

<b>RISK ASSESSMENT FOR:</b> <b>School activities during COVID 19 outbreak.</b> During this evolving situation government guidance will be continually monitored using the web links provided  Return to school for the following groups, from 1 <sup>st</sup> June 2020 was achieved.  Staying in schools as before: Key worker children, <a href="#">vulnerable children</a> Mainstream schools: year 1 and year 6. Remote education for years N, R, Years 2, 3, 4, and 5 will continue via weekly learning grids and managing on-line learning portals through Seesaw. Nursery and Reception pupils will not be returning as the Foundation Stage Building is being renovated.		
<b>Establishment: Oxford Gardens Primary School</b>	<b>Assessment by: Sarah Cooper</b>	<b>Date: 15.06.20</b>
<b>Risk assessment number/ref: RA- COVID 01</b>	<b>Headteacher Approval:</b>  <b>Chair of Governors Approval:</b>	<b>Date:</b>  <b>Date:</b>
<b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N</b>		<b>All staff have been sent a copy</b>

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
<b>CLINICAL RISK TO INDIVIDUALS FROM COVID-19</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<i>National Framework requirement:</i>  <i>Identify staff who can't return to school at this point and how they can work from home (for example, supporting remote education).</i> <i>Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your local authority on your plans</i> <i>Communication to parents from school - Ask parents for an indication about their intentions and whether they would like their child to return to get a sense of what the take up of the offer may be ? Make clear to parents that it is appreciated they may change their minds if for example they indicate initially that they do not want their child to return but may then change their minds or they would like to discuss possible "barriers" that it may be possible to resolve</i>  <b>Actions:</b> Identify (and record that this has been carried out for every individual) all staff and students who are either <a href="#">clinically vulnerable</a> , <a href="#">clinically extremely vulnerable/shielded</a> or have household members who are shielded, with the Head teacher prior to them entering the school. <ul style="list-style-type: none"> <li>• 'Clinically vulnerable' children and staff should follow the advice of their doctor.</li> <li>• Those with a 'clinically vulnerable' household member can attend.</li> <li>• Those who are 'clinically extremely vulnerable'/shielded should not attend.</li> </ul>		<b>SLT</b>	<b>Ongoing</b>	<b>Yes</b>

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		<ul style="list-style-type: none"> <li>Those who live within someone 'clinically extremely vulnerable'/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply.</li> </ul> <p>Explore barriers to attendance with parents/ carers where there are concerns. (Fines for non-attendance will not be issued.)</p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. <a href="#">Self isolation guidance</a></p> <p>Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and headteacher.</p> <p>Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.</p> <p>Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.</p>				
<b>STAFF LEVELS</b>		<p><i>National Framework requirements:</i></p> <p><i>Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).</i></p> <p><i>Agree any flexible working arrangements needed to support changes to your usual patterns (for example, staggered start/end times).</i></p> <p><i>Agree staff workload expectations (including for leaders).</i></p> <p><b>Actions:</b> Make decisions on staffing levels dependent on numbers / needs of pupils present in school. Prior to opening, agree flexible working patterns to support changes to the school day/ class arrangement. Review staffing levels and workloads daily.</p>		<b>SLT</b>	<b>Ongoing</b>	<b>Yes</b>

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		<p>Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting and alternating classes, SLT cover, partial closure may be required in event of staff shortages.</p>				
<p><b>DIRECT TRANSMISSION OF CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</b></p> <p><b>Physical arrangements</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirement:</i> Decide the physical structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, class sizes, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</p> <p><i>Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms.</i></p> <p><b>Actions</b> (Social distancing):</p> <p>Primary aged children are not expected to stay 2m apart, but where they can be kept 2m from each other and staff, they should be</p> <p>Ensure that children, and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>Split primary classes into classes of no more than 15, with one teacher plus a TA if needed (or, if there is a teacher shortage, a TA under the direction of a teacher).</p> <p>Set up desks as far apart as possible.</p> <p>Designate areas for staff breaks that maintain social distancing and hygiene.</p>	<p>Furniture and rooms being organised and risk assessed.</p> <p>Clusters of children to be confirmed and not mixed.</p>	<p>HT Site Manager</p>	<p>01.06.20 Then ongoing assessment</p>	<p>ongoing</p>
<p><b>Physical arrangements (continued)</b></p> <p><b>Arranging rooms &amp; limiting proximity</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. <b>Maximum of 15 pupils</b> but this group size this would only be possible in larger rooms. (DfE advice states primary aged children cannot be expected to remain 2 m apart).</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably</p>	<p>Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust.</p> <p>Local decisions on partial closure /</p>	<p>SLT Site Manager</p>	<p>01.06.20 Then ongoing assessment</p>	<p>ongoing</p>

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		<p>Staff are to maintain a safe distance between each other (2 metres)            Children must be encouraged to do the same.            Consider marking out areas to help pupils visualize and maintain 2m distancing.            Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible.            Re-plan lessons / activities to avoid shared resources.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p><b>Meetings/1-2-1s/training</b>            Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams and Zoom etc.)</p> <p><b>Offices / IT suites etc</b>            Workstations acceptable distance apart (2m) / alternate workstations occupied;</p> <p><b>Stairs / corridors</b>            Minimise transitions as far as possible to ensure brief contact.            Implement one-way system (where possible e.g. multiple routes / stairs)            Stagger use and numbers using circulation spaces at the same time.            Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p><b>Toilets</b>            Restrict the number of people using toilet facilities at any one time</p> <p><b>Break / Playgrounds</b>            Avoid any group activities that require pupils to be in close physical contact with each other.            Limit numbers zone areas and stagger breaks.            Increased supervision to aid enforcement of social distancing as far as is reasonable.            Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	<p>closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.</p>			
<b>DIRECT TRANSMISSION OF</b>		<p><i>National Framework requirement:            Decide the organisational structures needed to limit risks and limit movement around the building(s) (for example, staggered starts and break times, lunch queues, use of communal</i></p>				

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<p><b>CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</b></p> <p><b>Organisational arrangements - timetabling</b></p>		<p><i>staff areas. Agree how safety measures and messages will be implemented and displayed around school.</i></p> <p><i>Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.</i></p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> <li><i>Schools and colleges can make decisions based on local context and staff capacity.</i></li> </ul> <p><b>Actions:</b></p> <p>Identify curriculum priorities for each age group, taking into account: mental health and wellbeing, any need for extra support to learn, where students are with their learning, adjustments to the curriculum, how best to support education of high needs groups. Liaison will be necessary between primary and secondary schools for year 6/7 transition.</p> <p>Arrange timetables to stagger break times, mealtimes, drop-off and pick-up, and any other pinch points when crowds may gather (brief transitory passing of other children in the corridor is low risk).</p> <p>Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be washed after going to the toilet.</p> <p>Clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 2m while in public.</p> <p>Do not hold any event or activity where small groups will be required to mix.</p> <p>Determine whether interventions are essential, and ensure delivery in line with social distancing guidelines.</p> <p>Suspend hiring and lettings.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.</p> <p>Ensure all arrangements are clearly communicated to staff, parents/ carers and pupils.</p>	<p><b>Currently no after school provision No external lettings</b></p>	<p>SLT</p>	<p>01.06.20 Then ongoing assessment</p>	
<p><b>Organisational arrangements (continued)</b></p> <p><b>Access to &amp; egress from site</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Introduce visual aids/floor markings to help parents socially distance and supervise entry and collection.</p>		<p>SLT Site Manager Office Staff</p>	<p>01.06.20 Then ongoing review</p>	<p>Done</p>

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		<p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p><b>Visitors</b> Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene and social distancing</p> <p><b>Staff</b> On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>				
<p><b>INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION</b></p> <p><b>Personal hygiene</b></p>		<p><i>National framework requirement: Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment).</i></p> <p><b>Actions (hygiene)</b> Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly clean the hand washing facilities. Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. Tissues will be provided for classrooms. Staff to replenish as needed. Ensure lidded bins are provided for tissues in every classroom. Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	<p>Meeting with Cleaning Company on 20.05.20 to confirm requirements. Additional cleaner and materials confirmed on 27.05.20</p>	<p>HT Site Manager Office Staff Cleaning Staff</p>	<p>01.06.20</p>	<p>New cleaner has started and hours extended cleaning products ordered including disposable mops.</p>
<p><b>Cleaning</b></p>	<p>Staff, Students / pupils / wider contacts</p>	<p><i>National Framework requirement: Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</i></p> <p><b>Actions (cleaning)</b></p>		<p>HT</p>	<p>01.06.20</p>	

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	Spread of COVID 19	<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p>	<p>Meeting with Cleaning Company on 20.05.20 to confirm requirements Additional cleaner and materials confirmed on 27.05.20</p>	<p>Site Manager Office Staff Cleaning Staff</p>		<p>Additional cleaner in place and all cleaning materials have been ordered.</p>

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		School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.				Risk assessments all obtained.
<b>Contact points Equipment use printers, workstations, apparatus, machinery etc.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Actions (cleaning – continued)</b></p> <p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p><b>Activities and resources</b> Re-plan lessons / activities to avoid shared resources. Limit practical work in DT, science. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for IT support staff etc. to clean.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	<p>Staff meetings scheduled for 21.05.20 &amp; 22.05.2020 to explain procedures to all staff.</p> <p>Anti-bacterial wipes to be positioned next to all shared copiers / printers</p>	<p>HT Site Manager Office Staff Cleaning Staff</p> <p>HT Site Manager</p>	<p>01.06.20</p> <p>01.06.20</p>	
<b>ADHERENCE TO RULES WITHIN SCHOOL</b>		<p><i>National framework requirements: Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations.</i></p> <p><b>Actions:</b> Update behaviour policies Communicate the new rules to staff, students and parents Reinforce the new rules through daily teacher reminders Display the new rules prominently through the school and at the gate</p>	<p>Posters to be displayed around the school Summary of key changes to Behaviour Policy to</p>	<p>SLT</p>	<p>01.06.20</p>	



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			be available in each class.			
<b>Canteen use / lunchtimes</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><i>National Framework requirements: Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals. Guidance: Schools need to provide meals including Free School Meals, to reopen their kitchens and ensure food preparation and serving meets protective measures standards. Continue to offer meals/ food parcels for benefits-related FSM pupils who are not in school.</i></p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (2 metres) whilst eating</p> <p><b>Canteen use</b> Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated groups. Introduce controlled queuing to aid social distancing (2m markers on the ground) Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff? An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.</p>	<p>Staff meetings scheduled for 21.05.20 &amp; 22.05.2020 to explain procedures to all staff.</p> <p>Meeting with LunchTime Catering company to explain about procedures for delivery of food and waste collection</p> <p>Staff on site to ensure kitchen facilities are ready on 28.05.20 and 29.05.20</p>	SLT	01.06.20	<p>Fully implemented</p> <p>Fully implemented</p>

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		<p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>				
<b>Travel off site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Travel is only required for essential purposes. No offsite visits run.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals may consider wearing a non-medical face covering, if it can be done safely. Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 2m apart.</p>	<b>No travel off site</b>			<b>Done</b>
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.</p>	Risk Assessment to be obtained from Building Contractors completing the renovation work	Site Manager to contact Commercial Services UK	15.06.20 When works scheduled to start	
<b>Lack of awareness of PHE / school controls</b>	<p>Staff, Students / pupils / wider contacts</p>	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>	Installation of posters	HT, Site Manager and Office Staff	01.06.20	

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	Spread of COVID 19	Ensure good, clear and regular communications with parents/carers and wider school community...their support is valued and needed				
<b>Provision of first aid</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1<sup>st</sup> aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>Isolation room to be equipped with appropriate equipment and PPE</p> <p>Identify First Aider on call on a daily basis</p> <p>Administering Medication Policy updated on 22.05.20</p>	<p>SLT, Site Manager and Office Staff</p> <p>Pastoral DH</p>	<p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p>	<p>Pupil medication allocated to appropriate classroom.</p>

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<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><i>National Framework requirement:</i></p> <p><i>Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</i></p> <p>Establish procurement route, stock monitoring and ordering system.            Ensure staff know the whereabouts of PPE, and are trained to use it safely.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> <li>• children, young people and learners 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</li> <li>• PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</li> </ul> <p>Guidance: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> <li>• Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>• Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>• Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>	Staff meetings scheduled for 21.05.20 & 22.05.2020 to explain procedures to all staff.	SLT	01.06.20	All in place
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p>		HT and Site Manager	On-going review	Done

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).		HT, Site Manager, Office Staff	On-going eview	Done
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)		HT and Site Manager	Ongoing	Done
<b>SUSPECTED CASE ON-SITE</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	National Framework requirement:  Plan the school level response should someone fall ill on site (in line with relevant government guidance).  Main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) and/ or new, continuous cough, loss of sense of smell.  Actions: Establish protocol and train all staff on swift and safe response to suspected cases on site. Communicate protocol clearly to parents and carers. Designate waiting room/s for symptomatic child/children waiting to be collected. Acquire PPE1 for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. Consider information leaflet for parents on isolation, testing and notification procedure Set up log of symptomatic individuals, tests taken, test results. Reference to School, Nursing here to notify them ?	Staff meetings scheduled for 21.05.20 & 22.05.2020 to explain procedures to all staff.	SLT Site Manger Office Team	Ongoing	

<sup>1</sup> Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
		<p>E.g. Considerations for protocol: <a href="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#additional-questions">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#additional-questions</a></p> <ul style="list-style-type: none"> <li>• Ensure all children are reminded daily to inform their teacher if they feel poorly</li> <li>• Establish clear communication protocol in school, for quickly notifying key staff and parent/carer- Emergency contact numbers for parents/carers cross checked to ensure they are up to date</li> <li>• Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training</li> <li>• Child/ staff member with symptoms should go home as soon as possible.</li> <li>• While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others</li> <li>• PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site:               <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> </li> <li>• Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help</li> <li>• Advise that testing is available for symptomatic staff <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> and children (aged 5 or over, via <a href="#">111 online service</a>; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly</li> <li>• Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Clean the affected area with normal household disinfectant</li> <li>• Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive.</li> <li>• Headteacher follow up if test result is not received.- assistance from School Nursing ?</li> <li>• If one student or teacher tests positive for coronavirus, the whole class / group should be sent home and advised to self-isolate for 14 days (the other household members of the wider class or group do not need to self-isolate</li> </ul>				

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?	By who?	By when?	Done
		<p>unless the child or staff member they with in that group subsequently develops symptoms).</p> <ul style="list-style-type: none"> <li>Log completed</li> </ul> <p>Always call 999 in an emergency.</p> <p>Isolation rules <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>:</p> <ul style="list-style-type: none"> <li>Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist).</li> <li>Household members should self-isolate for 14 days.</li> <li>If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms.</li> <li>There is no need for households to start their isolation again if a second member falls ill.</li> <li>On receipt of a negative test result, a pupil or staff member may return.</li> </ul> <p>Testing is available for all staff, pupils who are eligible to return to school, and their households.</p>				

### Relevant links

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

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

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)



Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

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