

Date compiled: 19.5.20

By: SLT

Title: Children attending school

What are the risks?	Action to be taken	By whom	When	Resources
Individual risk factors	<p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice.</p> <p>Shielding students to maintain distance learning. Zoom groups will no longer happen but staff will be manning iPads if children need help.</p> <p>Existing Individual Health care plans in place for pupils/students.</p> <p>Any existing individual risk assessments to be reviewed.</p> <p>Students to wear own clothes which must be washed and changed daily following Government advice.</p> <p>Students must wear shoes which they can independently put on and take off.</p>	<p>Parents/school</p> <p>School and parents</p> <p>Angela Hooker</p> <p>EIOs</p> <p>Families</p>	<p>On going</p> <p>June/July 2020</p> <p>By June 3<sup>rd</sup></p> <p>By June 3<sup>rd</sup></p> <p>Daily</p>	
General Transmission of COVID-19	<p>All staff and students/pupils to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable.</p> <p>Rota system to reduce numbers of students on site organised into groups / room to enable best social distance opportunity.</p> <p>Students to remain in same group throughout the day to minimise contact situations.</p> <p>Lower school pupils to be taught by same staff through the day.</p> <p>Upper school pupils to be taught by the same teacher for half a day (two teachers per day)</p> <p>Students must not bring phone or any technical device into school</p>	<p>Staff and students</p> <p>Students</p>	<p>Daily</p> <p>Daily</p>	

	<p>No school fairs, school trips etc. Leavers assembly done virtually</p> <p>Assemblies done via Zoom</p> <p>No extra curricular lunch or after school activities.</p> <p>Pupils to be escorted outside to breaks at staggered times and within their designated new class groupings to minimise inter group contact</p> <p>Toilet and washing facilities are provided which contain suitable levels of soap and paper towels/hand driers</p> <p>Students to use non touch facilities where provided –taps/ driers / doors</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	SLT		
Cleaning	<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>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)</p>	Order supplies CB by 22/5/20	CB	Cleaning equipment

	<p>available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice link and disposable cloths / mop heads etc.</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area 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 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 are to be used.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal</p>	CB	1/6/20	
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	<p>and disposal.</p> <p>A midday clean of all well used surfaces i.e. teachers desks, flush handles will take place daily</p> <p>Students and teachers to wipe down their own areas at the beginning and end of the lesson</p>	Site team		
Proximity of students/ staff	<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.</p> <p>Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same.</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall, BSL centre etc.) to ensure 2m rule is enforced. Can outdoor learning assist in social distancing.</p> <p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Teaching staff to keep windows open at all times. External doors can be closed if cold when classes are working in there, but must be opened and closed by the same staff member. Staff to close when room is empty and wipe down handles</p> <p>All internal doors to be propped open to minimise touch</p>	<p>All</p> <p>All</p> <p>SLT</p> <p>All</p> <p>Teaching staff</p> <p>Site staff</p>	<p>Ongoing</p> <p>Each morning</p>	
Suspected case whilst working on site	<p>School office to inform parents in the same class of a suspected case.</p> <p>Child to go home immediately (if awaiting collection by their parent, isolate child in front office with main door open and screen doors to admin closed. Area is not entered by others until child has gone home.</p> <p>See <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</a></p>	<p>Admin</p> <p>Parents to collect</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p>	<p>Email</p> <p>Phone</p> <p>Group call</p>

	<p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <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>)</p> <p>Children must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed or a CV19 test has been taken and results are negative</p> <p>All staff aware of protocol for sick pupils</p> <p>Children will have access to tests if symptomatic, school to be notified of test result. Those with a negative test able to return.</p>	<p>Staff</p> <p>Parents and children</p> <p>staff</p>	<p>Immediate</p> <p>7/14 days</p>	<p>PPE</p> <p>Cleaning equipment</p>
<p>Access to and from school</p>	<p>Students to wait in taxis outside the school gate. SLT to admit students individually so students remain 2m apart.</p> <p>Students to make their way to their classroom via the grounds and not the corridors. Teaching staff to model on first day back.</p> <p>Introduce floor markings to aid social distancing where controlled queuing will be expected.</p> <p>Students to line up outside classroom doors standing 2m apart on taped lines.</p> <p>Students to move around school using the outside of the buildings unless using the toilet.</p> <p>Parents and taxis to wait in cars outside gates at the end of the school day.</p>	<p>SLT</p> <p>Pupils</p> <p>Parents and escorts</p> <p>Teachers exit students</p>	<p>Daily</p>	

	<p>Staggered leaving time for classes in 5 minute intervals starting at 3pm with youngest class group.</p> <p>Teacher at end of day to escort class to taxi pick up maintaining 2 M distance. Students to get in taxi immediately. Heath House students to make their way externally to 'field entrance' into Heath House.</p> <p>All classes have designated toilets to use and do not use others.</p>			
Sneezing and coughing in class	<p>Tissues available in all rooms – enough for pupils to access without needing to walk the whole way across the room.</p> <p>Children also to bring own tissues in their pockets when they come in.</p> <p>Tissues to be binned immediately after use. Children to wash hands thoroughly afterwards.</p> <p>If child sneezing/ coughing repeatedly then isolation procedures are followed and child send home</p>	<p>Site staff</p> <p>Families</p>		
Use of water bottles	<p>Parents to ensure all pupils have their own water bottles that are filled up at home. Staff to bring own.</p> <p>Access to water in school is controlled. Staff to fill jugs which students can use to refill water bottles. Water dispenser appropriately cleaned regularly. Staff to fill jug without touching the black plastic.</p>	<p>Parents (or purchase from school £2 each) Site staff/ classroom staff.</p>		
Use of stationary and risk of sharing	<p>All pupils to have their own NAMED stationary in a wipe clean pencil case or Ziploc bag –This will be provided by school to be left on the student's desk.</p> <p><b>Students should NOT be bringing in pencil cases/ stationary from home.</b></p>	<p>Pupils</p> <p>Staff to create packs</p>	<p>Before returning. Stationary packs to be set up before pupils come.</p>	<p>Ziplock document pockets</p>

	Staff to have own named pens and stylus pens and not to borrow each others.	Staff responsibility	At all times	
Children sharing reading books and passing virus on covers.	Classroom libraries put away for time being. Library out of bounds to pupils. Reading books ONLY fetched by staff – propose one LSA member who could collect AR books for pupils on designated days (Mon, Wed, Fri )  Children DON'T take books home. Online reading resources used instead  Books kept in school in wipe-able ziplock bag and only used by that child and one adult.	Classroom staff  Delegated LSA		Ziplock document pockets
Passing on virus from toys, games and other equipment.	ONLY wipeable equipment to be used –e.g. plastic and parts easily sanitised. NO fabric toys unless they can be regularly washed.  Limit number of resources available to younger children and put away most so not accessible. No toys/ games brought in from home.  Minimise playtime equipment (encourage imaginative play without the need for things or games such as hopscotch which don't involve contact or equipment!)  Climbing equipment / outside exercise equipment to be roped off .  No football or contact sports to be played.  <b>Malleable resources such as playdough cannot be shared.</b>  <b>Public health advice is that as sand pits cannot be thoroughly cleaned between uses, they should not be used.</b>	Classroom staff.  Parents / children  Staff to suggest ideas		Outdoor chalks  Miltons sterilising liquid.
Contamination from shared use of computer equipment.	Booked out by staff- only one class to use in half a day (not different groups per period). No 'casual' or unplanned use.  To be fetched and put back by staff only (NO walking around school with laptops	Staff  Staff		Appropriate antiseptic wipes to use on keyboards

	<p>of access to laptop trolley by pupils.)</p> <p>All laptops to be wiped with appropriate wipes by children before and after use.</p> <p>All staff to be issued with a stylus pen to use on copiers</p>	<p>Pupils</p> <p>Staff</p>		
Art equipment	<p>LSAs to fetch what is needed for class. Each pupil to have their own resources available in their own work space (no sharing)</p>	<p>LSAs</p>		
Meals	<p>Sandwich meals only with no cutlery needed. Students to use own water bottles to drink from.</p> <p>HCL to prepare prepacked lunches only or pupils bring their own and store near the exit doors Pupils bring own water bottles but have a few disposable cups available too</p> <p>Staff to collect from the dining room</p> <p>Students to wash hands prior to eating food.</p> <p>Food to be eaten outside ideally or at their desks if bad weather.</p> <p>Bins to be emptied after lunch</p> <p>Hand sanitiser to be available at entrance point of dining room to be used by all persons when entering and leaving the area.( N/A)</p> <p>Food operators continue to follow Food Standard Agency's (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Including enhanced cleaning measures of the drinking water tap.</p> <p>All areas used for eating to be thoroughly cleaned at the end of each break and shift, including chairs, door handles,</p> <p>Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical</p>			



	Control Point (HACCP) processes. Including enhanced cleaning measures of the drinking water tap.			
PE	No changing required for PE.  Changing rooms used as designated toilets for specific upper classrooms			
First aid	It is accepted that 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.  Potential for additional PPE to be required based on nature of task and level of contact ( apron, gloves FRSM)	CB	15.5.20	Supplies ordered