

Risk Assessment for Returning to School

Current Number of Staff -	Name of Person Completing the Risk Assessment -	Date of assessment – 02 Sep 20
Current Number of Students-	Review Dates- Updates: 14/05; 15/05; 18/05; 19/05; 22/05 – all JNM. 28/05, 08/06 – TEK. New version: 10/06 – extension to include return of Y3-5, Y10/12 – TEK. New version: 23/06 – amendments (MP) and inclusion of return of Y8 and Y9 - TEK New version: 21/08 – Amendments (MP/SGL) to reflect whole school return in September - MP New version: 3/09 – Amendments (MP/SGL/TEK) to reflect whole school return in September – MP New version: 17/09 – Amendments (MP) to reflect whole school updated guidance – MP	
Consultation -The Covid-19 Risk Assessment and associated Covid Policy shared with the Governing Body and Staff members.		
Communication -The Covid-19 Risk Assessment and associated Covid Policy shared with the whole staff team The school have more than 50+ members and staff and to comply with the current <u>Guidance for full opening: schools</u> in the Autumn Term 2020 and to ensure compliance with the <u>Health and Safety Executive (HSE)</u> a copy of this risk assessment has been placed on the school website.		
People covered by this assessment – Whole school community, students, staff, parents & visitors		
Covid-19 is a virus is thought to spread mainly from person-to-person. <ul style="list-style-type: none">Between people who are in close contact with one another (within about 2 meters).Through respiratory droplets produced when an infected person coughs, sneezes, or talks.These droplets can land on hard surfaces and in the mouths or noses of people who are nearby or possibly be inhaled into the lungsCovid-19 may be spread by people who are not showing symptoms (Asymptomatic)		

Viewed in conjunction with the following policies:

- Health and Safety
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Students with Medical Conditions
- Assessment
- Data Protection
- Safe System of Work Guidance – Covid-19 Pandemic

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(Covid-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations.

The school is following: [Guidance for full opening: schools](#)

Public Health England advice the following measures to minimize coronavirus (Covid-19) risks in school environments

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable

RISK RATING		Likelihood		
		Probable Occurs repeatedly or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor	Medium	Low	Low

	First aid treatment			
Risk	High Medium Low	Prevention	Action(s)	
Lack of information for parents, children, staff and Governors	Medium	Ensure Covid-19 plan for returning to school is followed and that SLT adequately communicate key messages to staff/parents/carers/Governors accordingly	<ul style="list-style-type: none">• Initial holding message to parents 12.5.20• Consultation with staff 14.5.20• Update and consultation with parents 19.5.20• Daily consultation with SLT• Plan discussed with ICC and H&S Committee 18.5.20• Plan discussed with Union Reps 20.5.20• Key documents circulated to staff and governors for comment and update 22.5.20• Emergency Governors Meeting 28.5.20• H&S Meeting 08.6.20 & continued consultation with staff.• Plan discussed with middle Leaders 3.9.20 and ICC TBC• Plan circulated to staff and staff briefed on Staff Day 4.9.20	
Staff and Students and the wider school community				
Covid-19 transmission within the school community	Medium	<ul style="list-style-type: none">• Student attendance and fitness state monitored daily• Parents access to site restricted & managed• Sickness absence procedures in place for Staff and Students• Students kept in consistent bubbles/groups within their year groups, where possible	<ul style="list-style-type: none">• Parents/Carers & Staff advised to follow the school sickness absence procedure• Parents/Carers & Staff advised to report any symptoms of Covid-19 that they or their household may have• Parents/Carers & Staff reminded that <u>testing for Covid-19 is available</u> through the NHS.• Anyone displaying symptoms will be advised to self-isolate and will not be permitted into school until <u>7/14-day isolation completed</u>	

Staff/Students at increased risk from coronavirus (Covid-19)	High	<ul style="list-style-type: none"> Some staff/students may have particular characteristics that may put them at a comparatively increased risk from coronavirus (Covid-19) Specific assessments of risks associated with these employees and students may need to be undertaken and control measures introduced where appropriate in conjunction and consultation with those affected 	<ul style="list-style-type: none"> Where need identified- individual Medical/III-Health risk assessment to be completed. Individual cases to be discussed with HR Clinical review and discussions to take place with their GP's/Consultants etc. prior to them returning to school
Staff/Students clinically vulnerable (Moderate risk) or extremely clinically vulnerable (High risk)	High	<ul style="list-style-type: none"> Staff/Students who are clinically extremely vulnerable are now advised that they can return to work from 1 August as long as they maintain social distancing. Guidance for those who are <u>clinically-vulnerable, including pregnant women</u>, is available People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 	<ul style="list-style-type: none"> Member of staff to raise concerns with their midwife/GP Concerns to be raised with the HoD in the first instance Where need identified HR consulted
Staff and Student well-being adversely effected by Covid-19 situation	Medium	<ul style="list-style-type: none"> Regular contact with staff and students both on site and working remotely Regular staff well-being questionnaires issued and followed up Student pastoral support programme running on each school day for those on site and working remotely Counselling and medical support available as usual for staff and students, subject to Covid-19 safety measures Individual care plan in place for all vulnerable staff and students Registers of students are taken place each school day, and absences followed up with home 	
Maintaining infection control /hygiene standards during the school day			
Transmission of Covid-19 to Students/Staff	Medium	<ul style="list-style-type: none"> Access to the school site is controlled, several entrance gates and entrance doors are used to allow 	<ul style="list-style-type: none"> Students, Parents/Carers are reminded via school communication links to maintain social distancing when entering the school site

		<p>Students and Parents/Carers to flow onto the school site/building</p> <ul style="list-style-type: none"> • Students, Parents/Carers advised to maintain social distancing when entering the school site • The start of the school day has been staggered to allow controlled access into the school building by students • End of the school day staggered to prevent gatherings outside of the school site 	<ul style="list-style-type: none"> • Staggered start times and changes communicated to parents via school communication links and updates provided where need identified • Parents/Carers advised to leave the school site immediately once their child has entered the building • School entrances and site secured at the start of the school day • Staff, Students, Parents/Carers will be informed to only bring essential items needed for the day
Maintaining infection control in the Classrooms and during break periods		<ul style="list-style-type: none"> • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. • Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms • Staff always maintain social distancing with students & other staff • Consideration to made to remove all nonessential equipment removed to create a larger floor space to help promote social distancing • Ventilation assessment completed and actions followed up • Where windows and doors are openable staff can open them to allow natural ventilation during the school day • Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning • Rota in place for lunchtime and break time periods • Timetable reviewed to reduce the need for students to move about the building • Where classrooms and halls are occupied doors can be propped open to allow additional ventilation. • Where classrooms/halls are unoccupied doors are to be closed 	<ul style="list-style-type: none"> • Staff to be provided with sufficient time between class lessons to allow handwashing/hand sanitising • Students/Parents/Carers continually reminded that students bring in filled water bottles each day • Mixed groups are to be closely supervised • Where such groups are needed to be formed ensure that robust hand washing guidance is followed and Students and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.

		<ul style="list-style-type: none"> • Cleaning regime increased across the site • Waste bins located in classroom/hall areas and emptied at the end of the school day • Water fountains taken out of use around the school site • Students to work in forward facing seating arrangement or at distances of greater than 1m. Where this is not possible screens are in place. • Hand sanitiser stations located around the building where need identified. 	
Covid-19 spreading within the school environment	High	<ul style="list-style-type: none"> • Guidance followed for the cleaning of non-health care settings • Cleaning plan and area specific schedule in place • Students that need support to wash their hands are supported by a member of staff • Hand sanitiser available in all teaching spaces and throughout the school site. • Handwashing posters displayed throughout the school site including toilet areas • Students advised to cough and sneeze into their elbow and away from the direction of other students and staff • Infection Control Risk assessment in place to manage other biological hazards within the school community. • Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. • Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are regularly disinfected, <u>rather than cleaned</u> • Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning program • Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied throughout the day 	<ul style="list-style-type: none"> • Staff to take responsibility for their own personal hygiene throughout the school day • The use of hand towels rather than hand dryers encouraged to ensure that hands are dried thoroughly • Waste bins to be emptied regularly throughout the school day • All bins emptied at the end of each school day • Parents advised to ensure that students wash their hands when they return home

		<ul style="list-style-type: none"> • Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation • Cleaning schedules in place to ensure regular cleaning and sanitization across the school estate • COSHH assessments in place and shared with staff where necessary. Staff wear appropriate protective equipment when carrying out cleaning activities • Staff read the labels of chemicals/substances used to clean surfaces prior to use 	
Deep Clean	Medium	<ul style="list-style-type: none"> • Public Health England has revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow this guidance provided and where the need is identified adapt the current cleaning regimes & practices 	
Student and Staff working in identified bubbles/groups			
Maintaining Year Group bubbles	High	<ul style="list-style-type: none"> • Staff move to classrooms to reduce whole school movement around the building • Staff workstations are positioned at the front of the classroom, socially distanced from students • Where possible desks placed in rows facing the front of the classroom. • Students kept in consistent groups/bubbles. • Classrooms have a demarcation area on the floor where no student, furniture or equipment will be placed, enabling leaders to enter the classroom, speak to students observe learning and generally be present around the school • Students taught in identified classrooms, lesson subject movement is limited throughout the school day 	<ul style="list-style-type: none"> • Reducing movement around the school by doing most of the teaching of these groups in one room, or in a small number of rooms, with teachers moving to students. Students move between rooms only where specialist spaces are needed • Consider reducing the general movement in the school, contacts between different bubbles and the frequency with which one-year group follows another into a space

		<ul style="list-style-type: none"> Classroom based resources, such as books and games, are used and shared within the bubble /group Classroom resources included in the cleaning schedule for each class Movement limited where possible to key times-Break times/Lunch times and specialist subject areas 	
Equipment needed for specific subject areas	High	<ul style="list-style-type: none"> Students will have their own pencil cases and books/writing pads required for each subject Activities planned by departments Timetable agreed All <u>Science</u>, DT and Art areas have been pre-checked as per <u>CLEAPPS</u> guidance and are ready for use Where need identified pre-user, checklists completed Cleaning schedule in place following the use of equipment Subject area risk assessments in place Cleaning schedule in place for subject areas 	<ul style="list-style-type: none"> Ensure that where need identified daily inspections are completed prior to work equipment being operated Where need identified students provided with stationery and paper for subject areas
Classroom resources	High	<ul style="list-style-type: none"> Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously Resources cleaned prior to each group/bubble using them and always between bubbles, 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 	<ul style="list-style-type: none"> Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles. Resource boxes to be set up in advance where possible.
PE Activities / Lack of changing room space	High	<ul style="list-style-type: none"> PE activities can take place in external areas of the school Students are to be kept in consistent groups/bubbles within year groups Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided Outdoor sports prioritised where possible 	<ul style="list-style-type: none"> Consider allowing students to wear their school PE kit and not school uniform when PE lessons are timetabled Consider identifying alternative changing facilities that can be easily accessed and ensure safeguarding measures Parents/Carers and Students advised what PE kit students should wear to school

		<ul style="list-style-type: none"> • Large indoor spaces used where it is not, doors are opened to allow ventilation • Maximise distancing between students • Year group bubbles maintained for after school clubs/activities • Cleaning schedule in place for PE equipment accessed during the school week 	<ul style="list-style-type: none"> • Consideration be given to undertaking the Summer Term PE programme for the start of September i.e. cricket • PE Guidance available -guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport is available .Association for Physical Education and the Youth Sport Trust
Music lessons	High	<ul style="list-style-type: none"> • Lessons can take place where physical distancing can be assured • During lessons position students back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies 	<p>Current guidance advises;</p> <ul style="list-style-type: none"> • There may be an additional risk of infection in environments where Staff/Students are singing, chanting, playing wind or brass instruments or shouting • Where instruments are to be played consideration be given to lessons taking place outside • Consider limiting class sizes to no more than 15 if instruments and singing are to take place. • Further guidance is to be issued by the DfE in due course.
Symptoms and Actions - Covid-19			
Symptoms		<ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. 	

Staff, students or parents showing symptoms	High	<ul style="list-style-type: none"> • Staff and students MUST not come into the school if they have symptoms of Covid-19. • Anyone showing symptoms must return home and self-isolate for 14 days and should arrange to have a test to see if they have coronavirus (Covid-19). If the test is negative they can return to school. • Students or staff who have been in contact with a confirmed case of Covid-19 including households with a Covid-19 suspect must isolate for 14 days. • Staff members may be contacted by NHS Track and Trace and should follow instructions from them. They should let the school know they have been contacted. • Anyone asked to self-isolate by the Track and Trace scheme must not come in to school for 14 days. • Current Public Health guidance is that you should only get a test if you have symptoms. • School will follow advice of local health officials with regard to further isolation of students / staff should a positive case be identified. 	<ul style="list-style-type: none"> • Regular reminders of symptoms through assemblies, briefings and school student, staff and parent communications • Temperature checks on arrival for all those on site • Parents/Carers collecting unwell students are reminded of the guidance to follow • Consider a pre-printed information slip to give to Parents/Carers and members of Staff if they present with Covid-19 symptoms • Teachers self-isolating can teach remotely from home with new IT provision • Consider if supervision by an invigilator in the room with the students is necessary if other cover unavailable
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Managing Covid 19 case in the school community

Illness	High	<ul style="list-style-type: none"> • Use of hand sanitiser in key areas/at key times e.g. on the door as the staff/visitors/children enter • Each designated working area has dedicated toilets with handwashing facilities • Staff to supervise junior school students washing their hands • Hand soap replenished regularly • Face covering and gloves to be offered to staff – but the school will require coverings to be worn in communal areas. 	<ul style="list-style-type: none"> • Hand sanitiser stations set up in each designated working area corridor • Strict cleaning schedule agreed • Washable face coverings available for all who want them. Requests should be made to Bursar or Facilities Manager • It will be the responsibility of the individual to name and look after their own face coverings, as well as washing them prior to the start of each new day.
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Student or staff member becomes ill during the working day		<ul style="list-style-type: none"> • Staff member must self-isolate immediately and inform the school nurse or member of SLT, so that follow up actions can be put in place for all people who have been close contact 	<ul style="list-style-type: none"> • Staff and students reminded of Covid-19 signs and symptoms, and illness procedures • Following any contact with someone who is unwell Staff/students must wash their hands thoroughly

		<ul style="list-style-type: none"> For a student who becomes unwell, nurse to be notified by telephone and student evacuated to allocated rooms in Senior and Junior School. Parents / carers to be notified with a request for immediate pick up. Social distancing measures critical during transfer, and student to remain in isolation whilst waiting for pick up. Condition to be monitored by nurse / reception staff observing strict social distancing measures. If close contact is needed, in emergency, this should only be done with Level 2 Covid-19 PPE in place. Follow up actions will be necessary for all people who have been close contact with the student Immediate action will also need to be considered for all areas of the school where unwell student or staff member has been operating (including longer term cleaning needs) Follow up contact to be maintained with staff member or family of students, to ensure continued care. Immediate testing to be encouraged 	<p>for 20 seconds with soap and running water or use hand sanitizer</p> <ul style="list-style-type: none"> The area around the person with symptoms must be cleaned with disinfectant cleaner after they have left to reduce the risk of passing the infection on to other people
Parents Not Social Distancing	Medium	<ul style="list-style-type: none"> Provide parents with advice on swift drop offs, not entering school and not gathering at the gates Provide parents with information on where and when to drop off and collect Use designated entry points to school and assign to children Staggering drop off and collection - 3 arrival windows and 3 departure windows in both Junior and Senior School 	<ul style="list-style-type: none"> Details for Y6 included in Parent Letter (19.5.20) Children arriving and separating will be supervised by a duty teacher Details for Y10/12 to be sent out by Parent Letter Details for Y3 – 5 to be sent out by Parent Letter Details for whole school to be sent out by Parent Letter
Children Not Socially Distancing (indoors)	High	<ul style="list-style-type: none"> Each Year group to be situated within a fixed area (Y3/4 Lambton, Y5/6 Brandling, Y7 Main Hall downstairs, Y8 Maths and Main Hall, Y9 Main Hall upstairs, Y10 Eco/Pol/Psych, Y11 MFL, Y12 STC/Maths/Agora/Library, Y13 STC/Maths and SFCR. Minimise mixing of classes within each area 	<ul style="list-style-type: none"> Student Charter created and circulated Furniture organised in classrooms Signage in place Staff to remind children frequently

		<ul style="list-style-type: none"> • It is understood that maintaining 2m distancing will not always be feasible when children move around indoor spaces • 1 teacher to supervise each room per lesson (with teacher rotation between lessons minimised to reduce risk of cross-contamination) • Provide children with a student charter outlining their responsibilities • Forward facing desks • Verbal reminders and signage • Packed lunches eaten within each working area or Dining Hall provision on a rota • One-way system in place in key areas to minimise groups passing where appropriate • Students and staff advised to stick to the left-hand side of corridor areas in any areas where a one-way system is not operating • Students should maintain a 2 metre distance from teachers and staff in school wherever possible. 	
Children Not Socially Distancing (outdoors)	High	<ul style="list-style-type: none"> • The risk of this occurring is high but the risk of infection is low/medium due to the outdoor element. • Each year group to play in dedicated space • Demarked play spaces • Active adult supervisors present • Agreement required on the type of activity we will allow and the tolerance. They will not maintain 2m distances • Use of a ball and other similar handheld equipment permitted as long as it stays within the class/year group and handwashing is strictly followed • PE equipment sanitised after use 	<ul style="list-style-type: none"> • Marked containers required for class equipment – clean, with disinfectant and drying • Spaces to be marked out • Fixed playground equipment not available for use
Staff Not Socially Distancing	Medium	<ul style="list-style-type: none"> • Each year group to be situated within a fixed area of school 	<ul style="list-style-type: none"> • Staff to observe social distancing • Student remain in class or year groups

		<ul style="list-style-type: none"> • 1 teacher to supervise each room per lesson (with teacher rotation between lessons minimised to reduce risk of cross-contamination) • Additional supervisory staff to be assigned to each area • Each staff member to have a dedicated workspace where needed in department offices or support staff offices 	
First aid & medication			
Personal Protective Equipment (PPE)	Medium	<ul style="list-style-type: none"> • Wearing a face covering in schools is not currently mandatory but the school will recommend coverings to be worn in corridors and communal areas unless an exception has been agreed with the school • Tasks have been identified within the school that would require staff wearing PPE; First aid where need is identified and potentially when a staff member/student is symptomatic of Covid-19. • Staff follow good hand <u>washing practice</u> prior to wearing PPE. • Individual risk assessments in place for all those who have been identified as at increased risk 	<ul style="list-style-type: none"> • Ensure that the school maintains a stock of disposable gloves/aprons and face coverings. • Staff wishing to wear PPE whilst in the school building are to discuss their concerns/wishes in the first instance with their HoD
First Aid Provision and support with medication		<ul style="list-style-type: none"> • First Aid risk assessment in place • Identified Staff are first aid trained • Staff are aware of the procedure to follow should they need to undertake <u>CPR</u> • Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use • Staff to wash their hands prior to administering first aid • Staff to wear disposable gloves when providing first aid support • Staff to wash their hands after providing first aid support 	<ul style="list-style-type: none"> • Review the First Aid Risk Assessment. • Gloves and first aid items used to be double bagged and placed in the waste bin • Waste bins emptied throughout the school day • Ensure that a stock of disposable gloves are available for staff use • Review when staff members last received First Aid Training ,guidance is available on the <u>HSE website</u>. • Review when staff members last received medication training

		<ul style="list-style-type: none"> • Medication policy in place • Staff to wash their hands prior to and following support with medication • Medication stored in a dedicated area • Identified staff support students with medical needs 	
Managing a positive case in school			
Staff/Student/ family member tests positive for Covid-19	Medium	<ul style="list-style-type: none"> • If a Student or member of Staff tests positive, they must self-isolate for 14 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste & after a negative test. • If a member of Staffs/Students household tests positive the Student/Staff member must self-isolate for the full 14 days and may return to school if I have not had any of the recognised symptoms of Covid-19 for the previous ten days. 	<ul style="list-style-type: none"> • Schools should ask Parents/Carers and Staff to inform them immediately of the results of a test: • If schools have two or more confirmed cases within 14 days, or a rise in sickness absence where coronavirus (Covid-19) is suspected, they must continue to work with their local health protection team who will be able to advise if additional action is required. • Remote education to be made available to students not allowed to attend the school due to Covid-19
The School being placed on lockdown	Low	<ul style="list-style-type: none"> • Guidance on lockdown situations monitored and plans updated as necessary. • Wellbeing survey's carried out for staff and students 	<ul style="list-style-type: none"> • Remote learning integrated into school curriculum planning should such an event occur • New guidance on Tier 2/3/4 situations implemented and PHE advice taken if lockdown situation arises
Staff Wellbeing	Medium	<ul style="list-style-type: none"> • Staff sign posted to Public Health England's <u>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</u> • Staff receives sufficient breaks during the school day. • Staff encouraged to leave the school site when not working at the end of the day 	<ul style="list-style-type: none"> • Staff members with health concerns to speak with HoD in the first instance if they have concerns regarding returning to school • Staff reminded of the school's counselling provision and Workplace Options • Staff workload monitored by HoD & SLT • HR colleagues contacted for support where need identified.

Student Wellbeing	Medium	<ul style="list-style-type: none"> • Focused pastoral support in place • Safeguarding Policy in place • Staff report concerns with students' behaviour via the usual routes, including Safeguarding. 	<ul style="list-style-type: none"> • The school to contact appropriate agencies that support students with social and emotional support.
Access and Management of the School Site inc movement around buildings			
Moving about the building/school site- Covid-19 transmission	High	<ul style="list-style-type: none"> • Supervision in place for break times and the lunchtime periods to reduce the flow of students in the corridor areas • Where need identified some students may eat their lunch in their classrooms • Supervision in place to access the outdoor play areas • External routes to be adopted to access outdoor play areas etc. • Social distancing measures adhered to where possible • Posters in place reminding students to maintain social distancing • One-way systems where possible put in place on specific corridors, all stairs two way • Students and staff stay on the left-hand side of corridors and circulation routes. Consideration be given to placing directional signs around the school site • Students supervised by Staff members when moving about the building • Hand sanitisers located throughout the school site, including where need identified in classroom areas 	<ul style="list-style-type: none"> • Movement about the building monitored throughout the school day. • Cleaning schedule in place for corridor areas doors etc.
Main reception and additional entrances	High	<ul style="list-style-type: none"> • Signage in place advising of the need to maintain social distancing • Signage in place prompting hand washing/use of hand sanitiser • Hand sanitiser stations in place throughout the school 	<ul style="list-style-type: none"> • Visitors advised not to attend the school if they are unwell • Visitors to be advised that face coverings expected in certain circumstances

		<ul style="list-style-type: none"> • Reception areas spot cleaned throughout the school day • Tissues located at the main reception area with a lidded waste bin • Waste bins emptied at the end of the school day • Face coverings not currently mandatory within the school site – but the school will require coverings to be worn in communal areas. 	<ul style="list-style-type: none"> • Parents encouraged to e-mail or speak with staff over the telephone where they have concerns with day to day school life • Face to face meetings with parents are to be booked in advance so that meeting rooms can be set up to ensure social distancing • Where electronic signing in screens are in use, the screen is to be cleaned after each use
Office Areas	Medium	<ul style="list-style-type: none"> • The maximum occupancy of the office areas have been calculated to adequate social distancing • Screen partitions used where possible to separate large office areas • Where possible desks placed side by side • The doors of Offices in use can be wedged open when occupied • Where available, windows are opened whilst the office area is in use • Staff leave their desks as clear as possible so that it can be easily cleaned • Waste bins lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day • Staff undertake other activities that allow them to leave the office area over the course of the school day • Clear desk policy in place in each office area. 	<ul style="list-style-type: none"> • Non office staff encouraged not access office areas unless essential. • Face coverings should be worn by visitors to offices if requested by offices occupants.
Toilet Areas/Personal Care changing facilities	High	<ul style="list-style-type: none"> • Allocated to identified bubbles & staff • Cleaned regularly by the domestic team • Waste bins regularly emptied, and waste taken to external bin area • PPE readily available for personal care as required • Sanitary bins located in identified toilets and have closed lids. SLA in place 	

Access to Welfare facilities for Staff and Students		<ul style="list-style-type: none"> • All cubicles in use • Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flusher) • Staff and student toilet facilities cleaned following break and lunch periods • Lunch time and break time rota in place for staff accessing the staff room area • Consideration be given to additional eating spaces created within the school • Windows are opened in the staff room when it is occupied by staff members • Position of furniture within staff room areas reviewed to ensure social distancing 	<ul style="list-style-type: none"> • Additional welfare facilities provided for staff where need identified • Cleaning schedule in place for the toilet facilities to ensure touch points such as door handles, cubicle locks, flush handle/buttons, toilet roll dispensers are adequately cleaned
Meeting Rooms	Medium	<ul style="list-style-type: none"> • Timetabled access only • Non-essential items removed from the meeting rooms. • Seating and tables positioned to allow for social distancing • Cleaning regime in place following each meeting • Windows opened if available to allow natural ventilation 	
Catering	Medium	<ul style="list-style-type: none"> • Ventilation switched on whilst kitchen staff are in the kitchen. • Identified number of staff work in the main kitchen area to ensure social distancing. • Staff start times are staggered to ensure social distancing • Main Kitchen floor space clearly marked to ensure social distancing • Handwashing and hand sanitizer facilities readily available • Handwashing posters located in welfare facilities • Catering staff adhere <u>to hand washing guidelines.</u> 	<ul style="list-style-type: none"> • Where need identified the number of staff in the kitchen area is to be reduced.

		<ul style="list-style-type: none"> • Serving hatches provide a natural social distance from students • Kitchen deliveries made directly to the kitchen area where possible • Water fountains taken out of use around the school site • Non kitchen staff prohibited from entering the main kitchen area • A mix of hot and packed lunches with the delivery of pack lunches to year group areas around the school to minimise possibility of Year Groups interacting • Staff packed lunches available from Common Room. 	
Deliveries		<ul style="list-style-type: none"> • Only essential items are ordered by the school • Wash their hands before and after taking delivery of orders and storing • Kitchen deliveries are made directly to the kitchen area • Packaging to be safely disposed of in the external bins 	
Waste Management	Medium	<ul style="list-style-type: none"> • External bin area managed by Yard Hand & Facilities Team • Contract in place to remove waste materials from the school site • Waste removed from school buildings at the end of each day and placed in the designated bin store area. 	
External Lettings	Medium	<ul style="list-style-type: none"> • Not expected until after half term • Additional risk management measures advised prior to allowing external group access 	
Lifts	Medium	<ul style="list-style-type: none"> • Lift to be used only when operationally required • Reduce maximum occupancy to one person • Hand sanitiser station located near to all entrance/exit points 	

		<ul style="list-style-type: none"> • Lift entrance/exit points have a demarcation area on the floor, so that social distancing can be maintained when accessing the lift • Cleaning schedules include lifts 	
Emergencies inc. Fire		<ul style="list-style-type: none"> • There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis • In the event of the fire alarm sounding all visitors, students and staff are to evacuate the building via the nearest available fire exit • Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce congestion and bottle necks • Re-entering the building is to be staggered • Staff and students are to wash their hands /apply hand sanitizer when they reenter the building • If there is a planned fire alarm, we must inform all students and staff inside the building and the evacuation must include social distancing • If it is an unplanned alarm, everyone must leave the building quickly and quietly and social distancing is suspended until we get outside, but staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that students have with other age groups /staff members • Staff and students re-entering the building is to be staggered • Staff and students are to wash their hands when they re-enter the building 	<ul style="list-style-type: none"> • Fire alarms tested every Wednesday 07.45-08.30 • New Fire Marshall teams identified & allocated across the school • Fire Marshall's during their clearance check remove door chocks • Fire alarm checks will continue on Wed mornings but will be restricted to one building each week on a rotational basis
Visitors & Contractors working in the building		<ul style="list-style-type: none"> • Floor markings in place at the school reception areas ensuring social distancing • Direction floor and wall signs in place around the school. • Social distancing markers in place in large corridors. 	<ul style="list-style-type: none"> • All visitors advised not to attend the school if they are unwell • Where electronic signing in screens are in use, the screen must be cleaned after each use

		<ul style="list-style-type: none"> • Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school • Visitors to the school are by appointment only • Where possible Contractors to carry out activities outside of school hours • Hand sanitiser stations located at the main entrances. • All Visitors sanitise their hands prior to entering the school building • A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details • Dedicated work & welfare areas for contractors • Minimise or reduce movement around the building. • Visitors are accompanied when moving about the site • Main reception area spot cleaned throughout the school day • Tissues located at the main reception area with a lidded waste bin 	
Not all staff are able to work	Medium	<ul style="list-style-type: none"> • Contact staff and find out whether they are able to work and when • Complete a Staffing Plan and share with staff 	
Rooms are not able to be cleaned	Medium	<ul style="list-style-type: none"> • Complete a room plan for rooms and welcome areas which will be open once the school is open for children and staff • Organise a cleaning schedule for these rooms/inform cleaning team 	<ul style="list-style-type: none"> • Room plan sent to Domestic Manager
Use of School Vehicles inc Minibuses	Medium	<ul style="list-style-type: none"> • Thoroughly cleaned prior to the start of the Autumn term e.g. seating, seatbelts hand hold. • Hand sanitizer, tissues and waste bags located in the vehicle • School minibuses are identified in this instance as dedicated transport • Vehicle inspected prior to each use and findings recorded • Windows are opened when transporting students 	<ul style="list-style-type: none"> • Ensure Staff are suitably qualified to drive the vehicles

		<ul style="list-style-type: none"> • Vehicle thoroughly cleaned after each use 	
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CLEAPPS Guidance for subject areas
Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)
HSE guidance on working safely.
Coronavirus (COVID-19): safer travel guidance for passengers
Extra mental health support for students and teachers