

Task / Activity:	Schools - Covid-19	Ref:	
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Directorate:	Schools	Date of Assessment:	May 2020
Business Unit:		Manager Responsible for Basic Activity:	Sharon Irwin (Headteacher)
Service / Function:	Primary Schools	Lead Risk Assessor for Basic Activity:	Sharon Irwin
Location:	Oxspring Primary	Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc)	Employees / pupils / parents / visitors

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus Fire safety	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. Electrical, gas and ventilation systems checks are up to date. Increased cleaning regime. 	<p>School Premises / Building Management / readiness - Establish caretaker action plan linked to these control measures – see attached separate plan .</p> <p>Fire safety</p> <ul style="list-style-type: none"> Alter fire evacuation routes to take into account the changed use of the site. Consider if muster points / practices need to be altered so staff and pupils can be 2m apart and that separate groups do not mix Ensure all staff know what the procedures are and where call points are located Ensure all staff inform the children about the expectation during the wider phased reopening (ongoing) Practice new procedures as soon as possible after opening. 	<p>SI / ND 30th April</p> <p>SI , HR By 1st June 2020 (then ongoing by staff for groups of children)</p>
Infection Control	Infection of coronavirus Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. 	<p>Handwashing and hand sanitisers</p> <ul style="list-style-type: none"> Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands – ND to check stock daily If sinks are not available close to or in classrooms / work areas then handwashing bowls and / or hand sanitiser can be provided. Sanitisers in each classroom – ND update daily All persons should wash their hands before leaving the premises – RL / JC / SI / HR to inform visitors on arrival Hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry – ND stock check daily Tissues should be available in all group areas and should be single use only and binned after use bins with lids and tissues for all areas – JC to purchase Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. (NB the virus cannot survive on a surface for more than 72 hours according to current guidance) - all staff to be updated. JC / RL purchase yellow bags and lidded bins. Separate bin for waste products where symptoms are shown – kept in bin compound clearly labelled – ND to set up / JC to label In addition, staff MUST wash hands on entry to staff rooms, before and after preparing food and drinks, and before leaving. (staff information leaflet to be produced - SI) 	<p>ND – ongoing supplies</p> <p>All staff ongoing</p> <p>JC – By 1st June</p> <p>All staff</p> <p>ND / SI by 1st June</p>

	<ul style="list-style-type: none"> Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Cleaning frequently touched surfaces often using standard products (such as detergents and bleach). Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	<p>Display information in office / staffroom/stock cupboards – JC / RL IMPORTANT Information to be shared with all staff and parents (SI) Persons who are already displaying Coronavirus symptoms:</p> <ul style="list-style-type: none"> All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating. Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating. <p>Persons developing Coronavirus symptoms whilst on site:</p> <ul style="list-style-type: none"> All persons who develop Coronavirus symptoms, however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Whilst awaiting pick up, persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Clean core areas those staff or pupils have been in with standard cleaners / disinfectants – ND / JS A separate sanitary facility to be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in. – ND / JS 	<p>SI by 1st June</p>	
<p>PPE (including face masks/coverings)</p>	<p>Spread of infection (coronavirus)</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. 	<p>See DFE Guidance Protective Measures for further details https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june</p> <ul style="list-style-type: none"> Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. Activities such as close intimate care e.g nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis. Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted. Using the LA guidance Barnsley Metropolitan Borough Council -Use and Management of Personal Protective Equipment (PPE) Supplies for Coronavirus and Covid-19 (sent via email on 19th May) the following actions need to be taken: 	<p>SI By Week beginning 1st June 2020</p>

		<ul style="list-style-type: none"> If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. 	<ul style="list-style-type: none"> Access staff training in line with document advice - Suitable and sufficient information, instruction and training MUST be provided for all PPE (see https://homel.barnsley.gov.uk/HealthandSafety/Documents/HS_Internal_Docs/A-Z%20Health%20and%20Safety%20Standards/Personal%20Protective%20Equipment%20HASS/PPE%20HASS%202019.rtf?web=1). North Yorkshire County Council have produced online learning in relation to PPE in this context which they have made available to local authorities across the Yorkshire and the Humber region: https://breeze.northyorks.gov.uk/pe1ash2qrdfe/. In addition, Public Health England have produced the video to showing people how to put on (don) and take off (doff) PPE: https://www.youtube.com/watch?v=-GncQ_ed-9w Also staff training Face fit testing MUST be undertaken for all staff who use a filtering face-piece respirator (FFP3 mask). For further information see: <ul style="list-style-type: none"> Health, Safety and Emergency Resilience Service guidance on hazardous substances: https://homel.barnsley.gov.uk/HealthandSafety/Documents/HS_Internal_Docs/A-Z%20Health%20and%20Safety%20Standards/Hazardous%20Substances%20HASS/Hazardous%20Substances%20HASS%202019.rtf?web=1 Health and Safety Executive Guidance on face fit testing: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=face-mask-fit-test&utm_content=home-page-popular PPE for all intimate care needs to be in place – audit of resources. Ensure adequate supplies in changing area and cleaning equipment – RL / JC Intimate care policy updated in line with PPE use – SI / NR PPE for cleaning staff to be in place – RL / JC PPE for first aid in place – RL / JC PPE for personal care of a child who becomes unwell with Coronavirus symptoms in place - If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn – RL / JC All used PPE must be disposed of in a suitable manner. Preferably PPE should be disposed of after use into the correct waste stream i.e. healthcare/clinical waste (this will require disposal via orange or yellow bag waste). However, where used in a private dwelling as a minimum used PPE¹ must: <ol style="list-style-type: none"> Be bagged This bag(s) should be placed into another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being put in the usual household waste bin – separate bin as above 	
Shielded and clinically vulnerable children	Infection of the coronavirus to vulnerable children	<ul style="list-style-type: none"> For the vast majority of children coronavirus is a mild illness. However children classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. These children are not expected to attend school, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category. Children should not attend school if they have symptoms or are self-isolating due to symptoms in their household. 	<p>Share information below with all staff and parents – SI / HR</p> <ul style="list-style-type: none"> Pupils who are classed as clinically extremely vulnerable should not come into school and should continue to shield themselves. Continue with home learning support - ongoing. Access to support for emotional wellbeing for children and parents. Living with a clinically extremely vulnerable person – if a pupil lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and only if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, those pupils should continue to learn from home. Pupils who are clinically vulnerable - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. A risk assessment will be required for that pupil if they are to come on site with support from BMBC – SI Children should not attend school if they have symptoms or are self-isolating due to symptoms in their household. Living with someone who is clinically vulnerable – if a pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. Access support as required for pupils’ / parents’ emotional health and wellbeing - SI / HR 	SI/HR by 1 st June 2020 Ongoing review and monitoring

Shielded and clinically vulnerable adults	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> Clinically extremely vulnerable employees (advised by their clinician or through a letter) are advised not to work outside the home. Employees to follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. To support this school may ask staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, school must carefully assess and discuss with them whether this involves an acceptable level of risk. Employees should not attend school if they have symptoms or are self-isolating due to symptoms in their household. 	<p>Share information below with all staff and parents – SI / HR</p> <ul style="list-style-type: none"> Staff who are classed as clinically extremely vulnerable should not come into school and should continue to shield themselves. Submit shielding information to LA . Provide access to LA support for emotional wellbeing for staff who are shielding as required - SI / HR Regular check-ins with staff – SI / HR Living with a clinically extremely vulnerable person – if a staff member lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, those staff should continue to work from home. Staff - Clinically vulnerable staff (including staff who are pregnant) who are at higher risk of severe illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk via the use of a BMBC employee risk assessment. Employees should not attend school if they have symptoms or are self-isolating due to symptoms in their household. Access to testing for employees with symptoms via LA 	SI / HR by 1 st June Ongoing review and monitoring
Living with a shielded or clinically vulnerable person	Transmission of the coronavirus	<ul style="list-style-type: none"> If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, they can continue to attend school. If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, 	<p>Share information with staff and parents – SI / HR</p> <p>Living with someone who is clinically vulnerable – if a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p>	SI / HR by 1 st June 2020

		<p>it is advised they only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, the child is not expected to attend. They should be supported to learn or work at home.</p>		
Class/groups sizes	Infection of the coronavirus	<ul style="list-style-type: none"> Reduce contact between people as much as possible e.g. only mix in a small, consistent group and that small group stays away from other people and groups. Where possible keep children in those small groups 2 metres away from each other. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here. For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible. Avoid contact with anyone with symptoms Staff wellbeing Frequent hand cleaning and good respiratory hygiene practices Lunchtime supervision 	<p>Assessing staff and pupil numbers to assist in plans for opening</p> <ul style="list-style-type: none"> Agree the phased re-opening of school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are about ‘working towards’ the re-integration of pupils into Oxspring – SI / FGB Allow time to review plans and carrying out regular review in order to judge how pupils can safely return to school. Start with a manageable / sustainable plan and building from there rather than removing provision. Contact parents / carers of relevant pupils and staff to ascertain who will be coming into school / be available for work so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. Consider if it is possible to have all eligible year groups back in school at all times dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days – review rota according to capacity and need. Consider that staff are likely to be still be supporting remote learning of pupils not attending school for whatever reason and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans. Consider that if there is a positive case in school that staff and pupil numbers may be affected. Review ratios, rotas, medical and first aid needs on an ongoing basis. <p>Updating pupil and staff details</p> <ul style="list-style-type: none"> Check if updates are needed to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible – RL / JC Updates for all staff of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epipens and inhalers should be available wherever the pupil is – RL / JC / GM Updates on any new food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of – RL / JC Schools should continue to adhere to their medical needs policy regarding the administration of medication. <p>Controlling access into the school for staff, pupils and members of the public.</p> <ul style="list-style-type: none"> Agree staggering start and finish times, attendance times / days etc where possible to limit numbers of children and adults arriving / leaving at the same time. (This may be by year groups or learning / class groups depending on numbers). Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing – put tape and boundary markers in place and inform parents / staff of the procedures Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible. Where possible, at drop off and pick up times to avoid the contamination of door handles - doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEND needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. Communicate parents’ drop-off and pick-up protocols that minimise adult to adult contact - Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with 2m distance markers to help. Discuss alternative approaches with staff. Parents and carers should be advised that only one adult should accompany their child to / from school. Parents and carers should be informed they should not come into the school building unless by prior arrangement. 	<p>SI / Hr By 1st June initially then ongoing throughout the phased wider opening</p> <p>RL / JC by 1st June then ongoing</p> <p>SI / HR by 8th June then ongoing review</p>

	<ul style="list-style-type: none"> Regular cleaning of settings Minimising contact and mixing Contractors visiting site Lettings / meetings / visitors 		<ul style="list-style-type: none"> Staff should access and exit through the closest entrance to the area they will be based in. Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed. <p>Staff wellbeing</p> <ul style="list-style-type: none"> Consult with and involve staff in the setting up of plans and systems as far as possible and discuss / share this risk assessment. Build in familiarisation time, training time and practice time for staff before opening the school to more pupils. Wherever possible rota staff who have to come in to help manage their wellbeing and concerns. Consideration should be given to staff that have worked over holidays and the guidance that TAs can teach groups to allow staff adequate breaks / fair allocation of workloads. Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. Recommend regular staff updates / briefings / meetings (via Teams etc. or following social distancing rules) are undertaken with staff on site and that regular communication is held with staff who are not present to maintain contact and assist wellbeing. Setting up closed WhatsApp groups etc. may help (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media). Identify Mental Health First Aiders for staff / by staff Inform staff about support via LA - SI <p>Teaching, curriculum and play activities</p> <ul style="list-style-type: none"> Assess activities / lessons which can take place – discuss and plan with class teachers DFE states ‘Where year groups are returning to school, we would expect leaders and teachers to: <ul style="list-style-type: none"> consider their pupils’ mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils support pupils in year 6, who will need both their primary and secondary schools to work together to support their upcoming transition to year 7’ – agree curriculum priorities with staff and school vs home learning support. Priority to identify curriculum that meets current needs focus on core, PSHE and PE (Assist with well-being and use of outdoor space) Activities which require close direct supervision or contact should cease e.g gymnastics and football in PE, use of machinery in D&T and higher level / risk science experiments. Indoor and outdoor equipment that cannot easily be cleaned after each user or kept for one user at a time should be taken out of use Reduce the use of shared resources e.g stationary, books etc and allocate individual resources to pupils wherever possible that is for their sole use – agree with all staff Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. Shared materials and surfaces MUST be cleaned and disinfected more frequently. Amend / stagger timetables for activities elsewhere e.g D&T, practical science, art etc - for access to resources which will need cleaning <p>Expectations, routines and behaviour</p> <ul style="list-style-type: none"> Review behaviour policy to ensure they reflect the new rules and routines necessary to reduce risk and communicate to staff, children and parents Consistency of approach for all children by all staff – movement / behaviour/ rewards and sanctions / agree approach for children who want / need comforting Agree systems for separation anxiety at drop off time Non uniform to be in place Staff dress code– casual / practical but not blue denim jeans <p>Corridors and circulation spaces</p> <ul style="list-style-type: none"> Corridors could be marked out with 2m indicators as a visual aid for social distancing. A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy. <p>Classrooms / Learning Areas</p> <ul style="list-style-type: none"> Keep cohorts together wherever possible. 	<p>SI / HR by 8th June then ongoing review</p> <p>SI / HR and all staff ongoing from 1st June</p> <p>SI / HR by 8th June</p> <p>SI / HR by 8th June then ongoing review</p>
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- Classes and groups of pupils should be kept to a minimal size to allow 2m social distancing where practically possible. The Government recommends no more than half the size of the normal class however this is likely to be smaller if 2m social distancing cannot be achieved.
- Classrooms desks should be laid out to allow safe distance between each person (measured from where they are likely to be seated) and the location of the members of staff in that room (adhere to 2m as reasonably practicable)
- Chairs / desks surplus to requirements can be removed to assist social distancing, movement round the class, and reduce potential touch points. Tables / furniture not in use could potentially be used as physical barrier to separate areas of the classroom if suitable.
- Reception classroom may need 'play areas' removed / altered to allow more space in the room and to aid with social distancing. As Reception may need to be split to allow social distancing the furniture / play areas could be split between two or more areas. For older year groups consider locating staff members at designated points where possible.
- If other members of staff need to speak to / visit a different area e.g SLT they should avoid entering into the room wherever possible e.g stand in the doorway, as entering the area will affect occupancy. Administration of emergency first aid is an exception to this.
- Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time **wherever possible** and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible for all groups.
- **Try to ensure where reasonably practicable** that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising there will need to be some rotation of staff.
- Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.
- All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible.
- Where possible consider carrying out any necessary closer supervision **side on rather than face on.**

Cloakrooms

- Consider how many pupils will be using cloak areas / pegs and take steps to minimise persons being closer than 2m e.g space out the ones in use to keep a 2m distance, rota access to these areas, keep bags and coats with the individual on their chair / under desks (as appropriate)

Outdoor Areas

- Pupils and staff should maintain social distancing when outside and stay within their discrete learning group. Groups should not mix outside – SI / HR to review zones / outdoor learning areas

Breaks and Lunchtimes

- Breaks and lunchtimes should be staggered to allow safe movement around the school, safe use of the outdoor areas.
- Cold lunch / packed lunch in classrooms – Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks. SMSAs to be assigned to groups – use of SLT rota to support
- Discrete learning groups should not mix outside.
- Allocate designated areas for fruit, milk to be brought / collected safely for each group as appropriate
- Agree procedures for wet playtimes and lunchtimes

Catering

- Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding - SI / HR
- Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. Cold meal choices (taking onto account specific dietary and allergy needs).
- Agree system for meals to be delivered to classrooms and discuss this with catering staff.
- Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.
- Catering staff should observe the rules of social distancing and hygiene whilst on site.

Toilets

- Use of toilets should be for individual groups where possible as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.
- Limit the number of children who use the toilet facilities at one time – Class 1 / 2 toilets use for B&G each unit – labels needed
- Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).

SI / HR by 8th June then ongoing review

SI / HR and Cook by 1st June

- Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.
- For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a “If You Use It – Wipe It” principle.
- Signage to the backs of toilet doors and above sinks to be provided to remind pupils and staff to wash their hands and follow the “If You Use It – Wipe It” principle (for older pupils, staff and visitor facilities).
- Provide bins for the disposal of wipes.

Assemblies

- Assemblies should be suspended during this current period until further notice – group assemblies by group leaders

Staff areas

- Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.
- Consider creating additional staff break areas to limit use and aid with social distancing.
- For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the “If You Use It – Wipe It” principle with anti-viral wipes.
- Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).

Communication

- Staff to use walkie talkies and ensure they are charged /cleaned each night. Also share mobile phone numbers and communicate via these between groups in case of emergencies if walkie talkies are not accessible to minimise movement between groups. If staff need to communicate outside their groups, they should observe social distancing.
- In these exceptional circumstances, it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. Ensure safe and acceptable use.

First Aid

- Ensure adequate first aid provision for the numbers of staff and pupils on site, to include staff with Full FAW qualifications and paediatric first aiders for Reception.
- School must take best endeavours to ensure a paediatric first aider is on site at all times children up to the age of 5 are on site. If this is not possible – ensure emergency contact / support from Pyramid
- Limit or cease activities more likely to result in injuries e.g gymnastics, D&T, science – discuss with staff

Ongoing - Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.

Information to pupils, staff, parents / carers, visitors and contractors.

- Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.
- All persons likely to come onto the school grounds should be informed they must not attend if they are displaying any symptoms of Coronavirus.
- This may be by newsletters, letters, emails, signs etc...

Biometrics and control panels / buttons. Shared IT.

- If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g entry points, registration, food and drink purchasing.
- Sanitisers can be used before touching biometrics if they cannot be cleaned between users.
- The use of control panels should be limited to essential users only and should be cleaned between users e.g using hand sanitisers or ant-viral wipes.
- IT equipment should be cleaned between users if it cannot be kept for the sole use of a discreet group of staff or pupils – agree timetables for use of iPads and computers – time to clean after use MUST be built in

SI / HR by 8th June then ongoing review

General controls

Ventilation

- Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.
- Where possible open windows to classrooms, offices, staff rooms etc.
- If rooms have shared air conditioning systems that do not filter the extracted air before it flows into another room these rooms should not be used.

Learning Outside

- Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve – SI to share.

Water fountains

- Water fountains in the Hall MUST be taken out of use - ND

Cleaning – see also Caretaker’s Premises Action Plan

- Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays – ensure COSHH registered – SI / RL
- Set up a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils – ND / JS / RL
- Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.
- Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
- Shared materials and surfaces should be cleaned and disinfected more frequently.
- ND / JS undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.

Rooms used for Isolating persons displaying symptoms

- Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.

Clothing

- There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. However to allow pupils to wear clean clothes every day remove the need to wear uniform with guidelines on appropriate dress e.g as on non uniform days – SI to inform parents

Contractors visiting site

- Minimise visits to essential visits only e.g to carry out statutory testing, repair work or building works.
- Contractors should provide their risk assessments and discuss additional needs with school prior to visiting.
- Contractors should adhere to social distancing guidelines.
- Contractors to carry out regular handwashing and sanitising, especially on arrival at school and throughout their time on site.
- If contractors need supervising this should be done following social distancing guidelines.
- Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.
- If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.
- If contractors are on site for long periods of time a separate toilet facility should be identified for their sole use and cleaned after their work has ceased and before being used by school again.
- Where possible an access / exit point separate to that used by staff and pupils should be used.
- School should still follow procedures for controlling access / security whilst contractors are on site.

Lettings / Meetings / Visitors

- Lettings, visitors and on site meetings with external individuals / groups should cease unless they can only be conducted face to face and are vital / necessary.

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| | | | <ul style="list-style-type: none"> • If they are for vital / necessary educational / health purposes e.g private nurseries, multi agency meetings, mental health sessions, meetings with parent / carers they should only go ahead if social distancing and hygiene rules can be adhered to. • A separate toilet facility should be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by school again. • Where possible an access / exit point separate to that used by staff and pupils should be used. • School should still follow procedures for controlling access / security whilst visitors are on site. | |
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Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature	S.Irwin
Date	19.5.20
Date of planned review (not to exceed 12 months)	18.5.21
Date of planned full re-assessment (not to exceed 24 months)	18.5.22