

This risk assessment template on the continued provision of childcare and education during the Covid-19 pandemic has been produced to assist schools in managing the school setting during this time. If there are any queries, please contact us at healthandsafety@kingston.gov.uk.

Review Dates

<i>Future Review Date (depends on Action Plan findings)</i>	<i>Review Date - Actual</i>	<i>Were Changes Made?</i>	<i>Name of Lead Reviewer</i>	<i>Date Staff updated about change</i>
<i>This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.</i>				
This version - 29/5/2020	version 3 = 21/5/2020	Yes, some additions - highlighted with yellow background within the document.		
7/7/2020	version 6 = 7/7/2020	Any new additions have the yellow highlighter pen effect.		

Significant Hazards and Current Controls

Risk Rating : if left with High or Medium after the controls, use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Quoted government guidance in green.

No	Issue/hazard and what can go wrong	People at risk	Risk Rating before controls – H/M/L	Control measures/ mitigations to be implemented	Risk Rating after controls - H/M/L
1	Some staff, pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	M/H	<ul style="list-style-type: none"> Staff of pupils have been asked to let their SLT or the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: NHS list of high risk and moderate risk conditions For those with 'high risk' medical conditions, they need to stay at home (working from home where technology allows) and shield. Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding <p>Excerpt from the shielding guidance (updated on 8th July):</p>	L

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				<p><i>"From 1 August, you'll be advised you could go out to more places and see more people, for example, the advice is:</i></p> <ul style="list-style-type: none"> • <i>you can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can</i> • <i>children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back)</i> • <i>you can go outside to buy food, to places of worship and for exercise – keeping 2 metres away wherever possible"</i> <ul style="list-style-type: none"> • Emerging evidence suggests that, alongside a previous list of health-related physical conditions, there are four key demographic factors that can affect people's vulnerability, or 'risk factor' in relation to COVID-19 health outcomes: <ul style="list-style-type: none"> ▪ Age ▪ Underlying health conditions ▪ Ethnicity ▪ Gender <p>Action HR's Occupational Health has therefore prepared an Individual Risk Assessment for schools to utilise. Consultation with Unions took place successfully and the document has been shared with schools. Any questions should be directed to: occupational.health@kingston.gov.uk</p> <ul style="list-style-type: none"> • The school has utilised the individual staff risk assessment document and gone through the form with staff affected by this. As part of this process the arrangements for their return to work have been carefully planned and discussed with each individual. 	
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2	<p>People with symptoms of COVID-19 creating potential for transmission from person to person</p>	<p>Staff pupils visitors contractors</p>	<p>H</p>	<ul style="list-style-type: none"> Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19. If anyone becomes unwell in school with a new, continuous cough or a high temperature, or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance: staying at home guidance and arrange a test to identify whether they have COVID-19. Immediately isolated into Rainbow room (windows open), with staff member using appropriated PPE (We may use Sunshine room to isolate N/YR/Y1) if there is the capacity for care. If so, doors must be opened) The arrangements for this are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school'. <ul style="list-style-type: none"> Poster: https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/WhctKJVqxzfSNtdLsSjMgrlVvGXHGdjjZrifLwPvWlsgDKPlxGXshCkFqbLSBrRHNCPPV?projector=1&messagePartId=0.1 <p>A useful poster was sent to schools by AfC in its daily bulletin of 14/5/2020.</p> <p>Further Update: new posters have been produced to include the symptom of loss of sense of taste/smell and so these replace any previously circulated posters. Now displayed across school</p> <p>Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>	<p>L</p>
3	<p>Stress and anxiety for staff who are asked to return and who are worried</p>	<p>Staff</p>	<p>H</p>	<ul style="list-style-type: none"> Return to work based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed advice in the row above this one, and in line with Public Health guidance. Link: NHS list of high risk and moderate risk conditions 	<p>L/M</p>

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				including the provision of remote learning if children are required to stay at home during these situations.	
6	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing/ Sanitising</p> <p>Use of equipment including pens, keyboards</p>	<p>Staff pupils visitors</p> <p>Contractors</p>	H	<ul style="list-style-type: none"> • The school is reviewing the numbers of handwashing facilities in school and considering whether these are sufficient or more are needed. One option could be considering supplementing sinks where needed with the provision of hand sanitiser dispensing units. As part of this the school will consider aspects related to exposure to the elements, e.g. insulation to prevent freezing in winter, etc. • The school is reviewing whether it has sufficient numbers of bins to support respiratory and handwashing hygiene, pedal bins are most effective as they negate the need for hand contact with the bin, however the school will decide ultimately, taking into account suitability in relation to the pupils (e.g. age and abilities of pupils). • On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. • Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. • All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, when they return from breaks, when they change rooms and before and after eating, and to avoid touching their nose, mouth or eyes. • Children with allergies to alcohol based hand sanitisers, will be encouraged to wash with soap and warm water instead. • As the children's hand dryers are new, these do not need to be disconnected, however children need to dry their hands properly. Extra paper towels will be in all classes. • Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments • Soap, paper towels (where used) and hand sanitiser are regularly replenished. 	M

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	<p>Cleaning</p>	<p>Staff Pupils</p>	<p>M/H</p>	<ul style="list-style-type: none"> ● Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels ● Link: Guidelines on hand hygiene ● Link: Wash your hands poster ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Link: Catch it, Kill it, Bin it poster <ul style="list-style-type: none"> ● There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)). ● Rooms / shared areas that are used by different groups are cleaned more frequently. ● Different groups do not need to be allocated their own toilet blocks, but toilets will be cleaned regularly and pupils will continue to be encouraged to clean their hands thoroughly after using the toilet. <p>See link: Cleaning in non-healthcare settings. Note: this guidance is due to be updated by the end of the summer term.</p> <ul style="list-style-type: none"> ● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors ● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● Link: Guidelines on hand hygiene: ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Link: Catch it, Kill it, Bin it poster: https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf ● Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. (A good general hygiene tip but appreciated not everyone has toilet lids.) 	<p>M</p>
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	<p>Essential visitors</p>		<p>H/M</p>	<ul style="list-style-type: none"> ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● Pupils and staff are encouraged to close toilet lids before flushing. ● First aiders have access to local handwashing facilities/hand sanitiser. ● Staff, pupils (provided for by school) and contractors use their own pens and stationery where possible, not sharing items with others. ● Shared touch screen equipment has been taken out of use. ● Increased cleaning of frequently touched surfaces using standard cleaning products. ● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● Soap, paper towels (where used) and hand sanitiser are regularly replenished. ● Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made. ● Signing in arrangements are discussed in row 8 below. ● All Schools: Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school. ● Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. ● Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. <p>Utilise our Managing Contractors - Code of Conduct Update COVID-19 as sent out to schools on 1st July.</p>	<p>M</p>
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<p>7</p>	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Signing in arrangements,</p> <p>Use of equipment including pens and pencils,</p> <p>Use of Resources,</p> <p>Libraries</p> <p>Shared equipment</p> <p>Toys</p> <p>Computer and IT equipment</p> <p>Outside play equipment</p>			<ul style="list-style-type: none"> • Touch screen sign in equipment in reception has been taken out of use. • Staff, pupils and contractors use their own pens and pencils where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. • Classroom based resources, such as toys, books and games, can be used and shared within that group/bubble if necessary. These items are cleaned regularly. (Easily cleanable toys are best where possible.) • Soft furnishings which can be cleaned can be used. • Marigold or similar gloves are suitable for cleaning resources. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (See also the sports row of this risk assessment.) • Use of the Library - the following controls are in place for the library to reduce the potential for virus transmission: <ul style="list-style-type: none"> • All library books that are returned by children are stored in a specific area for 48 hours before they are then put back onto the shelves as available to take out by other pupils from other groups. • No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. • Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. • ICT Rooms - keyboards and mice are cleaned before they are used by a different group. • Sharing of computers and Ipads is avoided where possible. 	
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			<ul style="list-style-type: none"> • The school considers how external play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. <p>Playground play equipment:</p> <ul style="list-style-type: none"> • children can play on play equipment if it can be appropriately managed from a transmission perspective. For example, only one group of children can play on an area of equipment at a time and if a different group was to play on it later that day, this could only happen if the play equipment was thoroughly cleaned and dried and left after its clean and drying for a good half hour or so in the sun before the next group came to play on it. The clean would need to be very thorough and not all types of surface can be easily cleaned. • If a school has surfaces that cannot be easily cleaned (e.g. wood), then one approach could be to have one group of children use that play area for four days one week (i.e Monday to Thursday inclusive), clean and leave the equipment unused for three days, so that the next group could use the area on the Monday. • Another way, if a school has several areas of play equipment, would be to allocate each specific area of play equipment to a specific group of children and not allow any other groups of children to play on the equipment. <ul style="list-style-type: none"> • Excerpt from the Government Guidance for Schools (full opening): <p><i>“Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources</i></p>	
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				<p><i>that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</i></p>	
	Breakfast and After School Club			<ul style="list-style-type: none"> ● The Government has provided guidance on the provision of these facilities ● Link: Protective Measures for Holiday or After School Clubs or Other Out of School Settings - this guidance advises on the controls required of providers for these activities and settings. ● The school ensures any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19. ● The school provides a copy of its COVID-19 risk assessment to ASC Manager and gives clear information as to the expectations it has including the local arrangements for infection control. ● Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for that setting. 	
8	<p>Social distancing-</p> <p>Classrooms</p> <p>Bubbles/Groups</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	H	<ul style="list-style-type: none"> ● Link: Guidance for Full Opening (Schools) ● Where possible, for example if this can be achieved in primary pupils are in the same class group at all times each day, and different groups are not mixed during the day. (If this can be achieved it will help to reduce the number of people who could be asked to isolate should someone in the group become ill with COVID-19.) ● Where possible, pupils use the same classroom or area of a setting throughout the day with a thorough cleaning of the rooms at the end of 	M

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	<p>Classrooms</p>			<p>the day. (It is appreciated this is less possible in secondary schools and some settings.)</p> <ul style="list-style-type: none"> ● Where a different group needs to use a room that has been used by a different group, the room will need to be thoroughly cleaned before the next group enters. ● Logs of times and which class used the rooms could be placed on the doors, so cleaning times can be noted. ● Desks are arranged so pupils sit side by side and are looking in the same direction (i.e. not facing each other). The teacher remains at the front of the class (particularly secondary schools) and maintains 2 metres social distancing where possible. Infant and Primary school teachers try to do this where possible but appreciate it is not always possible. ● EYs may have to vary their class set up as they do not sit in groups- more carpet play and free movement ● The above room layout might include moving unnecessary furniture out of classrooms to make more space. The school will carefully consider where items should be stored to ensure these in themselves do not create hazards. ● Where staff need to move between classes and year groups for timetabling and subject purposes (particularly secondary schools), they will try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ● ● Where ground floor classrooms/offices have fire exits leading directly outside, these will be utilised as entry points to reduce congestion in the main entry points, at set times. ● Classroom window(s) are kept open enough to maintain good general ventilation wherever possible. Parents and pupils have been informed so they ensure pupils dress appropriately. ● Excerpts from Government Guidelines: 	
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			<ul style="list-style-type: none"> ● Measures within the classroom ● <i>“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.”</i> ● The Government Guidance notes: <p><i>“Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</i></p> <p><i>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> ● <i>children’s ability to distance</i> ● <i>the lay out of the school</i> ● <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</i> <p><i>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old</i></p> 	
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	<p>Forest School/OWL</p>			<p><i>enough, they should also be supported to maintain distance and not touch staff where possible.</i></p> <ul style="list-style-type: none"> ● <i>Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</i> ● Where possible and appropriate, outside space is utilised for lessons or activities. ● Visitors to the school have been greatly reduced to only those people who need to undertake essential work. ● The number of staff entering the school including offices has been reviewed - for example, where staff can undertake their work at home, they are working from home. ● Currently, only pupils who fall into specific categories are attending school which results in the majority of pupils not coming into school. On 1st June, the number of pupils attending is likely to rise to include Reception, Year 1 and Year 6 pupils. ● Where possible and appropriate, outside space is utilised for lessons or activities. ● Seating is organised in classrooms so there are gaps of at least 2 metres between pupils and staff. ● Class sizes are adjusted (reduced) so that social distancing can be maintained. ● Forest school/OWL will have different 'bubbles' throughout the week. Sessions are outdoors and bubbles will not change and kept small to reduce risk. Where the bubble is more than 5, the teacher/TA will remain with the bubble to support social distancing 	
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	<p>Offices</p>			<ul style="list-style-type: none"> ● Cohorts are kept together where possible and: ● Pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days ● The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. ● Pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. ● Desks could be arranged so pupils sit looking in the same direction (i.e. not facing each other). ● Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately. ● Pupils and staff are encouraged not to share pens or other stationery items. ● Staff maintain the 2 metre distancing rule wherever possible including with other staff and pupils. ● No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ● Where ground floor offices have fire exits leading directly outside, these will be utilised as entry points to reduce congestion in the main entry points, at set times. ● Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately. 	
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7	<p>Social Distancing:</p> <p>Drop off and collection times</p>		M	<ul style="list-style-type: none"> ● Unnecessary travel on coaches, buses or public transport is avoided where possible. ● All those who travel on public transport are required to wear face coverings. Update: The guidance on this has been updated again (4/7/2020) - Link: Safer Travel Guidance for Passengers ● See also this poster: Safe Travel Poster for Passengers ● Where pupils/staff travel to school on public transport, school should discuss what arrangements are in place. This is likely to include: <ul style="list-style-type: none"> ○ hand washing/sanitising, ○ and the wearing of face coverings ● Parents are discouraged from gathering at the school gates and reminded of the social distancing rules (1 m plus mitigating controls). ● Where possible, drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times. (Government Guidance states these arrangements should not reduce the amount of overall teaching time.) <ul style="list-style-type: none"> ● Pupils are reminded about maintaining social distancing both in and outside of school. ● The school regularly checks the Government Advice: ● Link: Government Guidance - Full Opening of Schools ● Link: Government Guidance - Special Schools and Other Specialist Settings <p>Link: Government Advice - Conducting a SEND Risk Assessment</p>	L
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8	<p>Social distancing - lunchtime</p>	Staff, pupils	M/H	<ul style="list-style-type: none"> • All groups eating lunch outside in good weather in their allocated zones. • Pupils encouraged to bring packed lunch • ISS to provide packed lunch for universal FSM and FSM (Adult to deliver to class) • Staggered lunch times to reduce the total numbers of people in the hall at any one time if necessary when providing hot dinners. • Queueing for lunch - social distancing rule of 2 m between people applied. For younger pupils where social distancing is difficult, bubbles are maintained and large distances between each group maintained. • Entrance into smaller areas (e.g. food servery if this is slightly discrete to the main hall) controlled with maximum number of people allowed in the space at any one time. • Tables and chairs set to maximise the distance between people. • Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. • Nursery 30 hours and top ups will eat in the nursery area with one adult supervising • Link: Government Advice for Schools implementing protective measures in education and childcare settings <p>Link: Government Advice - Conducting a SEND Risk Assessment.</p>	L/M
9	<p>Social distancing - staff room</p> <p>staff toilet facilities</p>	Staff	M	<ul style="list-style-type: none"> • Protocol set for the use of staffroom: kitchen area – no more than 2 seating area – no more than 5 (2 in sofa area, 3 on dining table) • Staff are encouraged to have breaks outside/go for local walks, consider allocating an outside space in school to staff to have their lunch when weather permits. Individual choice is important and accepted. • Staff are encouraged to close toilet lids before flushing. • Staff make their own drinks and handle their own food. • Staffroom to have chairs stacked away to ensure only a minimal number permitted to ensure social distance can be enabled. • Window(s) opened where possible. • All used cutlery, cups & plates to be placed in dishwasher <p>Link: Government Guidance on Full Opening for Schools</p>	L

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	meetings				
10	Social distancing - movement around school buildings	Staff, pupils	M	<ul style="list-style-type: none"> Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. Some doors, windows in library are opened to help with general ventilation where possible. Where physically possible, movement around the building is via a one-way system. Extra staff to be deployed during breaks/lunch times to ensure social distancing is maintained around toilet areas and corridors. Excerpt from the Government Guidelines: <i>"While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits."</i> 	L
11	Social distancing - Collective worship Large gatherings Social distancing -	Staff, pupils	M/L	<ul style="list-style-type: none"> Whole school assemblies or whole school worship does not take place. Instead the school organises individual group assemblies/worship or uses technology (for example with one group of children present as the assembly/worship is delivered and this is filmed for showing in each classroom). Excerpt from Government Guidelines: <i>"Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group."</i> Singing is carefully organised as follows: <ul style="list-style-type: none"> in small groups of no more than 15 pupils (bubbles maintained); with social distancing in place; outside wherever possible; in well ventilated areas, with the pupils standing sitting side to side or 	L

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				<p>Controls include:</p> <ul style="list-style-type: none"> ● one way systems for entry and exit of the pool and changing rooms ● increased ventilation ● enhanced cleaning arrangements ● reduced numbers of swimmers in the pool and changing areas 	
13	Educational Visits		H/M	<p>Link: coronavirus: travel guidance for education settings.</p> <ul style="list-style-type: none"> ● The Government has advised that, in the autumn term, schools can resume non-overnight domestic educational visits. This includes any trips or placements connected with a pupil or student's preparation for adulthood (for example workplace visits, travel training, etc.). ● Trips are organised in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. ● The school also makes use of outdoor spaces in the local area to support delivery of the curriculum. When planning these activities, the school undertakes a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school considers what control measures are needed and ensures it is aware of wider advice on visiting indoor and outdoor venues. ● The school has access to an Educational Visits Adviser provided as part of the Action HR service, who provides information and advice to the school. As part of this arrangement, the school notifies them of any trips and submits risk assessment as necessary for consideration. 	M

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14	<p>Provision of first aid and medication</p> <p>Administering Cardiopulmonary Resuscitation (CPR)</p>	Staff, pupils	H	<ul style="list-style-type: none"> • First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. • Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons). • First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases. • A disposable plastic apron is recommended. • Where possible a window is kept open in the first aid room to help ensure good ventilation. • Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. • See also the section on 'Someone develops COVID-19 symptoms whilst at school' • Please see the following link for PPE guidance for first responders: • Recommended PPE for ambulance staff, paramedics and first responders • The following link provides information on donning masks: • Advice on donning surgical masks and other PPE. • The following link provides information on how to safely remove the masks and other PPE: • Advice on removing surgical masks and other PPE. <p>Cardiopulmonary Resuscitation</p> <ul style="list-style-type: none"> • Government Advice to First Aiders including Resuscitation • Resuscitation Council Advice <p>The above links advise on the differences between performing CPR on adults and children. Quotes from the first link (Government Advice):</p>	L/M
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Shared Service

	<p>Administering medication</p>		<p>For adults, during COVID-19, it is recommended you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</p> <p>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available."</p> <p>If schools do not already have a resuscitation shield in their first aid kits, then it is advisable for them to purchase these. Here are some examples. Link: Examples</p> <p>Should staff have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should they develop such symptoms they should follow the advice on what to do on the NHS website.</p> <p>Medication</p> <ul style="list-style-type: none"> • The school has a medication policy in place that is followed • Staff dispensing medication to students should minimise contact. • Wash hands before and after dispensing the medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • If required, gloves will be worn by staff when giving medication 	
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Shared Service

12	<p>Someone develops COVID-19 symptoms whilst at school</p>	Staff, pupils	M	<ul style="list-style-type: none"> • At the start of the school day at the entrance gate, if an adult suspects a child may be unwell, their temperature will be taken. If the child has a temperature above 37.5 then they will not be allowed in school. • If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance and arrange to be tested to confirm if they have COVID-19. They should arrange to be tested. Link: Getting Tested • If a pupil is awaiting collection, they are moved to Rainbow/Sunshine room or our 1st Aid gazebo (depending on the time of the day) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. • Where possible, a window is opened for ventilation. • If the pupil needs direct personal care until they can return home, a visor /surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the pupil is necessary, then disposable gloves, a disposable apron and a visor/surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • If they need to go to the toilet while waiting to be collected, they use a separate bathroom where possible (adult toilet outside Y5, staff to be informed of this should there be a need). The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • The school will call 999 if they are seriously ill or injured or their life is at risk. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. 	L
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Shared Service

				<ul style="list-style-type: none"> ● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. ● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. ● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste. ● Link: guidance on cleaning in non-healthcare settings. ● Where a pupil or staff member tests positive for Coronavirus, follow the protocols as shared by AfC (for Kingston and Richmond Schools) or Sutton's Head of Pupil Based Commissioning (for Sutton Schools). This protocol includes contacting the London Coronavirus Response Cell (if the Cell hasn't contacted the school) which will likely advise that the rest of their class/group be sent home and advised to self-isolate for 14 days. ● Link: Government Guidance for Contacts of People with Confirmed Case of Coronavirus <p>Excerpt from Government Guidance for schools:</p> <p><i>"Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</i></p> <ul style="list-style-type: none"> ● <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i> ● <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i> ● <i>travelling in a small vehicle, like a car, with an infected person</i> 	
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Shared Service

15	<p>Routine cleaning of communal areas of the school estate</p> <p>Site checks</p>	<p>Staff/ Cleaning Contractors Site manager SLT</p>	M	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> • Disposable gloves are provided for staff/contractors (see next bullet point) • Staff wear their usual washable clothing • Mops are used for the tasks • No jet washing takes place during the current COVID-19 - not under any circumstances • Staff wash their hands when they have finished their task and dispose of the gloves. • Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. • As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. • The school checks that external cleaning contractors have their own covid related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school. • Regular monitoring of whole school to ensure safety of all. • School site checks for compliance. 	L
16	<p>Storage and issuing of masks</p>	<p>Staff</p>	M	<ul style="list-style-type: none"> • Where disposable masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. • Reusable masks to be washed daily after use. • The following link provides information on how to safely remove the masks and other PPE: • The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE. 	L

Shared Service

	<p>Face covering</p>			<p>Video: PPE Donning and Doffing PPE: https://youtu.be/-GncQ_ed-9w</p> <p>Face coverings</p> <ul style="list-style-type: none"> • Where pupils, students or staff have worn face coverings on their way to school, the school has a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them. • Pupils are instructed not to touch the front of their face covering during use or when removing them. • They must wash their hands immediately on arrival (as is the case for all pupils and students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. Link: Guidance to working safely in education, childcare and children's social care • Link: Government Guidance on Full Opening of Schools Quote from Section 1, point 6 of the Government Guidance: <i>"The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used"</i> 	
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Shared Service

16	Ventilation	All	M	<ul style="list-style-type: none"> ● Reference has been made in this risk assessment to keeping some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside, (weather permitting), this also remains an effective measure. ● HSE Advice: ● “Air conditioning ● The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. ● You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. ● You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. ● If you're unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser. <p>General ventilation</p> <ul style="list-style-type: none"> ● Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. ● Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. ● Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). ● Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows, for example. 	L
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Shared Service

				<ul style="list-style-type: none"> • The risk of transmission through the use of ceiling and desk fans is extremely low.” Source: HSE. • Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. • Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. • Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). • Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows, for example. <p>The risk of transmission through the use of ceiling and desk fans is extremely low.</p>	
17	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face</p> <p>-shared equipment</p> <p>-play equipment</p> <p>-toys</p>	All Staff, pupils	M	<ul style="list-style-type: none"> • Touch screen equipment has been taken out of use. • Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards/ use hand gel afterwards • Sharing of computers and Ipad is avoided where possible. • No hot desking (sharing) for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. • Sanitising wipes/spray are provided for areas where pupils or staff are using keyboards and mice. ICT Rooms - keyboards and mice should be cleaned after each use/session. • Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. 	L

Shared Service

			<ul style="list-style-type: none"> ● Playground play equipment, children can play on play equipment if it can be appropriately managed from a transmission perspective. For example, only one group of children can play on an area of equipment at a time and if a different group was to play on it later that day, this could only happen if the play equipment was thoroughly cleaned and dried and left after its clean and drying for a good half hour or so in the sun before the next group came to play on it. The clean would need to be very thorough and not all types of surface can be easily cleaned. ● If a school has surfaces that cannot be easily cleaned (e.g. wood), then one approach could be to have one group of children use that play area for four days one week (i.e Monday to Thursday inclusive), clean and leave the equipment unused for three days, so that the next group could use the area on the Monday. ● Another way, if a school has several areas of play equipment, would be to allocate each specific area of play equipment to a specific group of children and not allow any other groups of children to play on the equipment. ● The Government Guidance for schools states: <ul style="list-style-type: none"> "Use outside space: <ul style="list-style-type: none"> ● for exercise and breaks ● for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff ● although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings" ● Easily cleanable toys should be used. Toys (such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not be used. ● Clean toys regularly. Marigold or similar gloves are suitable for this work. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. <ul style="list-style-type: none"> ● Play-doh - Public Health England has advised: "At this time, we are discouraging use of shared items that can't be disinfected between 	
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Shared Service

				<p>students. If each child has their own fresh batch of play-doh, does not share it, and it is thrown away after the session, this would be OK. However, we would not recommend sharing or re-using play-doh.”</p> <ul style="list-style-type: none"> • Water trays - Further Update: Public Health England advises that the guiding principle is to avoid transmission by keeping the children socially distanced as far as possible and avoiding a situation where two or more children are touching the same surface/water/toys. If the children can play with water separately in a way that means they are not sharing the water or toys and not clustering together and the trays and toys are cleaned and disinfected between use, then there is nothing inherently wrong with playing with water. However, this does seem difficult to organise in most nurseries and if playing with water makes the children cluster closer together or share water/toys/surfaces, then this would not be recommended. • Even if children each have their own tray, there is the potential for water splashes to the eyes of the children or the staff and the staff would need to be regularly refilling these to try to maintain hygiene, thus increasing the risk of water splashes to the eyes. There could also be potential infection control risks associated with trying to keep the equipment and water clean and children with wet hands. • In response to some providers asking whether a solution of water and Milton could be used in the water trays, Public Health England has advised that Milton solution is not designed for play and not intended for that use, and so it would not recommend this. • A review of information relating to the use of Milton notes that, whilst some hospitals suggest a mixture of Milton and water baths for people attending their skin condition clinics, they advise not more than twice a week and the time spent in baths is likely to be much shorter than the time children would be playing with their hands in water trays. The use of Milton in water trays would not be appropriate; there is a potential for incorrect dosing as well as irritation to the eyes and skin. 	
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Shared Service

18	<p>Fire Evacuation</p> <p>Fire doors</p>	All Staff, pupils	H/M	<ul style="list-style-type: none"> Review fire evacuation procedures with Site Manager and staff to consider if there are busy areas and whether the current assembly point presents social distancing issues. The current Fire Assembly points will remain in use, following our normal fire procedures. The importance of evacuating the building quickly surpassing the need to social distance. Review whether some fire doors which are not currently held open with automatic door release mechanisms but are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation) – door wedges are now in place . Have in place procedures for regular cleaning of the areas of the door most frequently made contact with. # School - please note here which action you have taken by deleting the following scenarios which don't apply to your school. <ul style="list-style-type: none"> <i>The school has in place procedures for the regular cleaning of areas of the doors most frequently made contact with.#</i> <i>Consideration has been given as to whether the fitting of an automatic door release mechanism would make things easier - if opting for battery operated ones, the school always checks there is sufficient automatic smoke detection and sounders to support each one. The school has had these devices fitted to the fire doors causing concern.</i> <i>There are no fire doors presenting these issues as those we have are already held open with automatic door release mechanisms.#</i> 	M
19	<p>Food and drink</p>	All Staff, pupils	M	<ul style="list-style-type: none"> Staff to make own drinks and not to share, foodstuffs, cutlery and cups etc. ISS to prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc. and are required to follow the Government Guidance for Caterers. Pupils are not allowed to swap food from their lunch boxes/plates. <p>Excerpt from Government Guidance:</p>	L

Shared Service

				<ul style="list-style-type: none"> • Emphasising their role in terms of the national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures. • Include reminders of parents' roles in social distancing in the school's weekly newsletter. Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school. If a child has been given any medication prescribed or over the counter to suppress a temperature or ease any ailment, they must stay home. 	
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Shared Service

21	<p>COVID controls declaration poster</p> <p>Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.</p>	<p>Staff Parents</p>	<p>M</p>	<ul style="list-style-type: none"> • The Government has produced a declaration poster for employers to display which schools may like to display: • Link: Covid Secure Poster: Guidance for Full Opening of Schools • Guidance for Full Opening of Special Schools and Specialist Settings • Government Advice on Implementing Social Distancing in Schools • Safe Working in Education, Child Care and Children's Social Care Settings • Reopening Schools and Other Settings - Information for Parents • Government Advice - Conducting a SEND Risk Assessment • Government Guidance for Schools - shielding children and adults • Actions for Schools During the Coronavirus • Guidelines on hand hygiene • Advice on donning surgical masks and other PPE. • Advice on removing surgical masks and other PPE. • Video: PPE - Donning and Doffing PPE Video, Public Health England • School Premises - Managing Partially Opened Buildings • Catch it, Kill it, Bin it poster • Guidance on Ventilation by REHVA • guidance on cleaning in non-healthcare settings. • DfE Summary of Government Advice Scientific Evidence Summary • Covid Secure Poster • staying at home guidance • Catch it, Kill it, Bin it poster • Safe Travel Poster for Passengers 	<p>L</p>
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Shared Service

	Insurance/Indemnity	Staff	M/L	<ul style="list-style-type: none"> • The schools insurance scheme operated by the Council will respond to claims concerning Covid-19 exposure. • Schools has carried out a robust risk assessment and adheres to the Government guidelines. • It is staffs responsibility to keep up to date with the COVID-19 Risk Assessment and read and adhere to all guidance. 	L
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Shared Service

Drop off and pick up

Morning Drop Off				
Time	BBH Gate	Side Passage	Carpark Gate	Main Entrance
8:45am	Year 6	Nursery	Year 1	Year 2
8:50am	Year 5	Year 4		
8:55am	Year 3		Reception	

End of Day Pick Up				
Time	BBH Gate	Side Passage	Carpark Gate	Main Entrance
3:00pm	Year 6		Year 1	Year 2
3:05pm	Year 5	Year 4		
3:10pm	Year 3		Reception	

	Drop Off: Side Passage	Pick Up: Side Passage
Morning Nursery	8:45am	11:45am
Afternoon Nursery	12:30pm	3:30pm

Breaktime and Lunchtime Arrangements

Playground or Indoor Area					
Time	Half of KS2 Playground	Half of KS2 Playground	KS1 Playground	Reception Zone	
10:15 - 10:30	Year 4	Year 3	Year 1	Reception	Field to be used if weather permits. Wet weather plans to be confirmed.
10:30 - 10:45	Year 6	Year 5	Year 2		
Time	Half of KS2 Playground	Half of KS2 Playground	KS1 Playground	Reception Zone	Eating Lunch Hall

Shared Service

11:45 - 12 : 15					Reception, Year 1, Year 2 (on tables) Year 3 (on benches) LP, TL, KS
12:15 - 12:45	Year 3	Year 2	Year 1	Reception	Year 5 & Year 4 (on tables) Year 6 (on benches) LP
	TL		KS		
12:45 - 13:15	Year 5	Year 6	Year 4		
	TL		KS		

Nursery Top Ups (7)	Staff	Class
11:30-12:30	SB	Nursery/Play area
12:30-1:00	AH/HM	Nursery

Procedure	Action	Staff Member Responsible
Y1 – Y6 YR/ Nursery group arrangements	<ul style="list-style-type: none"> * Forward facing row * Teacher 2 metre apart from children * Class bubbles to be maintained as much as possible at all times * Regular cleaning of surfaces and equipment * hand sanitiser and wipes in all classes * surface cleaning agents * Outdoor lessons planned as much of possible. * Water & sand trays available for use * All classes to have a covered bin * Staggered entry/exit to lockers * Y6 enter/exit through BBH side door * Y3 & Y4 to enter/exit through own class doors 	Y1-6 Staff

Shared Service

Uniform	<ul style="list-style-type: none"> *School uniform to be worn by all *PE kit to be worn on classes PE day 	
Timetable	<ul style="list-style-type: none"> * See above table 	Staff
Toilets	<ul style="list-style-type: none"> * In class children to be sent one at a time, * Supervision over break and lunchtime * Cleaned after breaks and lunch 	
PPE	<ul style="list-style-type: none"> * Where practicable, infection control and social distancing measures are observed by staff using public transport. * Visual aids used to display social distancing measures, e.g. floor tape to mark, chalk marks, two-metre spacing. * Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser. * Adequate amounts of soap, tissues and bins are available in the relevant areas. 	Site manager, SLT, SBM Admin team
Testing	<p>Available for staff and their families showing symptoms If staff/family member display symptoms, they inform school, they take the test, school to inform bubble if a positive test. Whole bubble to then self-isolate (14 days) consult NHS/PHE guidance.</p> <ul style="list-style-type: none"> * Due to Track and Trace a member of staff may be contacted to self-isolate and therefore a bubble may need to be cancelled 	Staff
Curriculum	<ul style="list-style-type: none"> * Recovery Curriculum – Please read Barry Carpenter information and if possible listen to the podcasts on the website over summer * Mental Health and Wellbeing curriculum * Set group for interventions * Outdoor learning encouraged as much as possible 	Teaching staff
Library	<ul style="list-style-type: none"> * class bubble to use library * Time table use to change books (KS2) 	

Shared Service

<p>Reading books</p>	<ul style="list-style-type: none"> * Books will be sent home (due to risk of contamination, returned in a 72 hour box) * This would apply to ALL other classes * KS2 to write own entry into diary * KS1/YR parents/carer to write for the children 	<p>Teachers, TAs, SLT</p>
<p>Food: Lunchtime provision –</p>	<ul style="list-style-type: none"> * Playground/field to be zoned * Packed lunches at tables in hall (only if needed delivered to classes) * Pupils do not share cups or food. * Milk to be poured by the adult into individual cups * Fruit handed out by adult 	<p>Lunchtime supervisor</p>
<p>Travel around school</p>	<ul style="list-style-type: none"> * Visual aids used to display social distancing measures: <ul style="list-style-type: none"> -arrows marking direction of human traffic - Floor tape / chalk to mark two-metre spacing (where appropriate) * Additional staff to monitor SD along corridors and toilet areas * Admin staff to keep floor markings intact by re laminating damaged signs 	<p>Site manager, Admin staff All staff</p>
<p>Ventilation</p>	<ul style="list-style-type: none"> * Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. * Pupils clean their hands after they have coughed or sneezed. * Class/hall well ventilated, windows or appropriate doors open * Same staff to open and close windows used for ventilation in their own rooms. 	<p>All staff</p>
<p>Cleaning</p>	<ul style="list-style-type: none"> * The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT. * The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH Policy. * All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. * Adequate amounts of suitable cleaning agents are available. * Where practicable, PPE is available to members of staff who require it to carry out their role safely e.g. cleaners. 	<p>Staff</p> <p>Site manager Cleaning company</p>
<p>Outdoor sinks</p>	<ul style="list-style-type: none"> * Installing 2, 3 person hand washing troughs in the playground 	

Shared Service

<p>Visitors</p>	<ul style="list-style-type: none"> * Discouraged from coming into school unless pertinent to the delivery of curriculum and educational needs * Visitors by appointment only * Adhere to school safety guidance. 	<p>SLT, SBM</p>
<p>Fire evacuation procedures</p>	<ul style="list-style-type: none"> * The Site Manager and Headteacher ensure that the fire evacuation plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access. * In case of fire evacuation, staff to implement our normal procedures and head to our agreed assembly point on the playground. SD comes after pupil safety. * The Headteacher /Site manager identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils after fire drill. 	
<p>Staff</p>	<ul style="list-style-type: none"> * All staff adhere to the Government SYSTEM of CONTROLS * individual risk assessment for vulnerable staff * Agreed limited number in staffroom * Use of outdoor space for breaks * Hand sanitiser in staffroom * Staff meeting held in a space where SD can take place <p>Wellbeing</p> <ul style="list-style-type: none"> * Staff continue to engage with wellbeing tools/activities * Continue to engage with staff to ensure balance of workload & home life balance * Directed time calendar put in place * Introduction of Mindfulness * Virtual meetings/CPD where possible and appropriate 	
<p>Communication</p>	<ul style="list-style-type: none"> * Friday end of week briefing till half term * Staff to immediately update leadership on issues * Staff to take ownership regarding updates and memo/emails/correspondence sent 	
<p>Clubs</p>	<ul style="list-style-type: none"> * Breakfast & After School Club in the hall 	

Shared Service

	<ul style="list-style-type: none">* Year groups assigned tables* Food prepared in a safe manner <p>Extra curricular</p> <ul style="list-style-type: none">* Extra curricular clubs not in autumn 1	
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