

Risk Assessment and Risk Management Record

School/Youth Group	Gwladys Street Primary and Nursery School	Learning Activity	School Building, Environment and Classrooms
Group Leader	All Staff	Other Staff	
Group Size	Class/ Year group bubbles. EYFS BUBBLE Y1 BUBBLE Y2 BUBBLE Y3/4 BUBBLE Y5/6 BUBBLE	Supervision Ratio	The EYFS will have been advised that legal ratios are active and the setting will continue to implement these (F2 During Sessions: 1:30 for CT, 1:13 for TA3 when CT is present, 1:8 for TA3 when CT is not present and 1:8 for TA2 with the TA2 not being left alone to work with any child) (F2 during playtimes and lunchtime: 1:30 for CT, 1:30 for TA3 and 1:25 for TA2)

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2nd July 2020

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
<p>Pupils and adults contracting Covid-19</p> <p>Parents and Carers COVID-19 effect people in very different ways based on their age, gender, ethnic origin and underlining medical conditions.</p> <p>Children: Fatality risks are significantly lower with data suggesting that children suffer mildly from COVID-19 and recover quickly.</p>	Medium	<ul style="list-style-type: none"> Parents and Carers will be notified via Parent App and school website of procedures to follow when school reopens. School has produced a leaflet which will be sent to parents and carers explaining the procedures and risk assessments taken place in school. Parents and Pupils to have any alterations to behaviour policy, rules and routines communicated before reopening. 	As per government guidance all children and staff should isolate themselves at home for 14 days if presenting with symptoms related to COVID-19.

		<ul style="list-style-type: none"> • Staggered starts will be implemented to support Social Distancing and ensure that gatherings are prevented whilst on school grounds. • Parents will be given allocated places to collect their pupils from and drop off in the mornings. • Parents will be advised that if any of their family are presenting with symptoms or are unwell to follow Government guidelines. • Allocated staff will welcome pupils into school – Book bags, coats and PE kits will be allowed. These will be stored on pegs outside classrooms. • No Water bottles – School will provided these. As per usual arrangements, pupils will take home each evening to get washed and will return each day. • There will be minimum contact with families during drop off and collection points. • Parents and Carers advised to telephone or email the office for support and not to queue each morning. The office will be closed to the public. • Parents are advised to put money in envelopes and leave for a couple of days before dropping off with their children and leaving in designated areas. No change will be given at this point. 	<p>As per government guidance all children and staff presenting with COVID-19 symptoms should seek to be tested by the NHS under current priority schemes before they are authorised to return to the setting within the 14 days home isolation period.</p>
Behaviour	Medium	<ul style="list-style-type: none"> • Behaviour policy adapted due to pupils being absent from school for a long period. Parents to be notified of changes before school reopens. • For Staff working 1 to 1 full PPE can be worn if they wish 	
Transport for parents and pupils	Medium	<ul style="list-style-type: none"> • Parents will be encouraged where possible to walk or cycle to school and avoid busy times on public transport. 	

		<ul style="list-style-type: none"> • Mini bus – No muni bus until further notice – this will be reviewed fortnightly. 	
Staff travelling by public transport	Medium	<ul style="list-style-type: none"> • As per Government guidance, staff should be encouraged to walk or cycle to school where possible. • Staff to be identified and discussion with SLT around how this can be minimised. • An area to be identified so staff cycling or getting public transport can store clothes in school after getting changed. Two large laundry baskets which contain plastic bags (one will be placed in KS2 Accessible Toilet and one placed in Breakfast Club Accessible Toilet). 	
Staff falling into Government categories	High	<ul style="list-style-type: none"> • School to follow Government guidance and Local Authority HR advice. • Members of staff to be identified and individual risk assessments carried out. 	
Summer holidays - Taking a holiday abroad	High	<ul style="list-style-type: none"> • Staff are asked to self isolate for 14 days after you have arrived back in the UK • All staff were emailed on 25th June 2020 by the Head teacher • If you booked a holiday prior to the COVID-19 lockdown (which came into effect back on 23rd March 2020) and your holiday falls within the final two weeks of the summer holiday, if you have tried to get a refund and you are unable to receive this, your self isolation will be supported on full pay. • Any holidays booked after this date will not be supported and we will be unable to authorise payment for self isolation. 	
Staff	High	<ul style="list-style-type: none"> • Staff posing greater risk of contracting Covid-19 are identified and have individual risk assessments 	

		<ul style="list-style-type: none"> • Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria: • Vulnerable member of staff and/or pupil who has received a Government shielded letter. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person • Manager to regularly update and inform staff re government guidance regarding covid-9 controls required: • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ 	
Pupils	High	<ul style="list-style-type: none"> • Pupils posing greater risk of contracting Covid-19 are identified and have individual risk assessments 	
Site	Medium	<ul style="list-style-type: none"> • School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic - Staff are to use fob to sign in and 	

		<p>gain access from the carpark to the yard. Screens to be covered to prevent use by School Staff – School visitors see School Office and contractors section.</p> <ul style="list-style-type: none"> • All staff MUST sign in and out each day using their fob. • All used PPE is to be double bagged before disposal. • All bins to have swivel lids. • Tissues available in all classrooms. • Signage to be placed around the school to support good hygiene • Air conditioners NOT to be used • Windows to be opened in all classrooms being used to provide good ventilation. • Playground/ play areas to be assigned and shown to staff (Map will be provided) • Markings are laid out on the playground for classes to line up at the start of the school day – lines laid out to maintain 1m+ social distancing 	
Breakfast Club	High	<ul style="list-style-type: none"> • Will not open but this will be reviewed fortnightly. 	
Classroom Management	Low	<ul style="list-style-type: none"> • Behaviour Policy to be amended to suit any new rules in accordance with Government guidelines. This will be shared with parents before opening in September. • Posters to be put up around the school reminding pupils and staff of rules to follow. • Teachers to continually remind pupils of expected behaviour throughout the day. • Follow behaviour policy when rules are broken. • Ensure ALL staff are aware of changes to rules and behaviour expectations. 	

		<ul style="list-style-type: none"> • All classrooms will be set up prior to pupils returning. • Tables will be spaced out in the classrooms and 2 pupils will be assigned to each table, sitting side by side, facing forward towards the front of the classroom (thinking about effective talking partner groupings to support learning as well as pupil behaviour). They will stay with this person until guidance is updated. • Equipment will be provided for each child at the table for them to use at all times. • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously 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. • Books which the pupils will be using are to be kept on the child's table and marked at the table. Staff to wear gloves. 	
EYFS (Reception outdoor area)	Medium	<ul style="list-style-type: none"> • All outdoor equipment must be regularly cleaned after use. • F1 and F2 bubbles to be kept separate by sectioning off areas. 	
	Medium	<ul style="list-style-type: none"> • Bubbles will be created for classes/ year groups. These groups are NOT to mix with other groups. • Bubble Y5/6 • Bubble Y3/4 	

		<ul style="list-style-type: none"> • Bubble Y2 • Bubble Y1 • Bubble EYFS 	
	Low	<ul style="list-style-type: none"> • Tables to be spaced out in the classroom to maintain the 1 metre + social distancing rule (Year 1 and Year 6) • 2 pupils will be allocated a table until guidance changes. • Each child to be provided with resources needed for the day. • This equipment is not to be mixed with other bubbles for a 72 hour period (if plastic) 48 hours for others. • All equipment to be cleaned at the end of the day – wiped down with appropriate cleaning solution provided by the school. • EYFS staff to use steam cleaners provided to clean resources at the end of each day as well as cleaning staff cleaning the areas. 	
Other items	Medium	<ul style="list-style-type: none"> • Water bottles will be provided by the school for each child. These must be sent home each evening to be cleaned. • No other water bottles are allowed and MUST be sent home. • Pupils can bring in coats, book bags, packed lunches and PE kits. These MUST be kept on their peg. 	
On day of reopening and each day after	Medium	<ul style="list-style-type: none"> • Classroom windows to be opened to ensure good ventilation. • Classroom doors to be propped open (unless fire door) to avoid constant need to clean door handles. • Cleaning Staff will regularly wipe door handles and surfaces around the school. 	

		<ul style="list-style-type: none"> At the end of the day, each classroom and any communal spaces will be cleaned by Cleaning Staff. This will include light switches and chairs. Cleaning Staff hours to be increased. 	
	Medium	<ul style="list-style-type: none"> Classroom surfaces to be wiped down frequently using cleaning products provided. 	All products to be placed out of reach of pupils throughout the day and when not being used.
	Medium	<ul style="list-style-type: none"> Pupils and Staff to wash hands on regular basis. Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly. As they enter school in the morning, before break, after break, before lunch, after lunch, before leaving to go home and throughout the day after toilet use etc. Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands. Hand sanitiser will be provided for each class. 	Hand sanitisers in classrooms to be placed out of reach of pupils.
	Medium	<ul style="list-style-type: none"> Staff to spend time each morning watching and practicing handwashing techniques https://www.youtube.com/watch?v=Hz6fyfxD4xE 	
	Medium	<ul style="list-style-type: none"> Staff to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach by discussing each day and throughout the day. Tissues to be available in all classrooms. Staff to be provided with bags so that tissues can be placed in these and double bagged. 	

		<ul style="list-style-type: none"> • Children will be encouraged not to touch their mouth, eyes and nose. • Bins to be emptied regularly throughout the day by Cleaning Staff • If this is a swing bin, the lid will need to be cleaned and wiped down. 	
	Medium	<ul style="list-style-type: none"> • Telephones within settings or in communal areas to be cleaned on a regular basis with sanitiser by staff and cleaners. 	<p>As per normal procedures - personal phone devices must not be used</p> <p>All products to be placed out of reach of pupils throughout the day and when not being used.</p>
SEND		<ul style="list-style-type: none"> • Pupils to be supported in understanding social distancing through Social Stories etc. • SENDCo to support individual pupils needs by supporting the teachers. • For Staff working 1 to 1 full PPE can be worn if staff wish 	
Bubbles	Medium	<ul style="list-style-type: none"> • Staff are reminded to stay in their bubbles 	
Outdoors	High	<ul style="list-style-type: none"> • 2 members of staff to be outside with pupils to supervise. • Staff to carry 1st aid kits. • PPE to be carried to be worn when dealing with blood. 	
Children soiling	Medium	<ul style="list-style-type: none"> • Full PPE to be worn, masks as well as gloves and aprons. • Staff to follow usual procedures with two members of staff supporting. • Gloves and aprons to be worn. 	<p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for</p>

		<ul style="list-style-type: none"> ● Pupils clothes to be placed in a bag and sent home with the child. 	<p>at least 72hrs before disposing via the normal waste stream.</p>
Snacks and drinks in classrooms	Medium	<ul style="list-style-type: none"> ● Water fountains will NOT be used and will be covered and signage added. ● As above, pupils to be sent to wash hands following guidelines. ● If fruit is provided, it will be washed by designated staff before being left outside the classroom for the adult within the classroom to collect. ● Fruit will be handed to the pupil's whilst at their table. Adult to wear gloves. ● EYFS – Designated 'snack' areas to be set up and pupils invited in small groups. ● Area to be cleaned before and after use by each sitting using appropriate sanitiser. ● 	<p>All products to be placed out of reach of pupils throughout the day and when not being used.</p>
Child/ Adult falling ill within the setting	High	<ul style="list-style-type: none"> ● A member of the SLT should be informed immediately via telephone. Staff NOT to leave their areas. ● All other children move to another classroom not being used or outside - child moves to isolation room, staff must wear PPE in isolation room, windows are opened - rooms and toilets that the ill child has been used must be cleaned and then the isolation room when the child has left. ● A designated isolation room will be identified within each building and staff will be made aware in briefing. Library KS1 and PPA room in KS2. Parents won't be allowed into these 	<p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p>

		<p>zones. If they are collecting a child, the child will be brought to them via the shortest exit.</p> <ul style="list-style-type: none"> • PPE will be provided to staff if a child becomes unwell and or symptomatic of COVID-19 whilst they are awaiting collection to return home. (this includes gloves, aprons, a face mask, and where there is risk of being exposed to coughing, spitting or vomiting a face covering). • Isolation area to be thoroughly cleaned after use. • All used PPE is to be double bagged before disposal. • All accidents reported to LCC via the LCC online accidents and incidents form and may be reportable under RIDDOR • Parents /carers strongly advised to ring 119 and obtain a test if any symptoms are displayed 	
<p>NHS Test and Trace Process</p>		<p>Engage with the NHS Test and Trace process</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 	

5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at

school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 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. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

<p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>		<p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) 	
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		<ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period</p>	
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		<p>they should follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <u>testing and tracing for coronavirus (COVID-19)</u>.</p> <p>9. Contain any outbreak by following local health protection team advice</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness</p>	
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		<p>absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	
<p>Medicines</p>	<p>High</p>	<ul style="list-style-type: none"> ● Staff to follow normal procedures with medication ensuring that it has been prescribed by a doctor and follow instruction. ● Staff must wear PPE when administering medication. 	<p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs</p>

		<ul style="list-style-type: none"> ● Diabetes – Staff will be provided with up to date training from a trained diabetes nurse linked to the pupil. ● Staff to wear full PPE when administering medication. 	before disposing via the normal waste stream.
Toileting	Medium	<ul style="list-style-type: none"> ● One member of cleaning staff will be assigned to these areas all day. ● Teachers will only send one per class per time and that they will be monitored. ● Pupils will be reminded to wash hands following Government guidelines. ● Toilet areas to be continually cleaned throughout the day by Cleaning Staff. 	
Break times	Low	<ul style="list-style-type: none"> ● As above, pupils to be sent to wash hands following guidelines. ● Classes/ groups of pupils will be timetabled to access allocated areas of the school playground. ● Children will be escorted to and from the classroom to the play area. ● Play equipment will be selected and placed in the play areas. ● Play equipment will be wiped clean after use using appropriate sanitiser by named adults wearing PPE. ● Pupils needing 1st aid during break time will be sent to designated 1st aiders who will provided 1st aid treatment. 	
Lunchtimes	Medium	<ul style="list-style-type: none"> ● Serving lunch on a different site so that half of the number of children will be gathered for lunch and will now only mix with key stage. KS2 pupils, KS2 Hall, KS1 and F2 – Breakfast room. ● Dining room tables and chairs will be wiped down between sittings. 	Staff to use staffroom but must maintain social distancing rules. Chairs numbers to be reduced to support social

		<ul style="list-style-type: none"> ● Staff to wear gloves and aprons. ● As above, pupils to be sent to wash hands following guidelines. ● Lunch staff will take food to the pupils from the counter or surviving place. ● No child is to line up at the counter to protect Kitchen staff. ● Children with packed lunches from home, will keep them in the classroom next to them their desk and will eat their lunch with their 'bubble' of pupils. ● Before the next group of pupils access the lunch hall, tables and chairs to be wiped down. ● Pupils will access outdoor play areas (as per allocations) on a timetabled rota. When pupils are not outside, they will access their own allocated classroom where activities including DVDs will be provided for pupils to do at their allocated tables/ spaces. ● Adults wearing gloves will hand cutlery to pupils or place them on trays (KS1/EYFS) ● Hand sanitiser will be provided to each member of staff to carry on their person. ● Staff will access the staffroom and other allocated lunch time areas on a rota basis linked to the pupil staggered lunches to ensure 'bubbles' don't mix. Staff must clean their area and ensure items are put in the dishwasher. 	<p>distancing and allow for easy cleaning.</p> <p>Staff to ensure that after they have finished, food items are disposed of, table sanitised and items placed in dishwasher.</p> <p>No items are to be left on surfaces or on draining board.</p> <p>Refrigerator and microwave to be kept clean and tidy.</p>
<p>Photocopying x</p>	<p>Medium</p>	<ul style="list-style-type: none"> ● Sign to be placed outside photocopying room to state only 2 people in at one time. ● Staff to minimise the use to once or twice a week – planning ahead for what they will need. 	

		<ul style="list-style-type: none"> • Photocopier to be cleaned before and after by the member of staff using the products supplied. 	
Cleaning	Low	<ul style="list-style-type: none"> • Additional cleaning hours have been purchased by the school ensuring that there will be at least 2 members of cleaning staff on site throughout the day. • They will clean down classroom desks, chairs, door handles, surfaces and any other areas being used. • In addition every toilet checked and sanitised on an hourly basis. Cleaning logs will be located outside toilets and will be signed and checked throughout the day. 	All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.
Remote Learning for classes, groups or small numbers of pupils needing to self-isolate		<ul style="list-style-type: none"> • Parents and pupils will be reminded about online safety and directed to the school website for support on adding Parental Controls to devices. • Online and printed resources will be made available for pupils when needed. 	
Computing	Medium	<ul style="list-style-type: none"> • I pads and laptops to be sanitised after use by a member of staff wearing gloves. Cleaning products to be provided. 	
Meetings	Medium	<ul style="list-style-type: none"> • All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. • Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. • Meeting room capacity is reduced to comply fully with prevailing social distancing measures. 	

		<ul style="list-style-type: none"> ● Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings. ● Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. ● Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required. ● Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. 	
<p>Main office and SLT offices</p>	<p>Medium</p>	<ul style="list-style-type: none"> ● Office windows will be opened where practical, to encourage as much natural ventilation as possible ● Hand sanitiser to be placed in the main entrance. ● Visitor to use key system. ● Covid procedures explained on arrival. ● Key information to be gathered on arrival including contact details to support Track and Trace. This information must be kept for 21 days then destroyed as per GDPR. 	

		<ul style="list-style-type: none"> ● This is to be cleaned by cleaner on a regular basis – Office staff to notify cleaner when this needs cleaned after use. ● Only permitted staff to enter any office. NO one else is to enter. ● If staff need to speak to office staff or SLT, telephones to be used. ● Items for the office to be placed in boxes outside of rooms and members of staff will collect. ● Screen to be placed across window where parents/ visitors communicate with office staff. ● Packages and letters should be left or sprayed using the appropriate disinfectant if packages need opened immediately. ● Office closed to Public and only opened at set periods. These are 8.00am - 9.30am and 3.15pm - 4.00pm. ● Viruses can survive on different surfaces for different times depending on temperature, humidity, light and other environmental conditions. ● Frequently touched communal surfaces should be cleaned regularly. ● Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of 	
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		<p>reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Washing your hands more regularly will also reduce the risk of infection. • The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available. 	
Peripatetic Teachers	Medium	<ul style="list-style-type: none"> • Wash hands on entry to the school building. • Use 'Key System' to sign in on the entry screen system. • Adhere to Social Distancing in classrooms i.e. remain at the front of the class when teaching and use the seating system already in operation (i.e. pupils sitting in rows, side by side, facing the front). • Avoid teaching methods that involve singing and shouting (as per Government Guidance) and pupils moving around the classroom. • Adhere to the revised Marking Policy in place (i.e. mainly focus on giving verbal, instant feedback to pupils regarding their progress, during the lesson. In addition, provide opportunities for pupils to mark their own work). • Do not allow pupils to share resources and use cleaning equipment provided to clean any 	

		<p>resources used in the lesson before moving to another class/lesson.</p> <ul style="list-style-type: none"> • Clean laptop keyboard/whiteboard in each classroom before and after use with the wipes provided. • Use the designated toilets and lunchtime areas (as directed by the Senior Leadership Team). • Any PE equipment to be cleaned before and after use with each individual group. Any equipment that will be shared with another bubble to be quarantined for 48 hours except for plastic, which must be left for 72 hours. 	
Contractors	Low	<ul style="list-style-type: none"> • Appointments to be made through Mr Price (site Manager) or Mrs Melia (School Business Manager) • Government guidance to be followed at all times. • Hand sanitiser to be placed in main entrance. • Visitor to use key system. • Visitors to wear sticky labels to identify themselves - red or green sticker added (green can work with pupils without supervision, red - must be supervised when working with pupils) • This is to be cleaned by cleaner on a regular basis – Office staff to notify cleaner when this needs cleaned after use. 	
Team Teach	High	<ul style="list-style-type: none"> • Follow Positive Handling Plans if in place. • In the first instance, the classroom to be evacuated to a designated area. • Team Teach - staff will follow Team Teach which again advises to try a number of strategies and restraint should be final/last resort. Also we 	SENDCO to support staff in preparing activities to support any pupils during this time which will allow them to function successfully in school.

		have a Calm Central zone outside Ms Booth's office and a new one to be created in Y3 (each will be cleaned after use).	
Educational Visits	Medium	<ul style="list-style-type: none"> • NO Educational visits will be planned until further notice. 	
Fire and evacuation of the building	Medium	<ul style="list-style-type: none"> • Pupils and staff to exit the building as per usual procedures and to line up in designated areas keeping pupils adequately spaced out. • A new evacuation plan has been devised to support the hubs and each hub has a copy showing them where to line up in the event of a fire. • Drill to be practiced on a regular basis as decided by SLT • Other procedures including Fire Marshal tasks to continue as per usual evacuation procedures. 	

Form Completion Date:	3.7.20	Points the Group Leader or team to be aware of
Head of Establishment / EVC:	Miss Booth	
Group Leader (Signature)	Mr Paul Wolstencroft-Moore	