



Covid-19 Risk Assessment for School/Childcare Settings **STOCKSBRIDGE NURSERY INFANT SCHOOL**

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**

School/childcare settings are essential for us to effectively manage our response to Covid-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the Covid-19 pandemic.

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk based approach to support staff in their roles. Therefore:-

- Avoid contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene
- Regular cleaning of settings
- Minimising contact and mixing

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.
- All efforts will be made to secure a reliable and adequate supply of suitable PPE.
- If supplies were to be threatened, distribution would be prioritised according to clinical risk and 'mission criticality'.
- PPE does not negate the need for social distancing and hand and respiratory hygiene.
- Having entered a period of sustained, community transmission, all staff and clients are approached as potentially carrying Covid-19.

The national guidance and response requires that where possible we: **Stay Alert and Stay Safe**

Only go outside for food, health reasons or work (but only if you cannot work from home). Schools/Educational settings are required to remain open to support children/young people of key workers, vulnerable children/young people and are starting to increase the number of children/young people from the 1st June to include:

- Nursery

- All pupils in reception,
- Year 1
- Year 6
- Eligible children should be offered a full-time place.

Therefore staff are required to go into work, (unless they are in the clinically vulnerable or extremely clinically vulnerable groups.

Potential Hazard	Risk	Who might be harmed	Existing control measures	Who?	Additional control measure	Who?
1	Covid-19	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/	Allow staff time to read the guidance and voice any concerns they have. Regularly send updates to staff on any changes to the guidance. Share RA with all staff via email. Zoom meeting for questions, queries etc.	All staff JT
2	Home to School transport	Transmission of the virus – leading to potential ill health & fatality	Driver, Passenger Assistants & pupils	<ul style="list-style-type: none"> • Driver and Passenger Assistant to ensure that all children are seated in the minibus so that social distancing can be maintained at all times • When embarking/disembarking passengers at the road side and at school sites ensure social distancing measures are maintained wherever possible. • Driver and passenger assistant to wash/clean hands regularly. • Children, parents and school staff briefed about the school transport control measures. • COVID-19 safe working measures in place at Staniforth Road Depot 	NA to our school. If the driver / passenger assistant has momentary contact with the pupils (e.g. putting on a seat belt) then the appropriate PPE must be available – gloves, face masks and eye protection (if a pupil is known for spitting) For further information see Government advice https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-covid-19	

			<ul style="list-style-type: none"> • Wherever possible crews will work with the same partners. • Wherever possible the same buses will be used by the same crews • Face-to-face seating will be avoided • Ensure some fresh air ventilation from open window(s). Passengers to be briefed to wear warm clothing • Sign stating maximum COVID-19 occupancy in each vehicle. This maximum not to be exceeded • Ensure that a seating plan is in place and adhered to all times • Pupils and staff are not allowed to eat or drink whilst in the vehicle (to reduce the risk of contamination by touching their mouth and face) • If a pupil requires assistance getting on / off the vehicle the staff supervising this activity should wear the relevant PPE • When pupils arrive at School they must clean their hands for at least 20 seconds with warm soapy water before entering any of the classroom / teaching areas • Pupils in wheelchairs (accessing transport) that require the wheelchair to be clamped in the minibus – staff should wear the relevant PPE when undertaking this task • The vehicle must be regularly cleaned after each “drop” has taken place. Antibacterial wipes should be made available in all vehicles. Dispose of wipes & PPE by double bagging and put in the external waste • If a pupil or member of staff is diagnosed with covid-19 and they have been in the vehicle a deep clean of the vehicle must 	<p>wider-opening-from-1-june-2020 https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p> <p>It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine</p> <p>For further information on cleaning visit the governments advice</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	
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				be carried out immediately with a chlorine based product and the vehicle taken out of action for at least 72 hours			
3	Pupils using public transport to get to and from School	Transmission of the virus – leading to potential ill health & fatality	Pupils & staff	<ul style="list-style-type: none"> Children should be encouraged to walk or cycle to school where possible. Where pupils use public transport they must maintain social distancing at all times and avoid contact with hard surfaces (where possible) Pupils should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face When they arrive at School they must clean their hands for at least 20 seconds with warm soapy water before entering any of the classroom / teaching areas 	<p>Information to be sent to parents to reinforce social distancing and deter them from eating and drinking when their child is using public transport</p> <p>Further information is available on the government website https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Children wash their hands for 20 seconds when entering school. This should be done in each classroom to avoid bubbles mixing at the toilets. Children will have a specified time and door through which to enter for arrival at school.</p>	Parents	All staff particularly T & TA. Office for late comers.
4	School Crossing Patrol			<ul style="list-style-type: none"> The School crossing patrol person will ensure that social distancing measures are implemented when allowing pupils and parents to cross the road Pupils and parents will wait (maintaining 2 metres distancing) in an orderly queue before they are can cross the road safely with the School crossing patrol person When the School crossing patrol person arrives at School they must clean their hands for at least 20 seconds with warm 	JT to inform parent . Crossing & office.	<p>Schools to write to parents about the crossing patrol and social distancing measures</p> <p>Notify school crossing patrol (and school crossing section) of timetable of arrival and departure.</p>	JT to inform Crossing. Crossing and Office.

				<ul style="list-style-type: none"> soapy water before entering any of School areas. The “lollipop sign” to be cleaned with an antibacterial sanitizer / wipes and left in a safe place (with no access from pupils) All used wipes and cloths should be doubled bagged and put in the external waste bin 	Crossing & office	<p>School crossing patrol not to enter school beyond office area.</p> <p>Sign to be wiped, left in office area (not in public area where it can be touched by visitors).</p> <p>Antibacterial wipes to be kept in the office.</p> <p>Nappy sacks to be kept in the office for double bagging wipes.</p>	DG & office
5	Visitors / parents and pupils accessing the site dropping off / collecting pupils	Transmission of the virus – leading to potential ill health & fatality	Staff, parents, pupils, visitors etc	<ul style="list-style-type: none"> No one should enter the School premises if they are displaying symptoms of covid-19 eg staff, parents, pupils, contractors etc Stop all non-essential visitors entering site A clear demarcation line is in place around the reception areas so that 2 metre social distancing can be maintained Signs displayed explaining one person in the office area at a time. Where possible a visual screen / barrier is in place to protect office staff. In place. Introduce staggered start and finish times to reduce congestion and contact at all times Manage external site access points to enable social distancing Where electronic / touch screen “signing in” systems are used – ensure these are cleaned / wiped down after every person has used the system or temporarily disabled to avoid risk of contamination Allow plenty of space (two metres) between people waiting to enter site Regularly clean and disinfect common contact surfaces in reception, office, 	DG DG JT JT, DG Office, DG DG & JT	<p>School to inform all staff and parents – not to enter the School premises if they are exhibiting symptoms of covid-19</p> <p>Signage to be displayed in the main entrance reinforcing the message to not enter the School if they are symptomatic</p> <p>See Appendix 1</p> <p>Use signage to guide parents and carers about where and when they should drop off and pick up their children.</p> <p>School have set a timetable using 4 large outdoor spaces with staggered start and finish times. Signs to be displayed to tell parents to socially isolate.</p> <p>Leadership and premises staff to supervise</p>	JT, Office staff. JT, T & TA JT DG & JT

			<p>access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p> <ul style="list-style-type: none"> Where visitors are expected to sign in at reception – ensure this is carried out by office staff and no pens are visible Regularly clean staplers, hole punchers, “touch screen” photocopiers, marker pens & whiteboards <p>Where children are late arriving, they should be brought to the school office where a member of admin team will take them to their classroom. Where they are late being collected, the teacher will take the child back to the classroom. The office staff will notify the class teacher when parent/carer arrives. Teacher/TA will take child to the office.</p>	DG & offic e. OFFi ce staff, T & TA Office staff JT	<p>playgrounds. Bubble teaching assistant will meet the children in the designated playground, at the designated time and direct/take them inside. Bubble teacher to greet the children inside school. See Appendix 1</p> <p>Parents are reminded not park in the School car park and adhere to parking sensibly to avoid conflict with local residents</p> <p>Systems are in place to monitor how many people are on site at any one time All staff and visitors to sign in and out using Inventory system in the office</p> <p>Systems are in place to monitor which staff and children are on the “essential” list. Timetables of which children on site, in which rooms with which adults.</p> <p>Systems in place to deal with those arriving at school who are not supposed to be there.</p> <p>Where possible introduce one way systems in to the building</p>	JT CW, JT and all staff. JT and on works pace, CV file. DG on corrido rs & for entry & exit
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			<p>The handling of cash is discouraged from parents and where possible online / contactless payments are made. Office staff already aware. JT to inform parents</p>	<p>Antibacterial wipes to be made available at the side of the “signing in” system, photocopiers, marker pens etc</p> <p>Signage should be displayed in the reception area to inform parents, pupils and visitors to keep 2 metres apart And also to wipe down screens after use Hand sanitizers / gels and wipes are available on reception for parents, pupils and visitors to us. Signs already in place outside of office. Signs needed for signing in system.</p>	DG DG, office staff Office.
				<p>Ensure appropriate cleaning products are available for staff to clean all hard surfaces on a regular basis.</p> <p>All used wipes and cloths should be doubled bagged and put in the external waste bin</p>	DG DG
				<p>Information to be sent to all parents explaining that no cash will be handled by the office staff</p> <p>https://www.gov.uk/government/publications/prepar</p>	JT & Office

					<u>ing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</u>		
6	Vulnerable Groups			<p>It is important that settings are familiar with the key clinically vulnerable and extremely clinically vulnerable groups so as to ensure that they are supporting staff and pupils who may fit into these groups.</p> <p>Shielded and clinically vulnerable children and young people For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been <u>classed as clinically extremely vulnerable due to pre-existing medical conditions</u> have been advised to shield. We do not expect these children to be attending school or college, 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.</p>	JT - information on class sheets and staff sheets.	<p>Children and young people who are considered <u>extremely clinically vulnerable and shielding</u> should continue to shield and should not be expected to attend.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <p>Children and young people who live in a household with someone who is <u>extremely clinically vulnerable and shielding</u> should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and</p>	Information class sheets – JT Information on class sheets – JT JT – information class sheets. JT to ask if any other parents fall under these categories Individual RA for any

			<p>Shielded and clinically vulnerable adults</p> <p>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously 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.</p> <p>Clinically vulnerable individuals 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. Education and childcare settings should endeavour to support this, for example 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) 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</p>	<p>follow those instructions.</p> <p>Children and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance and including those who are pregnant, can attend.”</p> <p>https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june#should-i-keep-my-child-at-home-if-they-have-an-underlying-health-condition-or-live-with-someone-in-a-clinically-vulnerable-group</p> <p>Who is ‘clinically extremely vulnerable’?</p> <p>Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of</p>	child with clinical y vulner ble or extrem ely clinical y vulner able parent s.
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			<p>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.</p>	<p>severe illness from COVID-19.</p> <p>Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.</p> <ol style="list-style-type: none"> 1. Solid organ transplant recipients. 2. People with specific cancers: <ul style="list-style-type: none"> • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at 	
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| | | | | | | | any stage of treatment |
| | | | | | | | <ul style="list-style-type: none">• people having immunotherapy or other continuing antibody treatments for cancer• people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors• people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking |

						immunosuppression drugs	
						<p>3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).</p> <p>4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).</p> <p>5. People on immunosuppression therapies sufficient to significantly increase risk of infection.</p> <p>6. Women who are pregnant with significant heart disease, congenital or acquired.</p> <p>People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.</p>	

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Clinically vulnerable people

If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to

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| | | | | | <p>get a flu jab as an adult each year on medical grounds):</p> <ul style="list-style-type: none">• chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis• chronic heart disease, such as heart failure• chronic kidney disease• chronic liver disease, such as hepatitis• chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy• diabetes• a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets | |
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						<ul style="list-style-type: none"> • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant women <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p>	
7	Cloakroom Areas	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	<ul style="list-style-type: none"> • Parents are not allowed to enter the cloakroom areas, staff will be available to help younger children • Staff to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the School day to ensure social distancing is maintained <p>Children to keep coats on backs of chairs. JT to inform parents not to send back packs to school. Cloakrooms to be kept clear.</p>		<p>Inform all parents that once they have dropped their child off at School, they must leave the premises as soon as possible. (see above) advice not to allow parents onto school site)</p> <p>Parents should be allowed onto school site only when strictly necessary and by appointment and one parent.</p> <p>Parents to drop children at specified points at specified times. Social distancing sign. DG & JT to supervise. TA to meet children and direct in. T to greet in school.</p>	JT -
8	Staff availability		Staff and pupils	<ul style="list-style-type: none"> • Staff may need to work with different groups of children (but the same group on a daily basis) 	JT – see staff rota.	<ul style="list-style-type: none"> • Some staff may be anxious and may value the opportunity for discussion and reassurance 	JT - see staff rota.

			<ul style="list-style-type: none"> Will need to determine number of staff available for work when considering staff ratios Some staff may be prepared to undertake different roles on a temporary basis. Try and keep staffing arrangements as consistent as possible. Where cover is needed ensure this is agreed on a weekly basis not daily to limit contacts Assume all children will attend for the purposes 	<ul style="list-style-type: none"> Schools should not plan on the basis of a rota system, either daily or weekly <p>Staff timetable minimises the number of groups each member of staff works with. No staff member is working with more than 2 groups. No staff member is working with more than one group per day.</p> <p>Use of two regular supply teachers for beginning and end of the week.</p>	
9	Class sizes		Staff and pupils	<ul style="list-style-type: none"> It is important to reduce contact between people as much as possible so pupils should only mix in small consistent groups and that group should stay away from other people and groups. Classes should not exceed the maximum covid-19 capacity including 1 teacher and 1 teaching assistant (if necessary) Vulnerable children and children of critical workers in other year groups should be split into small groups not exceeding the covid-19 maximum capacity Where desks are used they should be spaced as far apart as possible 	Signage to be displayed in each classroom stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved. School will make best endeavours to adhere to 2 metre social distancing guidance. It will not maintained at all times. https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing Games to teach social distancing. While in general groups should be kept apart, brief, <p>Office to make signs as per plan.</p> <p>T & TA.</p>

						transitory contact such as passing in the corridor is low risk When passing on corridors this should be carried out in a “phased way” – one class at a time to ensure social distancing. Corridors are divided in half and labelled with arrows. Separate play times and lunchtimes with specific routes to and from school should reduce passing on corridors. See Appendix 2	JT
10	Attendance reporting		Staff and pupils	<ul style="list-style-type: none"> • Prepare to resume the attendance reporting and continue to complete the daily data returns using the DofE portal • The school will not be held account for your attendance figures during this time • You should encourage parents whose children have been invited in to call you each day if they are not coming as normal so you understand and can discuss it with them if needed 		Teachers to complete registers. Office to complete D of E daily return.	T & office
11	Planning what to teach and how		Staff and pupils	<ul style="list-style-type: none"> • Each school context will vary and needs are likely to be greatest where children have not been able to access remote education consistently • Children who have had limited opportunities to exercise should be encouraged to exert themselves physically making use of non-touch games within their group 		For Y6 the focus should be on readiness for secondary school including academic readiness AP & RH adding detail to curriculum plans for return. RB produced rota for outdoor learning	AP & RH RB AD

			<ul style="list-style-type: none"> • For younger children, resources for child initiated learning, staff will endeavour to ensure resources are not shared. • Resources for such activities as painting sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use. • For Y1, schools should ascertain where children have fallen behind and or progressed further than the schools curriculum. • Reteach and practice this material where necessary • Provide opportunities for children to discuss their concerns about transition and missed activities 		<p>AD rewritten Forest School lesson plans for teaching outside.</p> <p>Teachers organised resources so allow children access to what is safe and what can be kept clean in a manageable way.</p> <p>Assessments will be carried out once children are emotionally settled back into school life.</p>	T & TA
12	Managing mental health of staff & pupils		<ul style="list-style-type: none"> • Whilst getting back to normal is important staff may need to consider how they support children for whom the long period at home hard to manage, those who have developed anxieties in relation to the virus, and those who may make safeguarding disclosures once they are back in school • Some children may have experienced bereavements or had increased/new caring responsibilities • Staff may wish to provide opportunities for children to talk about their experiences, 	•	<ul style="list-style-type: none"> • All children will have missed the routine of school, seeing friends, and being supported by their teachers • The different experiences of all pupils will play a part in how easily they adapt to school and its routines • Schools should also give consideration to the mental health and 	•

				one to one conversations with trusted adults, refocused lessons on relevant topics, pastoral activity and other enriching activities.		wellbeing of staff and the need to implement flexible working practices in ways that promote good work life balance for teachers and leaders • Bereavement counselling / support to be offered to staff and pupils where necessary AP has sourced bereavement training for all staff. Gill French and Jo Dronfield have already had training in such. We can access EPM for specific support for staff. We can access Healthy Minds and EP service to support children. https://www.raftpsychotherapy.com/news/gyid0efd0vfmjw4r9xxly04rwjd0o	
13	Uniform			<ul style="list-style-type: none"> There is no need for further advice re uniform other than personal hygiene and washing of clothes following a day at school. Uniform that cannot be machine washed should be avoided 		Consider leeway for any child who has grown out of parts of their uniform since March but whose parents cannot currently replace it JT to inform parents to send children in clothing, which they can manage themselves. No dressing up clothes.	JT
14	Circulatory Areas / staircases	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Movement between classrooms / on corridors should be done in a phased way to maintain social distancing 		Staff to regularly reinforce the rules on corridors and staircases to all pupils	

				<ul style="list-style-type: none"> Where possible one way up / down rules should be implemented on all staircases, and carried out in a “phased way” – one class at a time to ensure social distancing 		<p>Signage to be in place identifying the flow of movement and direction of travel</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p> <p>Corridors demarcated with tape and signs/arrows keeping children and staff to the left of the corridors. Staff to supervise children moving around school.</p>	DG T & TA
15	Teaching & Learning in the Classroom environment	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<p>The group should remain the same in terms of children within in and staff. Each group should consist of a maximum of 15 pupils/children (if social distancing allows for these numbers)</p> <ul style="list-style-type: none"> When entering / leaving the classroom this should be on a phased “one person at a time” basis. T & TA to monitor. Where possible Staff are to maintain a safe distance between each other (2 metres) Pupils must be encouraged to do the same Limit the number of persons in each room/area to follow social distancing guidance. 	TA & T Office	<p>Signage to be displayed in each classroom stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved. School will make best endeavours to adhere to 2 metre social distancing guidance. It will not maintained at all times.</p> <p>A seating plan should be displayed on the classroom door and inside the classroom – so all pupils know where they must sit. Whilst this is not appropriate for Nursery and Reception children, tables & chairs will</p>	DG & Office as per plan. T

			<p>Signs required for staffroom (3), Office (3), HT office (2), PPA room (1), Resources room (1)</p> <ul style="list-style-type: none"> All persons are to wash their hands upon entering classrooms using warm soapy water <p>Strict hygiene rules to be implemented, all staff and pupils to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry Use alcohol-based hand sanitiser Wash hands every hour Wash hands if face is touched All hand contact surfaces to be cleaned throughout the day All pupils to have their own pen, pencil, rubber, ruler etc that is personal to them and should not be shared with any other pupil All resources, equipment etc should be cleaned on a daily basis with an antibacterial cleaning product All soft toys to be removed from all areas of the School site Playdoh and sand should also be taken out of action to avoid contamination Tissues should be provided in classrooms and pupils encouraged to use them and put them in the waste bin Discourage any activities where social distancing cannot be maintained e.g. 	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>T & TA</p> <p>T & TA</p> <p>T & TA</p> <p>T & TA</p> <p>DG</p>	<p>be marked with spots/stickers so that the children know which ones they can sit</p> <p>Ensure that hand gels and sanitizers and wipes are available for staff and pupils to regularly use</p> <p>Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds</p> <p>https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Ensure antibacterial wipes / cleaning products are available to clean hard surfaces regularly throughout the day.</p> <p>All cleaning products should be stored out of the reach of children.</p> <p>All cloths and wipes should be doubled bagged and put in the external waste</p> <p>Staff to supply pupils with a pack of stationary that is kept in their own drawer when not in use. Pupils</p>	<p>All staff</p> <p>DG</p> <p>All staff</p> <p>All staff</p>
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			<p>cooking / baking / drama / sports clubs, etc</p> <ul style="list-style-type: none"> • Tooth brushing clubs should be discontinued until further notice • Ensure that all educational visits and parents evenings are cancelled for the foreseeable future • All Computers / ICT equipment should be cleaned after every session with an antibacterial spray / wipe 	T & TA	<p>regularly reminded not to share stationary.</p> <p>Ensure that staff / cleaners use gloves when cleaning down all resources, toys, equipment etc</p> <p>Bins (where possible to have a lid on) that contain used tissues, paper towels etc must be regularly emptied</p> <p>Pupils should be encouraged to hand wash hourly</p> <p>Hand washing should be undertaken when pupils change location and use toilets</p> <p>Inform all parents that all clubs are postponed until the foreseeable future</p>	DG, T & TA DG, all staff T & TA T & TA JT	
16	Foundations Stage pupils – including free flow play	Transmission of the virus – leading to potential ill health & fatality	Staff & Pupils	<p>We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, this must be taken into account.</p> <ul style="list-style-type: none"> • It is still important to reduce contact between people as much as possible. To achieve this and reduce transmission, risk settings are asked to ensure that children, young people and staff where possible, only mix in a small, consistent group and that small 		<p>Signage to be displayed in each classroom stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved. School will make best endeavours to adhere to 2 metre social distancing guidance. It will not be maintained at all times.</p> <p>Remind small children - using the correct format that it's not safe to hug / kiss / be</p>	T & TA

			<p>group stays away from other people and groups. This is termed ‘cohorting’ and achieves a protective bubble meaning that pupils minimise contact</p> <ul style="list-style-type: none"> • All resources in Foundation Units / Nurseries are cleaned after each session and where necessary items are disposed in the waste bin. • All soft toys to be removed from all areas of the School site • Playdoh and sand should also be taken out of action to avoid contamination • Free flow is phased so that its “one in and one out” and this is managed effectively by staff • Encourage parents to send their child in clothing that is easy for them to manoeuvre e.g. elasticated waste trousers for when using the toilets • Encourage social distancing at all times • When small children are distressed / upset – staff are encouraged to refrain from close contact • Supervision is key at all times • Any art work etc produced by pupils is not to be taken home and must remain in the setting • Presents / gifts should not be accepted by staff, from pupils 	<p>T & TA</p> <p>T & TAT & TA</p> <p>JT</p> <p>T & TA</p> <p>T & TA</p> <p>All staff</p>	<p>in close contact with other children</p> <p>https://www.youtube.com/watch?v=2PnnFrPaRgY</p> <p>Nursery is assessed as one space and therefore the maximum no of children is 15.</p> <p>Parents are encouraged to reinforce social distancing rules at home</p> <p>Send letters to parents to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes / trainers, any clothing that doesn't require adult supervision</p> <p>Parents are reminded via a letter, newsletter etc that they child is not allowed to take toys from home into the setting</p> <p>For the purpose of free flow - where possible one door should be used to allow the young children out and another door should be used for letting children back into the setting, these should be clearly signed “in and out”</p>	JT
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					If staff are required to change young children's nappies the correct PPE should be worn when carrying out such intimate care. For staff providing intimate care – this is <u>category 3 PPE</u> PPE should disposed of by double bagging and put in the external waste JT to inform parents that children must not bring toys, scooters from home nor will we be able to send home any things the children make. Remind parents via a letter, newsletter etc not to send in presents / gifts for staff	DG, T & TA DG JT JT
17	Educating pupils on the risks of covid-19		pupils	<ul style="list-style-type: none"> • There is a concern that different age groups of pupils will interpret the information differently on the risks of covid-19. Therefore:- • Staff should consider delivering the information in different formats pitched at the right level for the age groups • It is very difficult to explain the need to social distance to very young children as they will not understand the meaning and rationale behind this 	<p>Ensure all government advice and resources are provided in the correct format to the different year groups</p> <p>Encourage parents to explain the rationale in their own home surroundings e.g. using their own personal circumstances – i.e. can't visit grandparents and friends because of the risks associated with the virus</p> <p>Very unclear!</p>	

18	Pupils Toilets	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	<ul style="list-style-type: none"> • Ensure that toilet times are staggered to avoid congestion • Ensure access to hot running water • All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention to the toilet seat, taps, flush, door handles, sinks etc • Hand washing frequently with soap and in hot water where possible 	T & TA DG DG & cleaning staff T & TA	<p>Pupils regularly reminded about staggered toilet times and the need to wash their hands more regularly and after every time they have used the toilet</p> <p>Each class has labelled toilet. Those which have to be shared (bottom corridor boys) after each bubble. All taps cleaned after each bubble</p> <p>When cleaning vomit from toilets ensure that gloves and face masks are provided to staff and cleaners</p>	T & TA DG/Office staff T & TA
19	Assemblies	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	<ul style="list-style-type: none"> • Assemblies should not be held due to the number of pupils and staff in close proximity • Can take place in individual groups in their allocated classroom spaces rather than bringing children together in one hall or large space. 		<p>Children to visit toilets before break time. TA to check toilets are free before sending children. If children return inside, they must be supervised.</p> <p>Teacher and TA to split lunch time in half and be on duty to support toileting.</p>	JT T & TA
20	Break times	Transmission of the virus – leading to potential ill health & fatality	Staff & Pupils	<ul style="list-style-type: none"> • At break times ensure pupils are allowed out in small numbers so that social distancing can be maintained • Restrict the number of pupils accessing the toilets at any one time • Restrict the use of play / climbing equipment • Restrict all contact sports such as football, basketball etc • All play equipment to be restricted / locked away 	JT – timetable. T & TA DG, T, TA T, TA DG – lock shed	<p>Where possible stagger the break times to avoid congestion on the playground</p> <p>Outdoor timetable offers children lots of opportunity to learn outside within their bubbles, separate from other bubbles.</p>	JT

			<ul style="list-style-type: none"> Water fountains to be decommissioned and signage displayed enforcing the fountains not to be used 		<p>Display signage to ensure pupils do not use the play climbing equipment (including traversing walls)</p> <p>Pupils are regularly reminded not to use play / climbing equipment / engage in any contact sports</p> <p>All cloths and wipes should be doubled bagged and put in the external waste</p> <p>Children must all bring their own labelled water bottle from home.</p> <p>Children should bring two snacks as fruit companies are not delivering.</p>	<p>DG</p> <p>DG, T & TA</p> <p>T, TA< DG</p> <p>JT</p>	
21	Dining Room – lunch times	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Kitchen staff	<ul style="list-style-type: none"> All persons should be required to stay on site once they have entered the School premises - access to the local shops is not allowed Lunchtimes to be staggered to avoid congestion and at one time see below re children mixing with other groups. Food and drink should only be consumed in dedicated areas Hand cleaning facilities or hand sanitiser should be available at the entrance of the dining room where people eat and should be used by all persons when entering and leaving the area 	<p>JT – timetable. Inform MTS.</p> <p>MTS</p> <p>MTS</p> <p>MTS</p>	<p>Parents are informed via a letter, newsletter etc that pupils must remain on the School site at lunchtimes</p> <p>If you use a catering contractor ensure that you have seen their risk assessments and safe systems of work on how to keep themselves, staff and pupils safe from transmission of the virus</p> <p>Further advice can be obtained from the Local</p>	<p>JT</p> <p>PN</p> <p>JT</p>

			<ul style="list-style-type: none"> • Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home • All persons should sit 2 metres apart from each other whilst eating • Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used • All catering staff should wear gloves when passing pupils utensils, cups etc • All food displays should be protected against contamination by coughing, sneezing, etc.) • Tables and chairs should be cleaned between each use. • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices • All vending machines to be decommissioned for the foreseeable future • Parents must inform any changes to their child's dietary requirements via email to the Headteacher – if parents don't have access to email / a telephone conversation / zoom call to be arranged 	<p>MTS</p> <p>PN</p> <p>DG, MTS, PN PN</p> <p>MTS</p> <p>PN</p> <p>JT</p>	<p>Authority School Meals Service</p> <p>All kitchen waste should be doubled bagged and put in the external waste</p> <p>A seating plan should be displayed in the dining area that ensures social distancing is maintained. Children should not mix with other groups. This may mean having several lunch sittings or serving lunch in more than one location including a classroom.</p> <p>All PPE should be disposed of by double bagging and put in the external waste</p> <p>Plastic screens should be made available to protect the food. Further advice can be obtained from your catering contractor and the Local Authority School Meals Service</p> <p>All tables and chairs should be cleaned after sitting with an antibacterial spray</p> <p>All cloths and wipes should be disposed of by double bagging and put in the external waste.</p>	<p>JT</p> <p>MTS</p> <p>PN</p> <p>PN</p> <p>MTS/P N</p> <p>MTS/P N</p>
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						Headteacher to liaise with the catering staff on any changes to a pupils dietary requirement	JT
22	Breakfast and after School clubs	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Where possible these clubs should be reconsidered, however some settings may need to operate such clubs. Therefore you need to consider:- The number of pupils attending the clubs so that social distancing is maintained Entering and exiting the club is done in a phased way “one in one out” All food items are taken to the pupils seating area by a member of staff All food items and utensils are collected by staff and handed over to the catering staff All tables, chairs, hard surfaces etc are cleaned with an antibacterial spray after use 		<ul style="list-style-type: none"> Discourage any activities where social distancing cannot be maintained e.g. cooking / baking / drama / sports clubs, etc 	JT – no after school clubs.
23	Music lessons	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Due the high risk of transmission of covid-19 in relation to musical instruments (e.g recorders, trombones etc that are operated by mouth and touch. It is recommended that these lessons are postponed for the foreseeable future 	HO	HO to remove recorders from musical instrument area.	HO
24	Physical Education	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Physical education lessons may continue (if deemed appropriate) provided they are non-contact and do not involve more than any one temporary group Where possible Staff are to maintain a safe distance between each other (2 metres). Pupils must be encouraged to do the same Limit the number of persons in the Gym to follow social distancing guidance 		Signage to be displayed in the gym and changing rooms stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved	

				<ul style="list-style-type: none"> • Ensure hand sanitizers / gels are made available for staff and pupils • All PE equipment is wiped down after each session • Ensure that contact sports are not undertaken • Social distancing measures must be implemented in changing rooms 	T & TA		
25	Governors Meetings, SEN meetings with parents etc	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> • Where possible Staff are to maintain a safe distance between each other (2 metres) in the meeting room / office environment • Arrange zoom conference calls • Other online conference call facilities • Meetings with parents should be pre-arranged in a setting where social distancing can be maintained. If this is not possible then the meeting can take place over the telephone or via zoom etc 	<p>Staff meetings, if needed, can take place virtually, outdoors or in the hall. Governors meetings to continue via gmeets.</p> <p>Ask parents to contact school via telephone or email where at all possible.</p>	JT	
26	Conflict management between pupils and parents	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> • Staff are discouraged from physical intervention if pupils are fighting • De-escalation techniques should be used to try and calm situations • if the situation escalates then staff must wear the PPE if restraint is required • Restraint should only be undertaken as a last resort by a qualified Team Teach trained member of staff • Parents are regularly reminded of their responsibilities and behaviours on the School site 	<p>Regular information sent out to parents via email, letter, newsletter etc</p> <p>Individual RA for any child with Positive Handling Plan</p>	JT	
27	Staff marking homework from pupils	Transmission of the virus – leading to potential ill health & fatality		<ul style="list-style-type: none"> • Where appropriate, homework should be submitted online to avoid the use of handling books etc • If homework cannot be submitted online all books should be left in the School 	Staff to be provided with gloves for marking homework		

				<p>setting – staff must not take books home to mark advise says limit number of shared resources.</p> <ul style="list-style-type: none"> When marking a book, gloves should be worn by staff to avoid cross contamination / risk of transmission I think its better (and guidance advises same) to ask staff to wash their hands and surfaces after handling books. Should still wash their hands even after wearing gloves so easier to just say wash hands. 	T & TA – wash hands	Gloves should be disposed of by double bagging and put in the external waste	
28	Administering First Aid	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> If social distancing cannot be maintained when administering first aid, PPE appropriate to the circumstances e.g. gloves, face masks and eye protection (if necessary) should be provided Wash hands and ensure the affected area is cleaned upon completion All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste 	DG T & TA T & TA T & TA, DG	<p>For further information on first aid visit the government guidance</p> <p>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</p> <p>For staff providing first aid – this is category 2 PPE</p>	
29	Administering Medication	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> If social distancing cannot be maintained when administering medication PPE appropriate to the circumstances e.g. gloves, face masks and eye protection if necessary should be provided Staggered times of administration of medicines should be considered Wash hands and ensure the affected area is cleaned upon completion 	TA	If a child's care plan requires updating a zoom meeting should be arranged with a member of school staff, parents and a professional health worker, school nurse etc to address any issues relating to the care plan	

				<ul style="list-style-type: none"> All clinical waste and PPE should be disposed of by double bagging and put in the clinical / external waste 	For staff administering medication – this is category 2 PPE	
30	Providing intimate care	Transmission of the virus – leading to potential ill health & fatality	Employee, pupils, agency staff, member of the public	<p>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces.</p> <p>If you are not providing intimate care to someone, PPE is not needed.</p> <p>Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.</p> <p>School staff should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils.</p>	<p>For staff providing intimate care – this is category 3 PPE</p> <p>Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE</p> <p>A symptomatic PPE pack (100 units) will be provided for each school with details of how to order additional stock if required. This is via the LRF forum and will mean that the required PPE specification is met and available in school settings.</p> <p style="color: red;">T & TA</p>	

South Yorkshire Local Authorities have collectively agreed a Covid-19 PPE position statement which clearly defines when PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.

	Category	PPE Requirements	Educational Setting
1	Staff client interaction where distance of 2m can be maintained throughout	<p>Close adherence to hand (i) and respiratory hygiene protocols (ii).</p> <p>No additional PPE required beyond what would usually be worn for any given task</p>	The majority of school and childcare settings will fall into this category. For example Class Teacher and Classroom assistants working within a classroom environment where social distancing can be adhered to.
2	Staff client interaction where momentary (iii) physical contact is required or cannot maintain 2m distance .	<p>Close adherence to hand and respiratory hygiene protocols.</p> <p>Surgical facemask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances.</p>	In some childcare and school settings where intimate care is required it may be necessary to wear a surgical facemask when undertaking certain tasks (e.g. administration of medication where it cannot be self medicated, or When administering first aid, self-administration is not possible e.g. child places their own plaster on a cut / laceration
3	Prolonged/intimate (v) physical contact is required between member of staff and client.	<p>Close adherence to hand and respiratory hygiene protocols.</p> <p>PPE required - Disposable gloves, disposable apron, sessional surgical facemask (include eye protection if client is coughing or sneezing). Donning and doffing according to standard protocols (vi) and disposing of clinical waste appropriately(vii).</p>	Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of a serious injury. And if that child is coughing or spitting, this should include eye protection.
4	Any scenario in the household of a 'shielded' (viii) person. Close adherence to hand and respiratory hygiene protocols	PPE required - Disposable gloves and plastic apron in addition to single use (ix) surgical facemask.	Not applicable
5	Specialist scenarios e.g. Aerosol generating procedures, hospital inpatients, home births, phlebotomy in non-compliant patients etc.	Specialist PPE requirements	Not applicable

In circumstances where staff feel PPE is appropriate following the principles above careful judgement should be used to consider likely risk and also any impact of behaviour the child/young person may demonstrate as a result of PPE being worn. The wearing of PPE unless carefully removed in itself can add increased risk therefore it is expected that PPE in educational settings **will only be required for momentary use** and not for long period of time.

Fire Drills / Activation of the fire alarm	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Cleaners, Catering staff etc	<ul style="list-style-type: none"> • When undertaking a fire drill social distancing should be maintained at all times • Markers should be displayed at the assembly area / muster point to avoid congestion - DG • A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing - JT • Washing of hands etc still required on entry back into the building - all staff 	<p>Ensure a fire drill plan is produced highlighting where each year group will be positioned DG & JT</p> <p>You may have to use one or more external areas of the School to achieve social distancing</p> <p>Ensure someone is in charge to co-ordinate the fire drill and communicate with others who might be using other areas of the site. You may need one more fire marshal to achieve this. A debrief must be undertaken to share any lessons learnt DG & JT</p> <p>Ensure the fire drill is recorded in the fire precautions log book DG</p> <p>Ensure that the fire alarm is regularly serviced / maintained to reduce the risk of false activations DG</p>
Cleaning	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Cleaners, visitors etc	<p>A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>DG</p>	<p>To meet the cleaning regimes and conform to government guidance on maintaining the standard required to reduce the risk of contamination – you may need to consider increasing resources and extending the hours cleaning staff operate</p> <p>DG</p>

			<p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting • A combined detergent disinfectant solution or chlorine-based cleaner is to be used • Extra attention is to be given to frequently <ul style="list-style-type: none"> ◦ “touched” areas and surfaces, e.g. doors, toilets, door handles, phones ,light switches and door fobs, keyboards, whiteboards etc. • Hand towels and hand wash area to be <ul style="list-style-type: none"> ◦ Checked and replaced as needed by the Cleaning and Caretaking staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used • Bin liners should be used in all bins <p style="color: red;">DG</p>	<p>For further information on cleaning visit the governments advice</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine</p> <p>Ensure that all COSH assessements are carried out for all cleaning products</p> <p>Staff are trained in the safe use of cleaning products</p> <p>Ensure that all cleaning products are stored safely and out of the reach of pupils</p> <p>The correct PPE should be worn at all times by the Cleaning staff and disposed of by double bagging and put in the external waste</p>
Staff & volunteers transporting food hampers	Transmission of the virus – leading to potential ill health & fatality	Staff & volunteers	<ul style="list-style-type: none"> • When having to travel for business related reasons such as delivering 	

into the local community		<p>food hampers etc please only travel when this is essential – JT to resolve</p> <ul style="list-style-type: none"> • When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household • Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking, cycling and public transport where you maintain a distance of 2 metres from others. • Where using a car is essential to carry out a school based task involving two or more people, it is recommended that two or more cars are used rather than staff travelling together in the same vehicle. • Once you arrive at the property – you must maintain social distancing. Knock on the door and leave the hamper on the door step - JT & TA • If you are lone working it is important to follow your lone working guidance and ensure a buddy system is implemented and you are in regular 	<p>Staff where possible should use their own vehicle –</p> <p>Staff should only share a vehicle as an absolute last resort</p> <p>If you have to share the vehicle with another staff member – remember to wipe down the car after the visit has taken place e/g steering wheel, handbrake, door handles etc with an antibacterial wipe (dispose of the wipes by double bagging) and open windows</p>
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			<p>contact of your whereabouts DG</p> <ul style="list-style-type: none"> If staff are visiting a number of homes (e.g. delivering food hampers etc) and cannot get access to warm soapy water then you must use a hand sanitizer between visits TA 	
Home Visits to be undertaken by staff	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> Home visits should only be undertaken if absolutely necessary Staff should use their own vehicle to get to the visit Once they arrive they must knock on the door and step back to maintain social distancing It may be possible to have a conversation with parents and pupils via an open window Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School 	<p>Under no circumstances should staff enter people's homes JT inform staff</p> <p>If staff are concerned over a pupils welfare this must be reported immediately to the Headteacher JT</p>
Deliveries	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils & delivery drivers	<ul style="list-style-type: none"> When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries CW If practicable drivers should wash or clean their hands before unloading goods and materials Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance Office Staff should not sign for deliveries Office 	<p>All deliveries to School (including milk and fruit) should be left at the main entrance and sanitized with wipes before taking them inside the School premises DG & Office</p>

			<ul style="list-style-type: none"> • Hands are to be thoroughly washed after handling all deliveries Office • Keep deliveries to a minimum with essential items only Office 	
Contractors / essential repair work	Transmission of the virus – leading to potential ill health & fatality	Staff, pupil, Contractors etc	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance work are to be allowed on the School site DG • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All staff • All contractors are to wash their hands upon entering the site DG & Office <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. DG & office • Repeat the hand washing/sanitising every hour. DG & office • Site inductions are to be carried out following social distancing principles (2m separation). DG 	The contractor is to notify the Headteacher / Senior manager of all areas visited, in order that these can then be thoroughly cleaned JT, DG and Office
Information to Staff, pupils & parents		Staff, pupils, parents etc	<ul style="list-style-type: none"> • Posters to displayed in the main entrance, staff room and in suitable places around the School site JT • Regular meetings with staff will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available JT 	<p>Staff encouraged to regularly visit the government website for updated information JT</p> <p>https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

			<ul style="list-style-type: none"> Regular updated information will be shared with parents via either a letter, email, newsletter, school website etc <p style="color: red;">JT</p>	
Suspected case of covid-19 on the School site	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils, cleaners, contractors etc	<ul style="list-style-type: none"> If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Sunny Room Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Sunny room If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using 	<p>What happens if there is a confirmed case of coronavirus in a setting?</p> <p>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</p> <p>Schools are recommended to follow the guidance link above. Locally we are awaiting the introduction of the national contract tracing programme. Once this is launched and the details of this are published they will be added into the Risk Assessment. Locally we will support and augment the national contact tracing programme via:</p> <ul style="list-style-type: none"> - Providing additional support directly to schools and settings - Provide support to PHE with outbreak management <p>The introduction of the national contract tracing programme will include access to testing for children, pupils and families. At present testing is available for key workers. The link below provides information about how settings can access Covid-19 tests.</p>

			standard cleaning products before being used by anyone else. Disabled toilet.	For further information on testing staff click on the link
Personal Protective Equipment			<ul style="list-style-type: none"> • Gloves, aprons, face masks, eye protection should be made available to all staff, if momentary / intimate care is required • Staff should be trained in the use of PPE • Available in Sunny Room and Disabled Toilet. 	All PPE to be used in accordance with the manufacturer's instructions and disposed of by double bagging and put in the external waste. See below for further information on PPE



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
- 3 Put on your eye protection if there is a risk of splashing.
- 4 Put on non-sterile nitrile gloves.
- 5 You are now ready to enter the patient area.

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 3 Snap or unfasten apron ties the neck and allow to fall forward.

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 4 Once outside the patient room. Remove eye protection.
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 6 Remove surgical mask.
- 7 Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

Terms/definitions/clarifications etc		
i	Hand washing protocol	Attached at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6
v	Prolonged / Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures https://www.youtube.com/watch?v=-GncQ_ed-9w
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Shielded person	Definition at appendix 2.
ix	Single use	Refers to disposal of PPE after each client interaction.
x	PHE Covid-19 IPC	https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

SARS-CoV-2 Test: Testing for key workers who are self isolating: Interpreting Test Results

As shared previously in the School Bulletin the Government has announced testing for:

- essential workers with symptoms
- people who live with essential workers and have symptoms

This direct link provides further details about how to get tested:

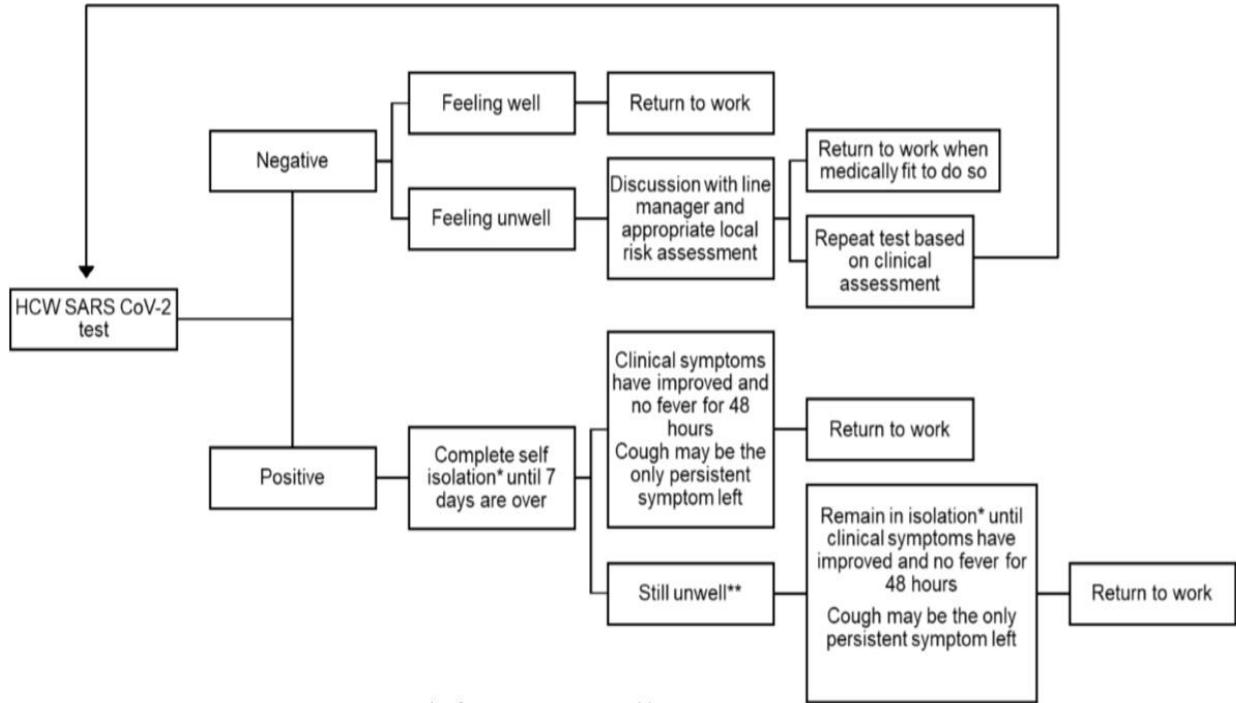
<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#essential-workers> details were also given in the School Bulletin dated Tuesday 28th April 2020. The following aims to provide some guidance on the interpretation and action to take following a member of staff receiving a test result.

Interpreting Test Results and Subsequent Action If a member of your staff/employee or member of their household is symptomatic and has had a test you may find the following helpful in interpreting the test results and subsequent action to take as a result.

- **Firstly it is recommended that you link directly with your Occupational Health Provider to consider how they can help both your setting and directly support staff receiving tests.**
- Employees with negative results should only return to work if they feel well enough to do so. If everyone with symptoms who was tested in their household receive a negative result, the employee can return to work immediately, providing they are well enough, and have not had a fever for 48 hours.
- If a household member tests positive, but the worker tests negative, the worker can return to work on day eight from the start of their symptoms if they feel well enough and have not had a fever for 48 hours.
- If the worker does not have symptoms but a household member tests positive, the worker should continue to self-isolate in line with national guidance.
- Employees/your staff should discuss their return to work with you, following the steps outlined in the Flowchart describing return to work following a SARS-CoV-2 test.
- If, after returning to work, they later develop symptoms they should follow national guidance and self-isolate.
- The testing programme does not return the test results to an employer. It is the individual's responsibility to discuss their test result with their employer as part of their return to work conversation.



Flowchart describing return to work following a SARS-CoV-2 test



Version 1, 15/4/2020

Action to be taken as a result of a positive SARS-CoV-2 Positive Test Result: 30th April 2020

If a member of your setting/school has a positive test result and has recently been at work in your setting, therefore having contact with other staff members and children/young people then the following applies:

- As of this current time (Thursday 30th April 2020) **there is no immediate direct action** that the setting/should school take. There is **no need** to inform parents/carers or other staff members about the confirmation of the positive case. It is important to remember individual's confidentiality at this time and it is not appropriate for information relating to a particular individual to be shared.
- At present we are **not** in a contact tracing (containment) phase of the pandemic. We know that the Covid-19 virus exists within the community and that there is transmission of the virus at community level.
- The positive staff member should not be in the school/setting and should be isolating at home along with their household.
- If the positive staff member has recently been at work in the setting/school you can carry out a clean of areas/classrooms they may have worked in. This does not need to be a 'deep clean' but a general clean of areas and surfaces paying particular attention to 'touch points' such as light switches and door handles. It is recommend that educational settings follow the Public Health England guidance on [Cleaning in non-healthcare settings](#)
- Having a positive case in your staff will of course be concerning for you and your colleagues and can lead to increased anxiety. It is important to recognise that the majority of individuals who have the Covid-19 virus will have a mild to moderate illness and children and young people have less severe symptoms.
- It is recommended that you continue to ensure that good hygiene is followed. Staff and children and young people should be regularly encouraged to wash their hands with soap for a minimum of 20 seconds.
- If anyone in school/the setting starts to show symptoms such as a persistent cough or high temperature then they should isolate and not be in the school/setting.
- Anyone with symptoms can find further information via: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

When guidance changes and further action is required to be undertaken as a result of a positive test you will be informed via the School Bulletin

School Appendicies and timetables:

Bubble Organisation June 2020

	Yes	No	Maybe	Number who didn't respond. (Recorded in no figures)	Possible total to date:	How many children in separate keyworker group (based on current and future take up)	Possible number of children in class	Maximum children per classroom space	Groups June 1 st onwards	If we can accomodate Y2	Taught by	Supported by
Nursery - M-W	5	9	0	3	5	2 In Nursery	3	13	1 x 3 M/T 1 x 2 M-F KW		KT & JJ (M/T)	
Nursery – W-F	5	9	0	0	5	0	5		1 x 7 M/T			
Nursery - M - F	10	13	0	0	10	4 In Nursery	6		1 x 6 M/T 1 x 4 M-F KW		JJ (W-F)	WS
Class 1	16	12	0	2	16	11	5		1 x 11 (M-F)		RB in 1 (M-F)	CC M-F
Class 2	6	22	0	0	6	3	3	10	1 x 8 M/T (C1 & 2)		HO in 2	GF M/T/W
Class 3	11	8	10	3	21	8	13	12	1 x 8 (KW) M-F	1 x 6 1 x 7	KR in 3	AM M-F (PPA Fri LT?)
Class 4	13	10	7	3	20	11	9	12	1 x 11 (KW) M-F	1 x 9	RH in 4	JD M- W KP – W/T/F (PPA Wed?)
Class 5	9	13	7	4	16	9	7	11	1 x 9(KW) M-F	1 x 7	JP in 5	CCR M-F PD – W-F (PPA Th/Fr pm?)
Class 6	7	19	1	1	7	7	1	10	1 X 7 M-F 3+ ch T/F (EC, AP 6/JW 8)		AP in 6	AS M-F LB Wed (PPA Wed?)
Class 7	15	5	0	0	20	7	12	10	1 x 6 M/T 1 x 6 T/F		KM in 7	JN M - F

Class 8	10	10	0	0	10	2	8	12	1 x8 M/T	JH in 8	LH M-W
Class 9?	For keyworker children from Reception Classes 7 & 8 (Inc LP – supported by Diane Swift from Bumble Bee)							12	1 x 9 M –F	AD in 9 M – F	EC – M-F PPA - Wed
Totals											Key: M/T = Monday/Tuesday T/F = Thursday/Friday Y2 key worker children
N-Y1	69	90	22		96	124					
N-Y2	102	114	46	16	153	67	85	135			

Principles:

Each classroom has been assessed re maximum safe number of children. We will not exceed this number. Signs to be displayed on doors with maximum no of children + 2 adults (teacher + TA/2 xTA)

Keyworker children to be grouped in year groups as far as is possible and will continue to book in for provision

No half-day provision as this would involve cleaning all equipment at lunchtime.

Wednesday would be for cleaning, resources change over, planning for those in school, planning for those home learning, contacting vulnerable learners & SEND Children will only be in one bubble.

Bubble should be taught by the same person wherever possible.

Children should be taught by their own teacher in their own classroom if possible. Where this cannot be accommodated, we should use it as an opportunity for transition.

	Who?	No of ch Max	Where?	With?	Start time	Finish time	Drop off & Collection points
Wc 1 st & 8 th June	Current Key worker	15	Class 8 Class 4	See timetable	8.45am	3.00pm	Main yard
Wc 15 th June	Nursery key worker + vulnerable	10	Nursery	Katherine -MT Jackie Jennings – M-F Wendy Schofield - W-F	8.45am	3.00pm	Nursery playground. ?? Guard gate
	Year One key worker + vulnerable	11	Class 1	Rob Barker Clare Costello	8.30am	2.45pm	Main playground via office
	Class 3 key worker	10	Class 3	Kirsty Rogers - M-Th Lyn Tonks – F Alisha Maclean	8.45am	3.00pm	Main play ground Via office
	Class 4 key worker	11	Class 4	Ruth Heavens Jo Dronfield – M- W Kerstin Price - W -F	8.30am	3.00pm	Small yard Crossing space outside PPA
	Class 5 key worker	10	Class 5	Jodie Palmer Charlotte Cryer Pat Darnill – W-F	9.00am	3.15pm	Main playground Via top corridor door
	Reception key worker (7 & 8)	9	Class 9	Ashley Denton Lucy Hearnshaw – M-W Eliann Cowley – W-F	8.45am	3.00pm	Small yard Via class 8 door
	Reception key worker (6)	7	Class 6	Alison Priest Abigail Spencer Lynda Bembrick (W)	8.30am	2.45am	Outside Class 5 (path too narrow to wait on) Via path to inside
Wc 22 nd June	Class 7 Reception	2 x6	Class 7	Katie Miles Janette Newton	9.00am	3.15pm	Small yard Via reception door
	Class 8 Reception	8	Class 8	Janine Hutchinson - M-T Eliann Cowley - M-T	9.15am	3.30pm	Small yard Via reception door
Wc 29 nd June	Year One children	11	Class 2	Helen Ollerenshaw	8.45am	3.00pm	Outside main office and on grassed area next to terrapins Via class ½ door
Wc 6 th July	Nursery children	16	Nursery				

Lunchtime timetable

	Who?	No of ch Max		Time to eat lunch	Where?	Time to play outside	Where	Who is supervising inside?	Who is supervising outside?
Wc 1 st & 8 th June	Current Key worker	15	Class 8	12.00-12.30	Hall	12.30-1.15pm	Main yard	Rota staff	Rota staff
Wc 15 th June	Nursery key worker	6	Nursery	11.30 – 12.00	Nursery	12.30-1.00pm	Nursery	Sue Davis	Nursery staff
	Year One key worker	11	Class 1	11.45 – 12.15	Class 1	12.15 – 1.00pm		Lucy Rogers	Lucy Rogers
	Class 3 key worker	8	Class 3	12.00-12.30	Class 3	12.30-1.15pm		Sue Rogers	Sue Rogers
	Class 4 key worker	11	Class 4	11.45 – 12.15	Class 4	12.15 – 1.00pm		Ruth Heavens M-T Lyn Tonks F	Jo Dronfield M -T Kerstin Price W-F
	Class 5 key worker	9	Class 5	12.15 – 12.45	Class 5	12.45 – 1.30pm		Natalie Couldwell	Natalie Couldwell
	Reception key worker (7 & 8)	9	Class 9	12.00-12.30	Hall – side nearest resources room	12.30-1.15pm		Lucy Hearnshaw MT Emma Renton W- F	Eliann Cowley M T Emma Renton W-F
	Reception key worker (6)	7	Class 6	11.45 – 12.15	Hall – side nearest windows	12.15 – 1.00pm		Linda Greenwood	Linda Greenwood
Wc 22 nd June	Class 7 Reception	2 x6	Class 7	12.15 – 12.45am	Class 7	12.45 – 1.30pm		Emma Renton M – T until 29.6 Lynda Bembrick Th F	Emma Renton M – T until 29.6 Lynda Bembrick Th F
	Class 8 Reception	8	Class 8	12.30 – 1.00pm	Class 8 M-T only	1.00 – 1.45pm		Lynda Bembrick M-T only	Lynda Bembrick M-T only
Wc 29 nd June	Year One children	11	Class 2	12.00 – 12.30pm	Class 2 M-T only	12.30 – 1.15pm		Emma Renton M-T only	Emma Renton M-T only
Wc 6 th July	Nursery children	16	Nursery						

See separate outdoor space timetable

Monday and Friday

	Meadow	Grass outside Class 1 & 2	Climbing Wall ½ of playground	Climbing Frame ½ of playground	Pot House Lane ½ of field	Woodland ½ of field
9-10am	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
10-11am	Class 7	Class 8	Class 9	Class 1	Class 2	Class 3
11-12pm	Class 6	Class 5		Class 7	Class 8	Class 9
12-1.15pm	Class 4	Class 1 & Class 3	Class 2	Class 5	Class 6 & Class 9	Class 7 & Class 8
1.15-2pm	Class 3	Class 4	Class 5	Class 6	Class 1	Class 2
2-3pm	Class 9		Class 8		Class 7	Class 4

Tuesday and Thursday

	Meadow	Grass outside Class 1 & 2	Climbing Wall ½ of playground	Climbing Frame ½ of playground	Pot House Lane ½ of field	Woodland ½ of field
9-10am	Class 2	Class 6	Class 1	Class 3	Class 5	Class 7
10-11am	Class 5	Class 1	Class 4	Class 2	Class 9	Class 8
11-12pm	Class 4	Class 9	Class 7	Class 8	Class 3	Class 6
12-1.15pm	Class 6	Class 7 & 8	Class 3	Class 9	Class 1 & 2	Class 4 & 5
1.15-2pm	Class 8	Class 3	Class 6		Class 4	Class 9
2-3pm	Class 7	Class 2	Class 5			Class 1

Wednesday

	Meadow	Grass outside Class 1 & 2	Playground	Pot House Lane ½ of field	Woodland ½ of field
9-10am	Class 3	Class 4		Class 6	Class 9
10-11am	Class 6	Class 9	Class 3	Class 4	Class 5
11-12pm	Class 4	Class 5	Class 6	Class 9	Class 3
12-1.15pm	Class 9	Class 3	Class 4	Class 5	Class 6
1.15-2pm	Class 5	Class 6	Class 9	Class 3	Class 4
2-3pm			Class 5		

Hall timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9-10am	Class 7	Class 4	Class 5	Class 9	
10-11am	Nursery	Nursery	Nursery	Nursery	Nursery
11-12pm					
12-1.15pm					
1.15-2pm	Nursery	Nursery	Nursery	Nursery	Nursery
2-3pm	Class 1	Class 8	Class 3	Class 6	Class 2

