

Safety, Health and Environment (SHE)

LEIGHTERTON PRIMARY SCHOOL COVID-19 RISK ASSESSMENT

(Revised for full reopening in September 2020)



Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Community and controlled schools must send their risk assessment to she@gloucestershire.gov.uk by 4th September. Any other schools that would like their risk assessments to be checked by SHE can also send them but are not required to do so.

<p>optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent).</p> <ul style="list-style-type: none"> • Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. • Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. 		<p>school. Teaching team to ensure that windows are open while school is occupied.</p> <p>The music tuition room has been set up as an isolation room. Windows will be opened if it is needed to isolate a person.</p> <p>CD/ JD to check stocks weekly and reorder, if necessary.</p> <p>All necessary bins are in place.</p> <p>Tissues are replenished as necessary.</p> <p>Playground and field are zoned.</p>	<ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. 		<p>During inset day 1.9.2020</p> <p>Regular staff briefings</p> <p>No member of staff planned to be working off site.</p> <p>HT will contact anyone with symptoms regularly for updates.</p> <p>Testing information is on the leaflet that is given to people who have symptoms.</p>
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<ul style="list-style-type: none"> • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. • Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). • Evaluate the capacity of rooms and shared areas. • Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. • Consider door signs mounted to identify max number in room / toilets at one time. 		<p>Colour coded plan shows where children are more likely to mix and where social distancing measures should be adhered to.</p> <p>Children to eat lunch in their classrooms or outside.</p> <p>Classrooms are 55m2 and 66m2. Afterschool club can use the ASC room and the Art Suite, if needed.</p> <p>Apsemore and Haymead classes will eat lunch at a different time to Bowldown and Ridge classes which means they will have separate playtimes.</p> <p>Each bubble will be allocated a set of toilets in KS2. Allocated toilets will be used by children in Apsemore and Bowldown.</p>	<ul style="list-style-type: none"> • Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance. • Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). • Identify and plan lessons that could take place outdoors. • Consider how online resources can be used to shape remote learning. • Plan for remote education for pupils, alongside 		<p>Guidance referred to by leaders and shared, where appropriate.</p> <p>Class teachers have identified resources that may be shared. These will be deep cleaned between being used or they will be left untouched for at least 48 hours before being used by other children.</p> <p>Continue to plan for lessons to take place outside, where possible.</p> <p>Online resources to be used, where possible.</p> <p>This will be discussed and plans will be made on INSET day 1.9.20</p>
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<ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. • Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. • Consider one-way system if possible for circulation around the building. • Stairways to be up or down only. • Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. 		<p>Signage is in place.</p> <p>Drop off, playtime, lunchtime and pickup will be staggered. Children will enter and exit via the wide, wooden playground gate and OSC via the metal gate next to the hall. Once the children are in school, they will only move around the inside for toileting or if their class has an allocated hall space.</p> <p>Toilets are near the classrooms so children will not cross each other when visiting. There is no need for children to move around the building unless they are going to the hall and this will only be allocated to one class each week.</p> <p>NA</p> <p>Only one class will be using the corridor each day.</p>	<p>classroom teaching in case of a lockdown or pupils having to isolate.</p> <p>Parents/pupils</p> <ul style="list-style-type: none"> • Review EHCPs where required. • Educate pupils before they return about the need to stay apart from others and expectations around hygiene. • Communicate to parents on the preventative measures being taken. • Post the risk assessment or details of measures on school website. • Parents and pupils informed about the process that has been agreed for drop off and collection. 		<p>and before lockdown 3 on 5.1.21</p> <p>EHCP annual review for one child was prepared before the lockdown. Plans will now be made for this to take place virtually.</p> <p>Newsletters remind families about the need for social distancing and good hygiene. Teachers contact families and remind children when speaking to them.</p> <p>Risk assessment to be sent to all families and shared on our website.</p> <p>Once approved by governors, this will be posted.</p> <p>A letter was sent to all parents to explain the system for drop off and collection.</p>
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<ul style="list-style-type: none"> • In areas where queues may form, put down floor markings to indicate distancing. • Can separate doors be used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Organise classrooms for maintaining space 		<p>Parents who walk to collect their children wait at 2 m intervals.</p> <p>Each class will enter and egress via the class fire exit.</p> <p>As many doors as can be propped open safely will be while the building is occupied.</p> <p>If appropriate, the hall can be accessed via the fire exit if someone opens it from the inside.</p> <p>Classrooms will be arranged to leave as much space as</p>	<ul style="list-style-type: none"> • Ensure parents have a point of contact for reassurance as to the plans put in place. • Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. • Bags are allowed. • All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. • Parents informed only one parent to accompany child to school. 		<p>Once we come back to school, parents will see the HT or CT each day as they drop off and collect. They can also email admin@.</p> <p>Parents and children have been told they may only bring in lunch boxes, pencil case, coats, hats, book bags and wellies in a ruck sack that will be hung on the back of their chair. On PE days, they may wear their PE kits to school.</p> <p>Ruck sacks will hang on the back on each child's chair.</p> <p>A list of equipment needed will be sent to each family in a letter.</p> <p>A letter will be sent to all families explaining the drop off and collection system.</p>
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<p>between seats and desks.</p> <ul style="list-style-type: none"> • Arrange desks seating pupils side by side and facing forwards. • Inspect classrooms and remove unnecessary items and furniture to make more space. • Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. <p>Timetabling and lessons</p> <ul style="list-style-type: none"> • Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. 		<p>possible between tables and chairs.</p> <p>The tables and chairs will be arranged so that children face forward.</p> <p>Necessary resources and furniture will be left in the classrooms and excess furniture and soft furnishings will be stored away from the classrooms.</p> <p>Our teaching team will regularly wipe class room surfaces and our cleaner will also clean them and other frequently touched surfaces around school as well as the regular clean.</p> <p>Breakfast club and After School Club will run. Children in Apsemore and Bowldown will come to school between 8.30 am and 2.45 pm. Haymead and Ridge will be in between 8.45</p>	<ul style="list-style-type: none"> • Parents and pupils encouraged to walk or cycle where possible. • Clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. • Staggered drop-off and collection times planned and communicated to parents. • Made clear to parents that they cannot gather at entrance gates or doors. • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). 		<p>Currently, no family use public transport to travel to and from school.</p> <p>A letter will be sent from school to explain the system.</p> <p>A letter will be sent from school to explain the system.</p> <p>A letter will be sent from school to explain the system.</p>
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<ul style="list-style-type: none"> Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. <p>Policies and procedures</p> <ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> Safeguarding/child protection Behaviour Curriculum NQTs Special educational needs Visitors to school Ensure website is compliant with regards to 		<p>am and 3.00 pm.</p> <p>The playground and field will continue to be zoned so that 2 zones (with an empty zone in between) will be used so that bubbles do not mix.</p> <p>Children will be taught in their own classroom or in their group in their playground or field zone.</p> <p>Teaching team have plans in place for remote learning for individuals and large groups of children (see Remote Learning Policy).</p> <p>Safeguarding – updated March 20 Behaviour – 1.9.20 Curriculum - NQT – July 2020 SEN – December 2020 Visitors to school – July 2020</p> <p>Checked termly by CD</p>	<ul style="list-style-type: none"> Communications to parents (and young people) includes advice on transport. <p>Others</p> <ul style="list-style-type: none"> Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). Assurances that caterers comply with the guidance for food businesses on COVID-19. Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). Liaison with transport providers to cater for any 		<p>A letter will be sent from school to explain the system.</p> <p>School office has contacted suppliers to let them know to prepare for full opening.</p> <p>Caterlink follow LA guidelines.</p> <p>Packed lunch style lunch will be eaten in classrooms.</p> <p>LA notified of full reopening so they will liaise with Ebley</p>
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<p>the publishing of policies.</p> <ul style="list-style-type: none"> Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available. <p>Response to any infection</p> <ul style="list-style-type: none"> Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> book a test if they are displaying symptoms; inform the school immediately of the 		<p>See Visitors to School policy</p> <p>Leaders and/ or governor check in regularly with each team member and follow up any worries. SAS support is available to any team member who would like to access it.</p> <p>Poster displayed in HT office explaining how to contact PHE at DfE.</p> <p>A ready prepared letter is given to anyone who displays symptoms and explains how to book a test and what they should do.</p>	<p>changes to start and finish times and confirm protective measures during journeys.</p> <ul style="list-style-type: none"> Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) Limit visitors by exception (e.g. for priority contractors, emergencies etc.). <p>Lettings and non-school users</p> <ul style="list-style-type: none"> Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways. 		<p>Coaches.</p> <p>No lettings will take place until further notice.</p> <p>Only priority visitors to school will be permitted.</p> <p>Breakfast and ASC will run and the children will remain in bubble groups as far as possible.</p> <p>Children will remain in their bubble or use the hall (at least 48 hours after another bubble) apart from using the toilets and throughways.</p>
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<ul style="list-style-type: none"> ○ results of a test; ○ provide details of anyone they have been in close contact with; ○ self-isolate if necessary. 			<ul style="list-style-type: none"> • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. • Outdoor sports courts and other outdoor sporting activities have also been permitted. • Outdoor and indoor swimming pools will remain closed. • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines. • The school can ask any hiring organisation to 		<p>Only one class should use the school hall at once to maintain social distancing.</p> <p>The playground and school fields may be used and these will continue to be zoned.</p> <p>NA</p> <p>NA</p> <p>NA</p>
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			provide evidence of their risk assessment. Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.).		
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Control Access and Visitors	Y/N and Notes	Minimise contacts and social distancing	Y/N and Notes	Infection Control Measures	• Y/N and Notes
Access <ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on entrances. 	<ul style="list-style-type: none"> Children will enter the school under supervision of a team member. All other entry is controlled by school office team. Posters and signs have been displayed. 	<ul style="list-style-type: none"> Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. 'Bubbles' <ul style="list-style-type: none"> Small, consistent groups of pupils split into bubbles. Class groups will 	<ul style="list-style-type: none"> Y Each class will become a bubble. 	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell: <ul style="list-style-type: none"> Refer to PHE guidance and Action Cards for School Managers. Anyone with COVID-19 symptoms, or who have someone in their household 	<ul style="list-style-type: none"> Y Anyone who develops symptoms will remain in isolation until collected.

<ul style="list-style-type: none"> School start times staggered so bubbles arrive at different times. Floor markings outside school to indicate distancing rules (if queuing during peak times). Screens installed to protect employees in reception. Shared pens removed from reception. Touch screen signing in devices in reception 	<p>Staggered start and end times for each set of 2 bubbles. Each bubble will be separated to enter and egress.</p> <p>Parents of children in all classes will remain in their vehicles.</p> <p>Office hatch is a screen. This will remain closed.</p> <p>Y</p> <p>Office team will sign any visitors into school.</p>	<p>be kept together in separate 'bubbles' throughout the day and do not mix with other groups.</p> <ul style="list-style-type: none"> Where pupil numbers are lower, implement OSC and non OSC bubbles. Where class size groups are not appropriate (e.g. KS4 & KS5), look to implement year group sized bubbles. If the design of the school means class bubbles cannot be kept apart, split the building into 'zones' and implement zonal bubbles. Very small schools or APS unable to prevent mixing to adopt whole school bubbles as part of their system of control. 	<p>Although bubbles will be kept separate, there are some times when bubbles may pass each other in their key stages – e.g. Haymead and Ridge class drop off and collection (but at a distance).</p> <p>NA</p> <p>The playground and field will be split into zones.</p> <p>Bubbles will not mix as far as possible.</p>	<p>who does, not to attend school.</p> <ul style="list-style-type: none"> If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). Staff caring a child awaiting collection to keep a distance of 2 metres. PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. Staff to wash their hands after caring for a child with symptoms. All areas where a 	<p>Music room is our isolation room.</p> <p>Music room</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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<p>cleaned regularly.</p> <ul style="list-style-type: none"> Hand sanitiser provided at all entrances. Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. Covered bins provided on entrances to dispose of temporary face coverings. Sealable plastic bags provided for reusable face coverings to take home with them. Gathering at the school gates prohibited. 	<p>Hand sanitiser provided and everyone asked to wash their hands on arrival, regularly throughout the day and before they leave.</p> <p>It is unlikely that anyone will wear face coverings to travel to school but if they do, they will be asked to remove them. Everyone washes their hands on arrival at school.</p> <p>Rubbish bags are available to dispose of masks.</p> <p>People with reusable face coverings are able to provide a sealable bag to take them home.</p> <p>Nobody is permitted to gather at the school gates and social distancing will be encouraged.</p>	<ul style="list-style-type: none"> Keep a record of pupils and staff in each bubble, lesson or close contact group. School breakfast and after-school clubs to keep to the bubbles used during the school day where possible. <p>Minimise mixing</p> <ul style="list-style-type: none"> Whatever the size of the bubble, they are to be kept apart from other groups where possible. Groups use the same classroom or area of a setting throughout the day. Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. Pupil movements 	<p>Registers will be kept of children and the timetable will inform which staff are working with which bubble.</p> <p>Children will sit at bubble tables when inside.</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>person with symptoms has been to be cleaned after they have left.</p> <ul style="list-style-type: none"> Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. <p>Hand washing</p> <ul style="list-style-type: none"> Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Sufficient handwashing facilities are available. Where there is no sink, hand sanitiser provided in classrooms. Skin friendly skin cleaning wipes used as an alternative to hand washing or 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Sinks and hand sanitiser are provided for all classes and in Breakfast and After School Club.</p> <p>NA</p>
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<ul style="list-style-type: none"> Staff on duty outside school to monitor protection measures. 	<p>A member of the school team will be on duty at drop off and pick up times.</p>	<p>around the school site, either in groups or individuals is controlled to limit contact and mixing.</p>		<p>sanitiser.</p> <ul style="list-style-type: none"> Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 	<p>Y</p>
<p>Visitors</p> <ul style="list-style-type: none"> Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). 	<p>As far as possible, any meetings will take place remotely.</p>	<ul style="list-style-type: none"> Groups will stay within a specific “zone” of the site to minimise mixing. 	<p>Y</p>		<p>Y</p>
<ul style="list-style-type: none"> Parents/carers and visitors coming onto the site without an appointment is not to be permitted. 	<p>Any visitors to the site will be by appointment only.</p>	<ul style="list-style-type: none"> The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles. 	<p>Only one bubble will use a space. OSC will use the same space as during the day.</p>	<ul style="list-style-type: none"> Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). 	<p>Y</p>
<ul style="list-style-type: none"> Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. 	<p>Office team will explain physical distancing and hygiene measures to all visitors.</p>	<ul style="list-style-type: none"> Large gatherings such as assemblies or collective worship with more than one group to be avoided. 	<p>Class assemblies will take place in classrooms.</p>	<ul style="list-style-type: none"> Use resources such as “e-bug” to teach effective hand hygiene etc. 	<p>Y</p>
<ul style="list-style-type: none"> Where possible visits arranged outside of school hours. 	<p>Y</p>	<ul style="list-style-type: none"> Separate spaces for each group clearly indicated. 	<p>Class bubbles will remain in classrooms unless the bubble have agreed time in the school hall.</p>	<p>Respiratory hygiene</p> <ul style="list-style-type: none"> Adults and pupils are encouraged not to touch their mouth, eyes and nose. 	<p>Y</p>
<ul style="list-style-type: none"> A record kept of all visitors to assist NHS Test and Trace, including: 	<p>All visitors will be signed in by office</p>	<ul style="list-style-type: none"> Multiple groups do 	<p>Outdoor space is</p>	<ul style="list-style-type: none"> Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) 	<p>Y</p>

<ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; <p>the name of the assigned staff member.</p>	<p>team.</p>	<p>not use outdoor equipment simultaneously.</p> <ul style="list-style-type: none"> • Limiting the number of pupils who use the toilet facilities at one time. • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. • Staff that move between classes and year groups, to keep their distance from pupils and other staff. • To avoid mixing during breakfast and after-school clubs, a carousel system to be 	<p>zoned.</p> <p>The teaching team will send no more than two children to the toilet at any time. The children in Apsemore and Bowldown will have an allocated toilet to use.</p> <p>Y</p> <p>As far as possible adults working with each bubble will be the same. Where this is not possible, this will be minimised.</p> <p>Y</p> <p>Y – each bubble will also be given an allocated table.</p>	<ul style="list-style-type: none"> • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ physical distancing; ○ playing outside wherever possible; ○ limiting group sizes to no more than 15; ○ positioning pupils back-to-back or side-to-side; ○ avoiding sharing of 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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		<p>operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups.</p> <p>Distancing</p> <ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible. • Where possible staff to maintain distance from their pupils, staying at the front of the class. • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. 	<p>Y</p> <p>Y – as far as possible.</p> <p>Y – as far as possible.</p> <p>Waiting for DfE advice.</p>	<p>instruments; <ul style="list-style-type: none"> ○ ensuring good ventilation. <p>Cleaning</p> <ul style="list-style-type: none"> • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. • Thorough cleaning of rooms at the end of the day. • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. • Outdoor equipment appropriately </p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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		<ul style="list-style-type: none"> The occupancy of staff rooms and offices limited. Use of staff rooms to be minimised. Staff in shared spaces (e.g. office) to avoid working facing each other. Reducing use of lifts to only those that need to use them. Lifts are single occupation only (if 2 metres not achievable). Use a simple 'no touching' approach for young children to understand the need to maintain distance. Older children to be encouraged to keep their distance within bubbles. <p>Minimising contact</p> <ul style="list-style-type: none"> Doors propped open, where safe to do so to limit use 	<p>Staggered breaks ensures that staff are limited to use shared areas. As above.</p> <p>Desks have been moved apart.</p> <p>NA</p> <p>NA</p> <p>This will be encouraged by everyone.</p> <p>Y</p> <p>Y</p>	<p>cleaned frequently.</p> <ul style="list-style-type: none"> Toilets to be cleaned regularly. Hand sanitiser provided for the operation of lifts. Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. <p>PPE 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:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at 	<p>Y</p> <p>NA</p> <p>Y</p> <p>Y</p>
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		<p>of door handles. Ensure closed when premises unoccupied.</p> <ul style="list-style-type: none"> • Taking books and other shared resources home limited, although unnecessary sharing avoided. • Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. <p>PE and School Sport</p> <ul style="list-style-type: none"> • Pupils kept in same consistent bubbles where possible during PE and sport. • Sports equipment thoroughly cleaned between each use. • Contact sports avoided until guidance changes. • Outdoor sports should be prioritised where possible. 	<p>Books will be sent home for children to practise reading and these will be quarantined for at least 48 hours on return.</p> <p>All children asked to provide own pencil case with equipment.</p> <p>PE will take place in bubbles.</p> <p>Equipment will be cleaned or quarantined for at least 48 hours between groups.</p> <p>Y</p> <p>Y</p>	<p>schools, and only then if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> • 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. <p>First Aid</p> <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling more staff on training. • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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REVIEW					
Communicate and Review					
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Arrangements					
<ul style="list-style-type: none"> • Consultation with employees and trades union Safety Reps on risk assessments. • Risk assessment published on school intranet and website. • Nominated employees tasked to monitoring protection measures. • Members of staff are on duty at breaks to ensure compliance with rules. • Staff encouraged to report any non compliance. • The effectiveness of prevention measures will be monitored by school leaders. <p>This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</p>	<p>Risk assessment shared with staff and LA.</p> <p>To be published once approved by governors</p> <p>All responsible to checking on safety.</p> <p>All team responsible.</p> <p>Ongoing monitoring and reviewing, where necessary.</p> <p>Y</p>				<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 					