full 	2	3	6	

		<ul style="list-style-type: none"> 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> <p>Adequate bins and tissues are available.</p> <p>School has a stock of rubber gloves and if needed.</p> <p>School has PPE available for emergencies – this should including disposable gloves, a disposable apron, a fluid-resistant surgical face mask. Signage has been added throughout school</p>					
Stress Stress and anxiety about Coronavirus COVID-19	Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement	Regular line manager communication and up-to-date staff communications using teams, Beal Vale Conference and email will keep staff informed of procedures / changes etc. Guidance available from Public Health England here - shared with all staff. Mental Health and Wellbeing and flexible working policy in place and followed where applicable. Access to Employee Assistance Programme and counselling available. Staff reassure children and young people on regular basis. Staff reminded 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.	2	3	6	Yes	Hold regular online/ socially distanced wellbeing meetings where possible.
The School Day The start and end of the day create risks of breaching social distancing guidelines.	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	Start and departure times are based on an easy-flow one-way system. (see above) All individual classroom doors will be used for entrance and exit at the beginning and end of the day. Entrance to school will be via the Glebe Street gate and the exit will be at the Brunswick Street gate. Allocated areas on one-way system will be supervised by staff to prevent parents entering premises and discourage loitering around school. Signage will be used to reinforce the messages. 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 be available in the classrooms. Dividing panels and floor markings have been used where necessary. All parents have been contacted and advised of one parent policy and restrictions on school grounds during pandemic.	3	2	6	Yes	
Planning	All building	School building layout assessed for specific pinch points.	2	3	6	Yes	

<p><u>Movement around School</u> Movement around school risks breaching social distancing guidelines</p>	<p>users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>Separation of circulation implemented wherever possible. Classrooms accessed directly from outside where this is workable. Internal 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. Midday Supervisors will be dedicated to a class. Meals will be provided in the hall staggered, pre-booked and table service. Lunchtime and break times will be organised for each class to access different playgrounds whilst playing out. Resources will be allocated per class to limit contamination and risk of touching. Excess furniture to be removed and stored securely.</p>					
<p><u>Safeguarding Provision and Pastoral Provision.</u></p>	<p>All</p>	<p>Safeguarding provision has been reviewed as more pupils returned to learning and consideration given to requirements for in school support for returning children (e.g. where new issues have arisen, or existing ones escalated) Safeguarding has been maintained during school closure with teachers having a daily contact with pupils during Live Sessions. Details of any individual cases have been communicated via the CPOMs system for staff not in school and/ or verbally. Pastoral and counselling support is available for children returning to school as appropriate, and additional PSHE resources are in place.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Yes</p>	<p>Check for revised protocols from your local authority. Return to work brief per class to be held by the schools DSL.</p>
<p><u>Catering</u> Providing students with lunches whilst minimise the risk of CV19 and maintaining social distancing</p>	<p>All</p>	<p>Meals will be provided in the school hall for a maximum of 3 classes. They will be pre-ordered and collected by midday staff and delivered to the tables. Tables must be wiped down following every class eating. Hall times will be staggered. Individual Midday Supervisors will be allocated to classes. Kitchen staff will maintain a social distance from all pupils and adults on site. No member or staff should enter the kitchen areas unless specifically paid to do so, and should then maintain a 2 metre distance from other staff in the kitchen.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Yes</p>	
<p><u>Break and Lunchtimes</u> Social distancing concerns whilst children have</p>	<p>All</p>	<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. Toilet numbers will be limited to prevent crowding at toilet facilities at any one time, wherever possible children will access the toilets 1-1 and must be monitored by staff within the classroom 'bubbles'.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Yes</p>	

breaks.		Pupils who require additional support will be provided as necessary. Arrangements in place for the use of the playground, including equipment. Areas of play allocated per class and only those classes will access the area.					
Communication Key stakeholders are not fully informed about the changes to policies and procedures following CV19	All	Communication strategies are in place for the following groups: - Staff Pupils Parents Governors/ Trustees Others	2	3	6	Yes	
General	All	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. Staff are reminded to follow Social distancing (as recommended by Public Health) 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 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. 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). These must be disposed of in-line with government recommendations. Bagged and placed in external bins for a 72 hours. Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Hand sanitiser provided where available. School to promote the governments 'Catch It, Bin It, kill it' slogan and regularly remind children. Signage displayed.	3	3	9	Yes	Staff regularly reminded about the current advice from Public health. Staff also encouraged to report any concerns over there health to their manager Managers to do regular stock levels checks on PPE and request more if required

		Internal communication channels to reassure and support employees. Managers have an open-door policy for those in need of additional support					
Office	Staff and pupil	All staff to wash hand/ use hand sanitiser 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/ use hand sanitiser before and after using the printer. Staff should wash hands/ use hand sanitiser before and after attending the front counter/door Staff should wash hands/ use hand sanitiser before and after using registers or any other items used by other persons. Restricted access to the reception area. Staff advised to maintain 2-metre distance from the reception window areas. Clear signage displayed. Staff should wash hands/ use hand sanitizer 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. Children should not be sent to the school office. Classrooms should communicate with the office using the walkie talkie systems.	2	3	6		
Staff Toilets	Staff	Staff to wash hands after using the toilet. Hands should be washed for at least 20 seconds with hot soapy water. Staff should use paper towel to turn taps on and off. Staff should use paper towel to unlock and open door. Paper towel to be discarded in bin. Only one person should be in the toilet area at once.	3	4	12		
Staff Room	Staff	All staff using the kitchen are responsible for cleaning all work surfaces before and after use. No items should be left in/ on or around sink area. All dirty cutlery, crockery must be washed, dried and placed back in cupboard after	1	4	4		

		use by the user. All items should be washed before use in hot soapy water and rinsed before reuse. Staff should limit number of people in the staff room to allow for social distancing. (Max 3 people). Tea towels should be removed and paper towels used. All staff to wash hands for at least 20 seconds in hot soapy water before and after consuming food or using the toilet. Only food for the day should be stored in the fridge. All other items will be removed and discarded excluding milk. Personal cups/ covered mugs should be washed and stored in 'bubble' classrooms.					
External	Staff/ Children and Visitors	Staff to avoid contact with members of public where possible but must be polite and engage when required. Maintain a 2-metre gap between yourself and public. Do not share gloves or any other PPE Staff should arrange parent meetings via on-line basis wherever possible.	2	4	8	Yes	
Library Area	Staff/ Children and Visitors	Small groups of children will be allowed to access the library. This will be arranged on a rota basis leaving 72 hours between visits. Children must not work or stay in the area over break-times and lunches. This must be arranged in the classroom bubbles supervised by bubbled staff. This area should not be used for interventions as this is a 'clear area'	1	4	4		
Medication and First Aid Inadequate procedures for managing medical needs	Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough	Ensure staff are aware of any medical issues affecting individual attendees including staff. Healthcare Plans and Individual Risk assessments should be carried out and readily accessible for relevant staff. 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. First Aid to be provided as required with medical hygiene procedures throughout Classroom 1 st aid kits will be provided to each classroom for minor injuries. Staff must wear gloves to administer 1 st Aid. 1 st 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. Classroom walkie-talkies ordered for office communications. TA's should provide first aid within their 'bubbles' using the classroom first aid kits, wherever possible. PPE should be used as appropriate.	2	3	6	Yes	Undertake individual risk assessment where required. Regular checks for adequate First Aid equipment is available.
Accidents/ Incidents Child, Young	All building users including	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.	2	3	6	Yes	

<p>person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)</p>	<p>staff, pupils, visitors, cleaners, contractors,</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. Consider some of the activities planned so as to reduce pressure on the NHS. e.g. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be requiring to control boisterous play in unsuitable areas. All first aid should be conducted, wherever possible within the class ‘bubbles’</p>					
<p>Handwashing facilities Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure to COVID-19</p>	<p>Sufficient handwashing facilities and class hand sanitisers are available throughout school. Hand sanitiser is used where sinks are not available or between sessions as necessary. Remind staff/ pupils hand sanitiser it is not a substitute for regular hand washing. Hand sanitisers should be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers due to the risk of ingestion, however automatic wall mounted sanitisers have been made available. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative and alcohol free sanitiser is available. Arrangements have been sought from the LA H&S service for children who have allergies and have reacted to the products initially being used. 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: <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals Help will be provided to children and young people who have trouble cleaning their hands independently Hand washing guidance found here circulated amongst all staff / pupils. Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils. Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger children and those with</p>	<p>3</p>	<p>2</p>	<p>6</p>		

		<p>complex needs understand the need to follow them</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. Monitoring arrangements are in place for the provision of paper towels and soap items. Staff areas regularly monitored and refilled.</p> <p>Enhanced cleaning programme in place for facilities. Staff training includes the need to remind pupils to regularly wash their hands. Posters reinforce the need to wash hands regularly. Staff and pupils 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.' SLT will monitor regularity of hand washing. Wall mounted child friendly hand sanitisers provided.</p>					
<u>Access to drinking water</u>	Staff/ Children	<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> <p>Staff should have their own drinking cups which they clean and stored within their bubble. Cups should not be shared. Hot drinks should only be in sealed cups as per existing procedures. Disposable cups must be used for visitors to school.</p>	1	4	4		
<u>Emergency Procedures</u> Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures	All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.	<p><u>General Procedures</u></p> <p>Fire risk assessment and fire evacuation procedures have been reviewed to ensure safe evacuation can be carried out, and test completed. All 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. Details of emergency contacts for utilities are readily available.</p> <p>24-hour monitoring system in place for alarms (fire &/or security). Monitoring centre made aware of any new emergency out of hours contact details.</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</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. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.</p> <p>Muster points to be re-designated to allow for social distancing. Initial fire drills have been completed.</p> <p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Staff briefed and children on First Aid procedures of the school. Rota staff on operation of fire and intruder alarms.</p>					<p>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>
<p>Building Maintenance</p> <p>Lack of building/ property maintenance</p> <p>Faulty equipment services leading to injury or death</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.</p>	<p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc.)</p> <p>Where possible checks take place before or after school or away from other staff / pupils.</p> <p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Assurances have been sought from external organisations providing FM services that checks are in date.</p> <p>All parts of the building will be brought back to use and full checks completed after being 'moth-balled'. PEEP arrangements agreed for each class.</p>	1	4	4	Yes	
<p>Cleaning</p>	<p>All</p>	<p>Government cleaning advice found here and has been implemented throughout the school. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Cleaning regimes and responsibilities are clarified with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities)</p>	2	3	6		<p>Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe</p>

	<p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p> <p>Hygiene stations at locations through the school with instructions on their use.</p> <p>Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:</p> <ul style="list-style-type: none"> - door handles - door plates - bannisters - desks - chairs - taps and sinks - telephones - keyboards - light switches - electronic entry systems - vending machines <p>Bins are lidded, lined and emptied daily. Liner is sealed/knotted and placed in the main waste container. If lights are not on automatic sensor staff instructed to leave them on throughout the day. 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>Normal personal hygiene is encouraged. Soft Play equipment should be kept to a minimum and only used initially in EYFS and KS1 and cleaned at a minimum of half termly by colleagues within the class 'bubble'.</p> <p>Site staff will continue with cleaning as per the cleaning schedule and include daily wiping of chairs, tables, doors and handles. 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 wherever possible. The phone in the Head teacher's office or the pastoral desk should be used by any other staff and disinfected by the user after use.</p> <p>Toilets are cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilet</p> <p><u>Advice from Government for CV19 cleaning: -</u></p>					guarding issue.
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		Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you 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	Nursery will follow school procedures for beginning and end of the day. Daily cleaning is provided from the school. Additional cleaning will be conducted by nursery staff. Other procedures are as per Network Nursery policies.	3	3	9	Yes	Risk Assessment to be shared with nursery.
Contractors / Visitors Visitors and spread of Coronavirus	All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19	Consideration given to contractors on site and assessment made by business manager/ site manager if their visit is essential. Contractors and visitors including Governors must complete COVID-19 screening questions before entering premises. Where form suggest risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept via the inventory system. Pre-booked visits will be arranged using the Inventory system and barcodes sent to visitor's mobile numbers. Meeting with contractors and governors to be held electronically where possible (Teams/Zoom etc.) or socially distanced if electronically is not possible. Visitors to the premises will be restricted and all non-essential visitors will be cancelled/postponed where it won't impact on the education or health of pupils. Consideration will be given to how Parent meetings can be held safely. Alternatives such as virtual meetings could be considered (Teams/Zoom etc). One parent policy. Staff stationed at entrance points to restrict access and prevent overcrowding where possible. Any visitors into the school premises must wear a face covering and remain 2m away from all children and adults.	2	3	6	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	Make sure staff contact information is up to date.

REVIEWED BY: SLT, Governors, Trustees	COMMENTS:			
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