

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

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
<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 = 21/5/2020	Yes, some additions - highlighted with yellow background within the document.		
30/9/2020	version 4	Any new additions have the yellow highlighter pen effect. Changes in line with the updates of the 10th and 17th September to the Government Guidelines for full opening of schools. Example of moisture guard products for brass and woodwind bells, advice re' drama activities, rejigging of music section. Additional comments re' face coverings including EYFS settings as per 22/9/2020 update to EYFS Government Guidelines. Maintaining ventilation during cold weather - interim comment as we await further Government guidance. Advice re' water trays, play-doh, cooked pasta as learning resources. Links to:		

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		<ul style="list-style-type: none"> • Government Guidance on how schools can order test kits. • Updated REHVA Guidance (Federation of European Heating and Ventilation Associations) • Information about the NHS COVID-19 app • AfPE's updated guidance (Association for Physical Education) • Link to update on CPR for children by British Resuscitation Council <p>Please look for all yellow highlighted text throughout the document.</p>		
Update - 2/11/2020		<p>Shielding Government Advice update</p> <p>Updates on lettings, face coverings, carol concerts, Christmas fayres and performances in light of 'high' alert status.</p> <p>Updates as included in the 21/10/2020 and 22/10/2020 updates to the full opening guidance for schools, including ventilation, pregnant staff, test and trace information re' visitors and contractors, people who are clinically extremely vulnerable, home test kits, travel abroad, etc.</p> <p>Please look for all yellow highlighted text throughout the whole document.</p>		

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	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	<ul style="list-style-type: none"> Read the current advice on shielding (updated on the 28/10/2020). It includes advice as to what those who are clinically extremely vulnerable should do currently and if transmission of COVID-19 increases/the area enters a local lockdown. <p>“Staff who are clinically extremely vulnerable</p> <p><i>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level.</i></p> <p><i>All staff can continue to attend school at all Local COVID Alert levels.</i></p> <p><i>In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional</i></p>	L

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			<p>circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p> <p>Further guidance to the clinically extremely vulnerable is available.”</p> <p>The EYFS and Childcare Providers Government Guidelines has also been updated (13/10/2020) and includes updated reference to shielding. Excerpt:</p> <p>"On 13 October 2020, new guidance on protecting the clinically extremely vulnerable was published. The guidance is less restrictive than previous shielding guidance, and includes advice at each local COVID alert level. The guidance also contains shielding advice that will now only apply in the worst affected areas and for a limited period of time.</p> <p>Link: National Restrictions from 5th November</p> <ul style="list-style-type: none"> • Staff / 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. <p>Link: NHS list of high risk and moderate risk conditions</p> <p>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 paused 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 (updated on the 4/9/2020). It includes advice as to what those who are clinically extremely vulnerable should</p>	
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			<p>do currently and if transmission of COVID-19 increases/the area enters a local lockdown.</p> <p>Latest excerpt from the shielding guidance (updated on 28/10/2020):</p> <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. The Government advice in relation to pregnant women also includes a link to this document by the Royal College of Obstetrics and Gynaecology (RCOG). Link: Occupational Health advice for employers and pregnant women. NEW link to information provided by the Royal College of Obstetrics and Gynaecology (RCOG). Link: RCOG Guidelines and Videos. The Guidelines include detailed information for employers and pregnant employees. 	
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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>	<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 or change in 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: <u>staying at home guidance</u> 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/WhctKJVqxzfSNtdLsSiMgrlVvGXHGdjjZrifLwPvWlsgDKPlxGXshCkFqbLSBrRHNCPPbPV?projector=1&messagePartId=0.1 <p>A useful poster was sent to schools by AfC in its daily bulletin of 14/5/2020. 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> <ul style="list-style-type: none"> The Government Guidance on full opening in September has changed the isolation period for those who test positive for coronavirus from 7 days to at least 10 days from the onset of symptoms or, if no symptoms, then 10 days from the day of the positive test. Use this link to check the latest 	L
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			<p>advice on isolation periods in the event of a positive test result: Link: NHS test result advice</p> <ul style="list-style-type: none"> • Link: Information for Schools and FE about the NHS Covid App • Government Guidance - Schools Full Opening - Positive Cases - go to system of controls number 9 in this section. • Link: DfE Letter about the Helpline <p>DfE Helpline: 0800 046 8687 and selecting option 1</p>	
3	<p>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).</p>	Staff	<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 • Individual staff risk assessments are completed. • Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. • LE/CS discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. • School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). • Staff to continue to have access to BeMindful wellbeing tool • If the school buys into a scheme, staff are reminded of the availability of their Employee Assistance Programme. • Staff and school have access to official guidance from DfE and Public Health England. 	L/M
4	<p>Testing</p>	Staff Pupils	<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This includes children of all ages, even those under 5.</p> <ul style="list-style-type: none"> • Link: Guidance on Testing for Essential Workers (e.g. teachers) • Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils • Link: Symptoms <p>Link: Essential Workers</p>	M

Parents/staff are reminded of the importance of checking any quarantine requirements in case they are planning trips abroad.

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5	Local Lockdowns	Staff Pupils	<p>Process in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. The school will follow the advice provided by Public Health in these situations. In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority/Academy Trust.</p> <p>Link: Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance) the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.</p>	M
6	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing/ Sanitising</p>	Staff pupils visitors Contractors	<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. 	M

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	<p>Use of equipment including pens, keyboards</p>		<ul style="list-style-type: none"> • 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. • 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: Public Health England - using hand rub poster • Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. • Link: Catch it, Kill it, Bin it poster 	
	<p>Cleaning</p>	<p>Staff Pupils</p>	<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>	<p>M</p>

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			<ul style="list-style-type: none"> 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.) 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. 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. All visitors, including contractors, are required to provide contact information so that this can be accessed for Test and Trace purposes. The H&S Team has updated its Managing Contractors Form for schools accordingly. 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. 	M
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	<p>Essential visitors</p> <p>Degree University Students</p>		<ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • Abide by University Placement Risk Assessment & St John's • Read all relevant school documents around safeguarding, and health & safety. • Follow all government guidelines for travel on public transport if relevant and social distancing. • Breaks and lunch to be taken out doors or in the class. (Safety mug used at all times for taking hot liquid). • Students are to stay in the class bubble • Temperature to be taken daily on arrival – if raised or displays any other COVID symptoms, to be sent home & inform uni and emergency contact • Abide by class teachers instructions 	
7	<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>		<ul style="list-style-type: none"> • Staff to wear mask/face covering going into the main school office. • 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. 	

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	<p>Libraries</p> <p>Shared equipment</p> <p>Toys</p> <p>Computer, phone, walkie-talkie and IT equipment</p> <p>Outside play equipment</p>		<ul style="list-style-type: none"> • 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: • 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. If there are insufficient numbers of desk phones available, the phone is cleaned thoroughly before and after each use. • Sanitising wipes are provided for areas where pupils or staff are using keyboards, mice, computer, phone, walkie-talkie and IT equipment • ICT Rooms - keyboards and mice are cleaned before they are used by a different group. • Sharing of computers and Ipads is avoided where possible. • 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. • Play-Doh: <ul style="list-style-type: none"> ○ Each child is provided with their own fresh batch of play-doh, does not share it, and it is thrown away after the session. ○ Children wash their hands when they have finished playing with it. • Shaving foam: this is more like a soap-based cleaning product. <ul style="list-style-type: none"> ○ Each child is provided with their own fresh batch of it, does not share it. ○ The foam is disposed of after the session. 	
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			<ul style="list-style-type: none"> ○ Children wash their hands when they have finished playing with it. ● Cooked Pasta: <ul style="list-style-type: none"> ○ Each child is provided with their own named, fresh batch of pasta and does not share it with anyone else. ○ It is thrown away after the session. ● Water trays: <ul style="list-style-type: none"> ○ the school takes a risk assessment approach when considering this issue and the following are in place: ○ Individual named trays that are allocated to an individual child and cleaned before and after the session. ○ The water in each tray emptied and refilled regularly during the session. ● As part of this, the school has considered the following: <ul style="list-style-type: none"> ○ the design of trays it has and whether they can be effectively disinfected at the end of each session/day - do they include intricate parts which are difficult to clean? ○ only enable water tray play if the school is confident it can clean and manage this equipment effectively so that it does not present a transmission risk ○ assesses any toys that are played within the water in the same way. <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 	
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			<p>leave the equipment unused for three days, so that the next group could use the area on the Monday.</p> <ul style="list-style-type: none"> • 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. • Excerpt from the Government Guidance for Schools (full opening): <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 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> 	
	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. 	

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			<ul style="list-style-type: none"> ● 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	Social distancing- Classrooms Bubbles/Groups Classrooms	Staff Pupils Visitors	<ul style="list-style-type: none"> ● Link: Guidance for Full Opening (Schools) ● Seating plans available for each and updated as appropriate. ● Consider seating position and arrangement when using learning spaces like IT suite. ● 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 the day. (It is appreciated this is less possible in secondary schools and some settings.) ● 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. ● Marking of books- hand sanitiser or gloves may be used (wash hands with soap after). ● 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. ● Time tables on the doors of learning spaces outside of classrooms. 	M

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			<ul style="list-style-type: none"> ● 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. ● During colder weather, windows are opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors (but not propping open fire doors) is also done where possible to assist with creating a throughput of air. Furniture is organised where possible to avoid people sitting in draughts. ● Excerpts from Government Guidelines: ● Section 1 - Prevention ● <i>"Always keeping occupied spaces well ventilated."</i> ● "Where possible and appropriate, outside space is utilised for lessons or activities. ● "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 	<p>School has no mechanised ventilation system</p>
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			<p>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."</p> <ul style="list-style-type: none"> ● "Schools, local authorities, health professionals, and other services should work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place." ● 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. ● 	
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<p>Forest School/OWL</p>	<ul style="list-style-type: none"> ● 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 ● 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. 	
<p>Offices</p>	<ul style="list-style-type: none"> ● 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, walkie-talkie 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. 	

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			<ul style="list-style-type: none"> Office window(s) are kept open enough to maintain good general ventilation wherever possible. Staff have been informed so they can dress appropriately. 	
7	Social Distancing: Drop off and collection times		<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.) Parents/carers: <ul style="list-style-type: none"> *to wear face covering at drop off/pick up *not asking people outside bubbles to pick / drop their children *not bring dogs onto site(car park) in order to reduce children clustering 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>	<p>Staff, pupils</p>	<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> <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 was updated on 15/10/2020 and 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 these providers and gives clear information as to the expectations it has including the local arrangements for infection control. 	<p>L/M</p>
	<p>Breakfast and After School club</p>			

Shared Service

			<p>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. The maximum figure of groups of 15 children is given in cases where you can't keep the children in their day bubble for the after school club.</p>	
9	<p>Social distancing:</p> <p>Staff room</p> <p>Staff toilet facilities</p> <p>Meetings</p> <p>Governing Body meetings</p>	Staff	<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. • Sanitiser spray in all staff toilets to be used by staff. • 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> <ul style="list-style-type: none"> • In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staff rooms, the Headteacher has the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. The school will be mindful that, even with the use of face coverings, social distancing between staff, good hand and respiratory hygiene should be followed wherever possible. <p>Governing Body meetings: Wherever possible these are held virtually. July Governance Update</p>	L

Shared Service

10	Social distancing - movement around school buildings	Staff, pupils	<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. • Early Years and Foundation Stage Settings - when social distancing is difficult to maintain in communal areas • In situations where social distancing between adults in settings is not possible (e.g. when moving around in corridors and communal areas), the school has the discretion to recommend the use of face coverings for adults on site, both staff and visitors. • The school will be mindful that, even with the use of face coverings, social distancing between staff, good hand and respiratory hygiene should be followed wherever possible. • 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
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Shared Service

11	<p>Social distancing - Collective worship Large gatherings</p> <p>Christmas Carol Concerts and Productions</p> <p>Christmas Fayres and Similar</p>	Staff, pupils	<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). <p>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></p> <ul style="list-style-type: none"> Carol concerts and Christmas productions are prepared virtually within bubbles during periods of high alert status and times of national lockdown. Audiences do not attend to watch the live event <p>Christmas Fayres and similar events do not take place currently. Possibilities for virtual activities are explored where the school is keen for this.</p> <ul style="list-style-type: none"> 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 back to back. <p>Singing does not take place in larger groups such as school choirs and groups/ensembles, or school assemblies.</p> <ul style="list-style-type: none"> Playing of wind and brass instruments 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; 	L
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Shared Service

<p>Social distancing - Singing</p>		<ul style="list-style-type: none"> ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing/sitting back to back or side to side; ○ pupils do not share instruments and only use their allocated instrument. <ul style="list-style-type: none"> ● Wind and brass playing does not take place in larger groups such as school choirs and ensembles, or school assemblies. 	
<p>Social distancing - Music including playing of wind and brass instruments</p>		<ul style="list-style-type: none"> ● Playing Instruments and singing ● Playing instruments and singing in groups takes place outdoors wherever possible, weather permitting. ● If indoors, the school limits the numbers in relation to the space being used. Consideration is given to size of the room and ventilation (see bullet points further down in this row). ● Handling scores, parts and scripts ● The handling of music scores, parts and scripts is limited to the individual using them. ● Good hand hygiene routine is followed as for other school activities. ● Singing, wind and brass playing ● Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (<i>at least 10l/s/person for all present, including audiences</i>) and strict social distancing and mitigation as described below can be maintained. ● Brass and woodwind instruments - see following link to moisture guards - bell covers that are advertised as trapping over 90% of aerosols: <u>Moisture Guard</u> ● Social distancing for singing and music ● In the smaller groups where these activities can take place, the school will observe strict social distancing between each singer and player, and 	

Shared Service

			<p>between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</p> <ul style="list-style-type: none"> ● Seating positions for singing and music ● Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. ● Social distancing is maintained, as mentioned above. ● Wind and brass players are positioned so that the air from their instrument does not blow into another player. <ul style="list-style-type: none"> ● All instruments ● Wherever possible, pupils do not share instruments and only use their allocated instrument. ● Equipment is labelled to help identify the designated user, for example, percussionists' own sticks and mallets. ● If instruments and equipment have to be shared, they are disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at Link: Performing Arts Handling Equipment Safely ● Link: hygiene: handwashing, sanitation facilities and toilets. ● Handwashing takes place before and after handling instruments, especially if being used by more than one person. <p>Microphones</p> <ul style="list-style-type: none"> ● The school uses microphones where possible or encourages singing quietly. <p>Quote from the Government Guidelines:</p> <p><i>"Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools</i></p>	
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Shared Service

	Drama		<p><i>should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly."</i></p> <p>The following control methods are followed by the school:</p> <ul style="list-style-type: none"> • Social distancing. • Good general ventilation, activities outside where weather permits. • Microphones are used where possible and appropriate. • Use of props and costumes is avoided during practice and rehearsals. • Where props and costumes must be used, ensuring they are not shared between people and are cleaned thoroughly before and after use, if they have to be shared then meticulous cleaning takes place between different users. • Good hand hygiene is followed, particularly at the start and end of the session and if equipment has been handled. <p>Link: Working Safely During COVID-19 Performing Arts</p>	
12	PE and Sports	Staff, pupils	<ul style="list-style-type: none"> • PE and sports lessons will take place as a priority outside where the weather permits and it is practical to do so. Certain activities requiring specific equipment may be more suitable for indoor use only. • Contact sports will not take place. Instead, for example, training in such sports will take place with individual spaces marked out for each individual taking part in training elements of the activity and distanced from others. • Equipment used for sports and PE are cleaned frequently and 	M

Shared Service

			<p>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.</p> <ul style="list-style-type: none"> • Pupils will be kept in consistent groups. • External coaches where used will follow the school's requirements in terms of its wider controls including hygiene, social distancing and non-contact sports. • Where outdoor activities are not possible, the following are in place: <ul style="list-style-type: none"> ○ large indoor spaces are used, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible); ○ distancing between pupils; ○ and paying scrupulous attention to cleaning and hygiene. ○ These factors are particularly important in a sports setting because of the way in which people breathe during exercise. • External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. • Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at Link: return to recreational team sport framework. • External coaches, where used, will follow the school's requirements in terms of its wider controls including hygiene and social distancing and the protocols as set in the specialist guidance issued by that sport governing body - list available at Link: return to recreational team sport framework. 	
	Swimming			

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			<ul style="list-style-type: none"> Pupils arrive in school in their PE/sports kits so that they do not have to change. <p>Association for Physical Education (AfPE) Guidance:</p> <ul style="list-style-type: none"> AfPE has updated its Guidance: Link: Updated AfPE Guidance for Schools re' COVID-19 Link: AfPE Guidance on Interpreting the Government Guidance The Government announced that open swimming pools could reopen on the 11th July with enclosed pools being able to open from the 25th July. Swim England has published a number of documents in relation to opening swimming pools, the links to which are provided below. (There does not currently appear to be specific Government advice in relation to pools.) Link to Swim England Documents - in particular the Guidance for Schools (published 20/8/2020) and updated 23/10/2020. Returning to the Pool - School Swimming <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		<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 	M

Shared Service

			<p>children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</p> <ul style="list-style-type: none"> • 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. 	
14	Provision of first aid and medication	Staff, pupils	<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. 	L/M

Administering medication

- The following link provides information on how to safely remove the masks and other PPE:
- [Advice on removing surgical masks and other PPE.](#)

Schools - please read all the advice and excerpts provided in this section on CPR.

- **Link:** [New HSE Guidance on CPR](#)

The school is aware of the advice in relation to CPR during COVID and that the advice in relation to rescue breaths differs in terms of treating adults and children. When providing CPR on adults, the advice is that rescue breaths should not be performed but that compressions should be undertaken and a defibrillator used if there is one available. The following excerpt should be read in relation to adults. (Further down in this row, important information about CPR for children is also provided.)

Excerpt: Preserve life: CPR for ADULTS

“Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms

Ask for help. If a portable defibrillator is available, ask for it

Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation

If available, use:

- *a fluid-repellent surgical mask*
- *disposable gloves*
- *eye protection*
- *apron or other suitable covering*

Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths"

Shared Service

			<p>Cardiopulmonary Resuscitation</p> <ul style="list-style-type: none"> • <u>Government Advice to First Aiders including Resuscitation</u> • <u>Resuscitation Council Advice</u> <p>The above links advise on the differences between performing CPR on adults and children. Quotes from the first link (Government Advice):</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> <ul style="list-style-type: none"> • <u>Resuscitation Council Advice</u> - for CHILDREN <p>Specific advice is provided by the Resuscitation Council in relation to Paediatric cardiac arrest and CPR. It has been updated and this update is included in the following excerpt:</p> <p>CPR FOR CHILDREN</p> <p><i>"We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.</i></p> <p><i>For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop</i></p>	
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Shared Service

			<p>and full cardiac arrest will occur.</p> <p>Therefore, if there is any doubt about what to do, this statement should be used.</p> <p>It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child."</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> <ul style="list-style-type: none"> • Link: New HSE Guidance on CPR • 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>Pulmonary Resuscitation</p> <ul style="list-style-type: none"> • Link: New HSE Guidance on CPR • Government Advice to First Aiders including Resuscitation • Resuscitation Council Advice 	
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Shared Service

			Medication <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 	
15	Someone develops COVID-19 symptoms whilst at school	Staff, pupils	<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 	L

Shared Service

			<p>and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> • 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. • 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 • Government Guidance - Schools Full Opening - Positive Cases - go to system of controls number 9 in this section. • Link: DfE Letter about the Helpline • DfE Helpline: 0800 046 8687 and selecting option 1. The DfE is no longer expecting schools to report every positive case through the Helpline, although the hours that this service is available have been increased to include weekends (10am to 4pm). If you do ring, you will need your school's unique reference number. 	
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Shared Service

			<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> • <i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.”</i> 	
16	Staff changing nappies	Staff	<ul style="list-style-type: none"> • Staff wear disposable gloves and disposable aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. • Fluid resistant surgical masks • Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. • Areas / changing mats / beds in use are cleaned before and after use. • Link: Guidelines on hand hygiene 	M/L

Shared Service

17	<p>Laundry</p> <p>Uniform</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> Public Health advises items should be washed in accordance with the manufacturer's instructions, using the warmest water setting and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. People dealing with laundry from a suspected/ confirmed case should wear gloves and aprons when handling the laundry. The school follows the above advice if washing items that a person suspected of having COVID-19 has used or when cleaning washable soft furnishings that are used within a group/bubble. Government advice notes that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. The school encourages pupils (and parents) to ensure pupils bring in additional clothing including gloves and hats in case they become cold during the school day. The school is flexible in its approach and accepts these items may need to be 'home' clothes rather than strict uniform. 	L
15	<p>Routine cleaning of communal areas of the school estate</p> <p>Site checks</p>	<p>Staff/ Cleaning Contractors</p> <p>Site manager SLT</p>	<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. The school's Health and Safety advisors are reviewing jet washing restrictions and will update us when possible. Staff wash their hands when they have finished their task and dispose of the gloves. 	L

Shared Service

			<ul style="list-style-type: none"> • 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. • Jet washing can recommence if the school wishes to clean a particular area of the school estate (jet washing is not required as part of COVID cleaning arrangements). Only staff who have suitable experience in using jet washing equipment should do this work. A full risk assessment should be in place for the task and operators should wear: <ul style="list-style-type: none"> ○ Disposable IIR surgical masks (which are replaced if they become wet); ○ Eye Protection BS EN166-2: Full Face Shield for Chemical Splash Back and Medium-Energy Impact ○ Gloves BS EN374 ○ Ear Protection BS EN352 - Ear Defenders / Muffs / Plugs ○ Waterproofs / High Visibility jacket / Vest ○ Footwear BS EN 345 - Safety Wellingtons, Safety Boots/Shoes • 	
16	Storage and issuing of masks	Staff	<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: 	L

Shared Service

			<p>Link: Advice on donning surgical masks and other PPE.</p> <p>Video: PPE Donning and Doffing PPE: https://youtu.be/-GncQ_ed-9w</p> <p>Face coverings All Schools</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> 	
	Face covering			

Shared Service

16	Ventilation	All	<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. ●As the weather is getting colder, the school ensures areas are well ventilated but also is mindful that staff and pupils who are sitting learning and teaching could become cold and so all are encouraged to bring warm clothing with them to wear if they do get cold. During the transitional stage from warm to cold weather, the school considers whether heating is needed for particular rooms or areas and acts appropriately. The Government has updated its guidance in view of the colder weather and difficulties schools may be having in trying to achieve comfortable temperatures: ●Excerpt: Keeping occupied spaces well ventilated ●<i>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained</i> ●<i>natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</i> ●<i>natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</i> ●The school ensures that heating and ventilation systems are well maintained. ●Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. ●To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: ●opening high level windows in preference to low level to reduce draughts 	L
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Shared Service

			<ul style="list-style-type: none"> ●increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ●providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform ●rearranging furniture where possible to avoid direct drafts ●Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces." ●Link: REHVA Guidance updated 3/8/2020 (Federation of European Heating, Ventilation and Air Conditioning Associations) ●HSE Advice: (reviewed on 5/10/2020 and remains the same as the 14/8/2020 version) <p><i>"Air conditioning"</i></p> <ul style="list-style-type: none"> ●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. 	
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Shared Service

			<ul style="list-style-type: none"> • 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. • The risk of transmission through the use of ceiling and desk fans is extremely low.” Source: HSE. <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. <p>The risk of transmission through the use of ceiling and desk fans is extremely low.</p>	
17	The potential for transmission of virus droplets from surfaces to the hands and then to the face	All Staff, pupils	<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. 	

Shared Service

	<p>-shared equipment</p> <p>-play equipment</p> <p>-toys</p>		<ul style="list-style-type: none"> • 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. • 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: "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" 	<p>L</p>
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Shared Service

			<ul style="list-style-type: none"> • 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. • Play-doh - Public Health England has advised: "At this time, we are discouraging use of shared items that can't be disinfected between 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." • 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. 	
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Shared Service

			<ul style="list-style-type: none"> 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. 	
18	Fire Evacuation Fire doors	All Staff, pupils	<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 has door stops in place supported by battery operated ones. School checks there is sufficient automatic smoke detection 	M
19	Food and drink	All Staff, pupils	<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> <p><i>"We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want</i></p>	L

it, including for those eligible for benefits-related free school meals or universal infant free school meals.”


Shared Service

20	Communicating with staff and parents	All Staff, pupils, parents	<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Keep parents informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures you feel are important. • 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. <p>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.</p> <p>Share with parents the following guidance: Guidance for Parents and Carers</p>	L
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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</p> <p>Parents</p>	<ul style="list-style-type: none"> • The Government has produced a declaration poster for employers to display which schools may like to display: • Guidance for Full Opening of Schools • Guidance for Full Opening of Special Schools and Specialist Settings • How schools can order test kits • Link: Information about the NHS Covid App • Link: Guidance for Parents and Carers • Link: New HSE Guidance on CPR • Link: Performing Arts Handling Equipment Safely • Link: hygiene: handwashing, sanitation facilities and toilets • Link: working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities • Link: Guidance on Transport to School and other Places of Education • Link: REHVA Guidance updated 3/8/2020 (Federation of European Heating, Ventilation and Air Conditioning Associations) • Safe Working in Education, Child Care and Children's Social Care Settings including use of PPE • 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 • 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 	L
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Shared Service

	Insurance/Indemnity	Staff	<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
	Safe storage of alcohol based hand sanitiser supplies - for all schools  <small>Danger Highly Flammable/No Smoking/Naked Lights Signs</small> Use of alcohol-containing hand sanitiser	Staff	Storage of Supplies of alcohol based hand sanitiser <ul style="list-style-type: none"> Where the school is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser: <ul style="list-style-type: none"> are not stored within fire escape routes including stairwells; are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources; there is a no smoking policy in place; the containers are kept tightly closed; are not stored in the same room as Oxygen cylinders; located in a room with a fire door; where available they are kept in a fire resisting cabinet; signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames); the school's fire risk assessment is updated to reflect that the sanitiser is being stored on site and that it is being stored following these bullet points. Use of alcohol-containing hand sanitiser <ul style="list-style-type: none"> Where a school has Oxygen cylinders on site and/or in use by pupils, before anyone uses, adjusts or checks the cylinders, they will wash and 	

Shared Service

			<p>dry their hands using soap and water first rather than use hand sanitiser. If they have to use hand sanitiser for reasons of practicality, they will follow the following advice:</p> <ul style="list-style-type: none"> Excerpt from a BOC guide on Oxygen cylinders: <p><i>“You can use alcohol gels to clean your hands – but if you do, make sure that the alcohol gel is massaged in well, particularly in between the fingers. Allow plenty of time for the alcohol gel to fully evaporate before handling your oxygen equipment. Your hands should be completely dry when handling your equipment.” Source: The Home Oxygen Handbook by BOC .</i></p> Row 37 below discusses hand sanitiser in science and D&T in relation to fire safety. 	
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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
St John's School COVID 19 Risk Assessment
September 2020

Shared Service

	Playground or Indoor Area				
Time	Half of KS2 Playground	Half of KS2 Playground	KS1 Playground	Reception Zone	Field to be used if weather permits. Wet weather plans to be confirmed.
10:15 – 10:30	Year 4	Year 3	Year 1	Reception	
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
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)
	TL		KS		LP
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		

Shared Service

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 * Seating plans updated regularly and given to SLT * Consider using seating plan when using other learning spaces. 	Y1-6 Staff
Uniform	<ul style="list-style-type: none"> * School uniform to be worn by all * PE kit to be worn on classes PE day 	
Timetable	* 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 * Staff toilets with sanitising spray for staff use 	
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

Shared Service

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> <p>*School testing kits must be requested from SLT before removal from premises. * Due to Track and Trace a member of staff may be contacted to self-isolate and therefore a bubble may need to be cancelled</p>	Staff
Curriculum	<p>* Recovery Curriculum – Please read Barry Carpenter information and if possible listen to the podcasts on the website over summer * Mental Health and Wellbeing curriculum * Marking – hand sanitiser or gloves can be used when marking pupils' work. (wash hands after marking). * Set group for interventions * Outdoor learning encouraged as much as possible</p>	Teaching staff
Library	<p>* class bubble to use library * Time table use to change books (KS2)</p>	
Reading books	<p>* 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
Food: Lunchtime provision –	<p>* 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 *Hot dinners pupils' line up first when going for lunch in hall. * 8/6 pupils to go up to collect lunch, tray left on tables to be cleared away by staff.</p>	Lunchtime supervisor
Travel around school	<p>* Visual aids used to display social distancing measures: -arrows marking direction of human traffic</p>	Site manager, Admin staff All staff

Shared Service

	<ul style="list-style-type: none"> - 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 	
Ventilation	<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. * As the weather is getting colder, open a reasonable number of window for cross ventilation(either one side of class a couple on either side). *Face covering to be used by adults in confined spaces i.e. main / SBM office. 	All staff
Cleaning	<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. 	Staff Site manager Cleaning company
Outdoor sinks	<ul style="list-style-type: none"> * Installing 2, 3 person hand washing troughs in the playground 	
Visitors	<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. *Visitors to scan St John's QR code for track and trace at the entrance to main office. 	SLT, SBM
Fire evacuation procedures	<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 	

Shared Service

	<p>movement or access.</p> <ul style="list-style-type: none"> * 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. 	
Staff	<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 	
Communication	<ul style="list-style-type: none"> * Thursday 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 	
Clubs	<ul style="list-style-type: none"> * Breakfast & After School Club in the hall. * Year groups assigned tables. They have their meals in their assigned group. * Food prepared in a safe manner. <p>Extra curricular</p> <ul style="list-style-type: none"> * Extra curricular clubs not in autumn 2 	