



# The Mead Infant and Nursery School COVID-19: Re-opening Risk Assessment

<b>School name</b>	The Mead Infant and Nursery School		
<b>Assessment carried out by (name/role)</b>	Tracy Creasey Headteacher		
<b>Date of assessment</b>	May 27 <sup>th</sup> 2020	<b>Date of next review</b>	When further guidance is received from the Government or if there is an incident Updated September 2020 Updated December 2020 Updated March 2021 <a href="#">Updated April 2021</a>

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## Purpose of this document:

This COVID19: Risk Assessment document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school to Nursery and Reception Children and ensure the school is able to operate in a safe way from 8<sup>th</sup> June 2020

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- The Mead Infant and Nursery School Risk assessment for Rapid Testing for Staff
- Health and Safety Policy
- Child Protection Policy
- Emergency Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013



- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

It should also be used alongside the Government guidance below:

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- <https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>
- <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>

### Steps of Re-opening Preparation:

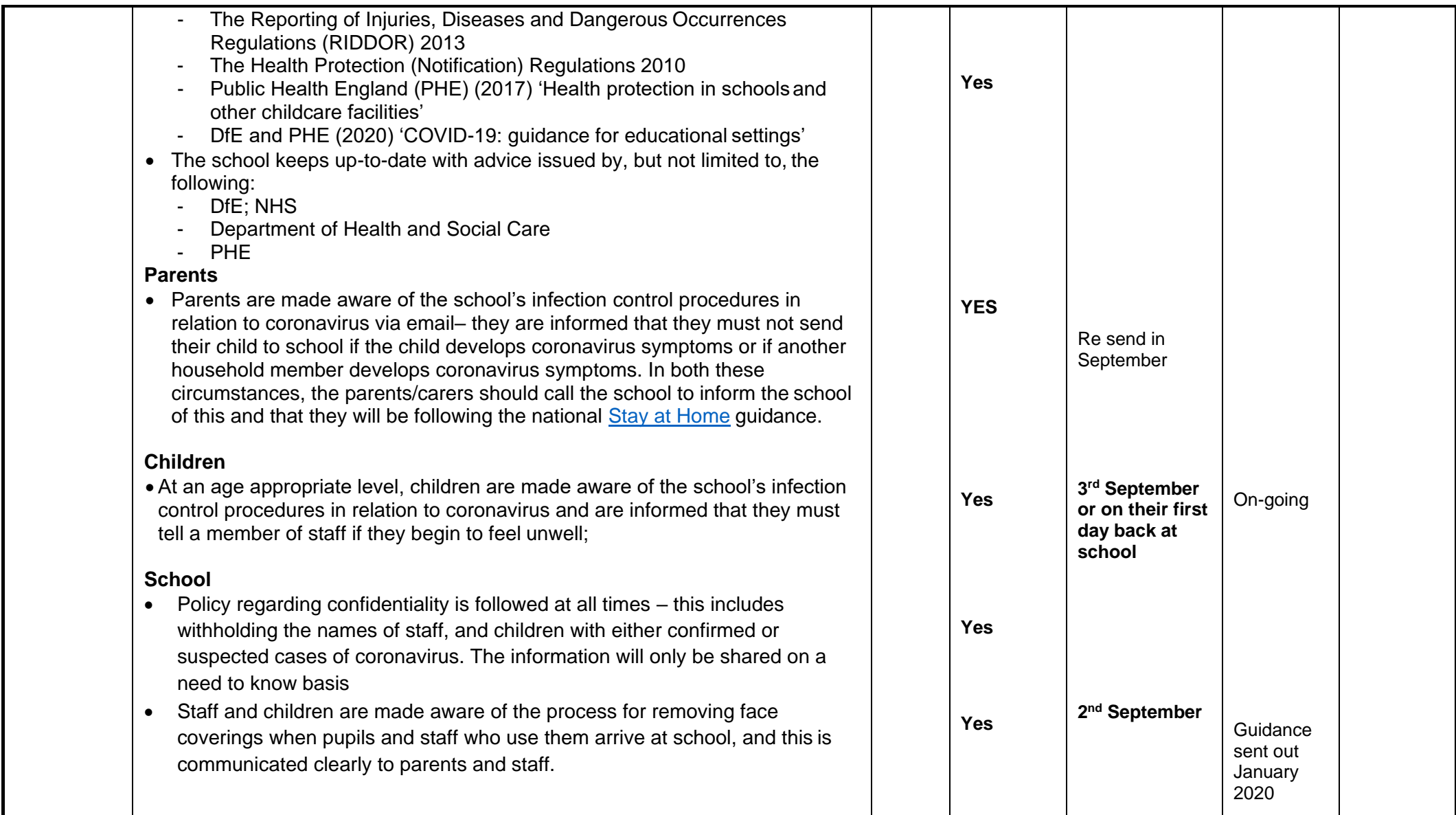




# What are the hazards?

## Risk of infection and spreading of Coronavirus to children, staff and parents

THEME	Control Measures	Risk Level pre action	In place? Yes \	Deadline	Date completed	Risk Level following action
Which groups of children will the school be open for	<ul style="list-style-type: none"> <li>As per Government advice for Schools all children are to be welcomed back to school in September on a full time basis in class sized bubbles</li> <li>Communicate to parents so that they know who is eligible to attend school and from when and what measures will be in place to make the school a low risk place for their children</li> <li>As of March 8<sup>th</sup> the whole school will reopen, children will return to their class sized bubble.</li> </ul>	High	Yes  Yes  Yes  Yes	1 <sup>st</sup> September	17.8.2020	Low
Awareness and adherence to policies and procedures	<b>Staff</b> <ul style="list-style-type: none"> <li>All staff will be emailed to following relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li><b>Health and Safety Policy</b></li> <li><b>Infection Control Policy</b></li> <li><b>First Aid Policy</b></li> <li>The Mead Infant and Nursery School Risk assessment for Rapid Testing for Staff</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</li> </ul>	High	Yes	Re send first week in September		Low



[illegible]



	<ul style="list-style-type: none"> <li>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> <li>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>The school will take immediate advice from PHE if either a member of staff or child tests positive</li> <li>The Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance to be followed to clean the area.</li> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> </ul>		Yes			
			Yes			
			Yes			
			Yes			
			Yes			
<b>Response to a confirmed COVID-19 case</b>	<ul style="list-style-type: none"> <li><a href="#">Flowchart school response to suspected or confirmed COVID-19 cases</a> to be followed for suspected or confirmed cases.</li> <li>If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</li> <li>The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>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:</li> </ul>	High	Yes			Low
			Yes			
			Yes			
			Yes			



	<ul style="list-style-type: none"> <li>○ 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)</li> <li>○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ Travelling in a small vehicle, like a car, with an infected person</li> <li>• Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has</li> <li>• If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required</li> <li>• Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution</li> <li>• In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive</li> <li>• Home learning education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating</li> </ul>		Yes			
			Yes			
			Yes			
			Yes			
			Yes	30/09/20		
<b>Test and Trace</b>	<ul style="list-style-type: none"> <li>• NHS Test and Trace process to be followed and understand how to contact their local <a href="#">Public Health England health protection team</a>.</li> <li>• Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they are displaying symptoms. Staff and children must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> </ul> </li> </ul>		Yes		On-going	



	<ul style="list-style-type: none"> <li>○ <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. (These are provided by the DFE in September)</li> <li>• The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> <li>- If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> </ul> </li> <li>• If someone tests positive they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.</li> </ul>		Yes	Expected first week in September from DFE		
			Yes			
			Yes			
<b>Managing social distancing and minimising contact</b>	<ul style="list-style-type: none"> <li>• The number of contacts between children and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:</li> <li>• Pupils ability to distance;</li> <li>• The layout of the school site;</li> <li>• The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> <p>More information on groups can be found in COVID-19: <a href="#">Guidance for full opening</a></p> <p><b><u>Groupings of children</u></b></p> <ul style="list-style-type: none"> <li>• Children have been organised into class sized bubbles. In line with Government guidance social distancing and the age of the children it is</li> </ul>	High	Yes		22/05/20	Low
			Yes			
			Yes			





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	<p>recognised that social distancing will be difficult. However where possible it should be adhered to</p> <ul style="list-style-type: none"> <li>• These bubbles will not come into contact with another bubble at any point during the school day</li> <li>• Nursery and Reception are in a year group bubble to access the outdoor learning classrooms</li> <li>• In line with Government guidance staff are able to cross bubbles</li> <li>• Any member of staff whose role means they will be crossing bubbles are a regular basis will have an individual risk assessment</li> <li>• The timetable has been revised to take into account the limitation of social distancing and to allow for as much learning to take place outside as possible</li> <li>• All breaks, learning outside and lunchtimes are staggered so that bubbles do not come into contact with another bubble during the day</li> <li>• There will be times when the Teacher of the deaf will need to interact with the Hearing Impaired children who are in different bubbles. Strict hygiene rules will be adhered to including washing hands before and after contact and the cleaning on any resources and use surfaces and touch points in the Sunshine Room. Children will have their own resources as far as it is possible to do so</li> <li>• Large gatherings such as assemblies are avoided and replaced with a virtual alternative where possible</li> <li>• Staff will be expected to adhere to social distancing. They will be expected to leave promptly at the end of the day. This will enable the cleaners to clean also adhering to social distancing rules</li> <li>• Adults to avoid face to face contact and minimise time spent within 1m of anyone</li> <li>• The timetable is revised to implement where possible <ul style="list-style-type: none"> <li>○ Plans for lessons or activities which keeps groups apart and movement around the school to a minimum</li> <li>○ Maximise the number of lessons or classroom activities which could take place outdoors</li> </ul> </li> <li>• Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large</li> </ul>		Yes			
			Yes			
			Yes			
			Yes			
			Yes			
			Yes			
			Yes			22/05/20
			Yes			
			Yes			
			Yes			22/05/20



	<ul style="list-style-type: none"> <li>indoor spaces used where not, <b>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.</b></li> </ul> <p><b><u>COVID-19: Guidance on phased return of sport and recreations.</u></b></p> <ul style="list-style-type: none"> <li>Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the <b><u>full opening guidance</u></b> and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <b><u>working safely during coronavirus (COVID-19): performing arts</u></b></li> <li>In the autumn term, the school can resume educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination</li> <li>The school should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, the school should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, the school will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. The school should consult the <b><u>health and safety guidance on educational visits</u></b> when considering visits.</li> <li>All staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>Individual risk assessments will be in place for BAME staff and all staff working across more than one class bubble</li> <li>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.</li> <li>The Yoga teacher will maintain a 2 metre distance from all children and staff and will only be allowed to access the main entrance, toilets in the</li> </ul>		<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>		<p>22/05/20</p>	
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	<p>main entrance and the school hall</p> <ul style="list-style-type: none"><li>• The Yoga teacher will complete Lateral flow tests at home twice a week</li></ul>					
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	<ul style="list-style-type: none"> <li>Children and staff can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> <li>Parents have been asked to disinfect book bags on a regular basis</li> <li>Reading books and other resources taken home are quarantined for 72hrs on return</li> <li>Staff to promptly add their children onto SIMS each day to avoid office staff to having to come to their classrooms to remind them</li> <li></li> </ul> <p><b><u>Playgrounds</u></b></p> <ul style="list-style-type: none"> <li>Break times and lunchtimes are staggered</li> <li>Zones will be created so that bubbles do not mix</li> <li>Children will not be permitted to use the large playground equipment</li> <li>Each class bubble will have their own play equipment for playtimes</li> </ul> <p><b><u>EYFS outdoor learning classroom</u></b></p> <ul style="list-style-type: none"> <li>To enable the effective delivery of the curriculum, the Reception and Nursery children will access the outdoor learning areas as year group bubbles</li> <li>To reduce risk hand sanitisers are available in each learning area both inside and outside learning environments. Children will be taught to hand sanitise when moving to different areas of learning</li> <li>Hand sanitiser areas will be clearly labelled and shown to the children</li> <li>There will be regular cleaning of shared resources. Equipment that is difficult to clean such as toys with small intricate parts and playdough will be removed</li> <li>Outdoor door sinks will also be available for the children to wash their hands in both the Nursery and Reception out door learning classrooms</li> </ul> <p><b><u>Offices/reprographic</u></b></p> <ul style="list-style-type: none"> <li>Staff working in offices should ensure there is no more than two people working in there at any one time and be positioned 2m apart where possible.</li> </ul>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			
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	<ul style="list-style-type: none"> <li>• In the main office the glass partition will be kept closed and social distancing taping will be on the floor to mark 2m from this</li> <li>• Only one member of staff to use the photocopier and laminator at one time.</li> <li>• Staff are required to hand sanitise before using the laminator and photocopier and afterwards</li> <li>• Medicines to be administered by a member of the staff within the bubble. They will need to be kept in the office and recorded in the usual way. The medicine will be handed to the member of staff through the hatch. The member of staff will wear gloves</li> </ul> <p><b><u>Staff Room</u></b></p> <ul style="list-style-type: none"> <li>• The staff room should only be used for making drinks and preparing food</li> <li>• Staff room chairs will be placed 2 m apart for staff to have a break</li> <li>• Staff should use the same mug and wash up all other utensils as soon as they have finished using them</li> <li>• Touch points will be wiped down after use – microwave, fridge, kettle handles. Disinfectant spray will be provided and kept in the staff room</li> <li>• The office staff will have their own drinking making facilities</li> </ul> <p><b><u>Arrival and entry to the school for staff and visitors</u></b></p> <ul style="list-style-type: none"> <li>• All staff must use their bar code on their tag to swipe themselves in rather than the touching the inventory screen</li> <li>• All staff must wash their hands on arrival and before they leave the school</li> <li>• Volunteers will not be permitted to work in the school</li> <li>• No visitors will be allowed on site unless it is essential</li> <li>• All visitors must follow the school's visitor protocol which is displayed in the main entrance</li> <li>• Parents will be informed that they must not come into the school office unless it is urgent and that a lidded box will be left at both doors so that parents can leave any necessary items. These will be wiped before being brought into the school by the office staff</li> </ul>		Yes			
			Yes			
			Yes			
			Yes			
			Yes			



	<ul style="list-style-type: none"> <li>• If parents buzz at the main doors, office staff will speak to them first to ascertain what they need and whether it can be achieved without them having to enter the school</li> <li>• Social distance tape/markings will be marked out on the ground outside the 2 main doors</li> <li>• Signs will be placed on both main doors to alert parents and visitors that we are operating social distancing</li> <li>• Deliveries will be expected to be left at the main front doors and not signed for</li> <li>• Office staff will open deliveries of resources as usual and leave them in them in the main entrance for a member of the staff from the relevant bubble to collect</li> <li>• Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.</li> </ul> <p><b><u>Managing drop off and pick up of children</u></b></p> <ul style="list-style-type: none"> <li>• Parents are to be encouraged to walk their child to school where possible</li> <li>• Drop of and pick up times are staggered for each bubble to reduce the amount of parents on site at one time</li> <li>• A one way system will be in place and markings placed on the playground for parents to wait</li> <li>• Only one parent will be permitted on site to drop off and pick up</li> <li>• Where possible siblings not attending school should remain at home. If this is not possible they must remain with their parent at all times and observe social distancing</li> <li>• Children must line up with their assigned adult as soon as they arrive and will not be free to use the playground</li> <li>• Parents must arrive at their allotted drop off and pick up time. If parents have a child in more than one year group we will try to align the drop off and pick up times</li> </ul>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			
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	<ul style="list-style-type: none"> <li>• If a child arrives late to school, the parents must come to the main school doors and buzz the office. The parent must wait with their child at the doors adhering to social distancing until a member of staff from their bubble comes to get their child</li> <li>• Teachers and Teaching assistants will not be able to engage in conversations with parents unless it is absolutely essential.</li> <li>• Parents can contact teachers through the school office phone number or email through the class email</li> <li>• All adults dropping off and picking up must wear a mask unless they are exempt</li> <li>• Educational visits are currently advised against. DfE have published dates for the commencement of educational visits in line with the government's roadmap including that no earlier than 12 April schools can resume educational day visits. This date is indicative and subject to change</li> <li>• The school will work closely with Chill Out the external wraparound provider to minimise mixing between children. This will be achieved by taking steps such as trying to keeping the children in year group bubbles with no more than 15 in a bubble.</li> <li>• Where parents are using external childcare providers or out of school extra-curricular activities for their children, the school will: <ul style="list-style-type: none"> <li>• advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.</li> <li>• encourage them to check providers have put in place their own protective measures</li> <li>• send them the link to the guidance for parents and carers</li> </ul> </li> </ul>			Information for parents to be sent out Friday 23 <sup>rd</sup> April in Keeping in Touch communication		
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Attendace	<p><b>Clinically extremely vulnerable (CEV) - Pupils</b></p> <ul style="list-style-type: none"> <li>• Shielding advice is being paused nationally from 31 March. From 1 April, all clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</li> <li>• Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal.</li> </ul> <p><b>Clinically extremely vulnerable (CEV)- Workforce</b></p> <ul style="list-style-type: none"> <li>• Shielding advice is being paused nationally from 31 March. From 1 April, clinically extremely vulnerable individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.</li> <li>• Staff in schools who are clinically extremely vulnerable will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</li> <li>• People living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</li> </ul> <p><b>Clinically vulnerable (CV)- Workforce</b></p> <ul style="list-style-type: none"> <li>• Clinically vulnerable staff can continue to attend school. While in school they should follow the prevention measures in this document to minimise the risks of transmission.</li> </ul> <p>People who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p><b>Pregnant women</b></p> <ul style="list-style-type: none"> <li>• Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the <a href="#">guidance for pregnant</a></li> </ul>					
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	<p><u>employees</u>. Risk assessments carried out for all 3 pregnant members of staff to follow the Management of Health and Safety at Work Regulations 1999 (MHSW).</p> <ul style="list-style-type: none"> <li>Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</li> <li>In line with national guidance all 3 pregnant members of staff will work from home once they reach 28 weeks as this puts them at greater risk of severe illness from COVID</li> </ul>					
Hygiene Practice	<ul style="list-style-type: none"> <li>The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed;</li> <li>Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers are provided in classrooms and other learning environments. Two extra portable sinks will be available in the porta cabins.</li> <li>Extra outdoor sinks are being installed outside in the EYFS and playgrounds</li> <li>The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy</li> <li>All adults and children are told to: <ul style="list-style-type: none"> <li>frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> <li>wash their hands on arrival at school, when they return from breaks, if they change rooms, before and after eating, and after sneezing or coughing;</li> <li>are encouraged not to touch their mouth, eyes and nose</li> <li>use a tissue or elbow to cough or sneeze and use bins for tissue waste</li> <li>'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</li> </ul> </li> </ul>	High	Yes Yes  Yes  Yes  Yes	Year 1 and 2 when the toilets are completed as part of the build	22/05/20  1/09/20  On-going On-going	Low



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|--|--|--|--|--|--|--|
|  | <ul style="list-style-type: none"><li>- Younger pupils and those with complex needs are helped to follow this. Skin friendly cleaning wipes can be used as an alternative if necessary</li></ul> |  |  |  |  |  |
|--|--|--|--|--|--|--|

On-going



<ul style="list-style-type: none"> <li>• Help is available for children and young people who have trouble cleaning their hands independently</li> <li>• Young children are encouraged to learn and practise these habits through games, songs and repetition</li> <li>• Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice</li> <li>• DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u></li> <li>• The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid</li> <li>• Play equipment is cleaned between uses and not used simultaneously by different groups</li> <li>• All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible.</li> <li>• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;</li> <li>• Posters are displayed throughout the school reminding children to wash their hands, e.g. before entering and leaving the school.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 70 percent alcohol) is provided for use in all classrooms/office spaces including wall mounted ones at the entrance of all classrooms</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> </ul>	Yes	5 <sup>th</sup> June	On-going	
	Yes		On-going	
	Yes		On-going	
			On-going	
			On-going	
	Yes		On-going	
	Yes			
	Yes		On-going	
	Yes		On-going	
	Yes		On-going	



	<ul style="list-style-type: none"> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>Staff and children do not share cutlery, cups or food.</li> <li>At various intervals, adults will disinfect and clean tables, door handles and equipment in the areas that they are working in</li> <li>Each class will have their own allotted set of classroom cleaning equipment will be stored safely within the classrooms</li> <li>In line with the Government guidance Different groups and class “Bubbles” do not need allocated toilets, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.</li> </ul>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	
<b>PPE and First Aid</b>	<ul style="list-style-type: none"> <li>The majority of staff 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: <ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul> </li> <li>All staff to read the guidance on <a href="#">safe working in education, childcare and children’s social care</a> for more information about preventing and controlling infection and follow <a href="#">SCC PPE guidance</a>.</li> <li>First aid will be administered in line with the First Aid Policy</li> <li><b>PPE must be worn when administering first aid</b></li> <li>PPE guidance for Surrey Schools will be adhered to</li> </ul>	High	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	2/09/20	On-going	Low



	<ul style="list-style-type: none"> <li>If staff choose to wear PPE in the classroom they are able to and this will be provided for them</li> <li>Adults to wear both a face mask and visor during drop off and pick up and minimise the length of contact with the parent. Only essential conversation with the parent to take place</li> </ul>		Yes			
Enhanced Cleaning	<ul style="list-style-type: none"> <li>Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal</li> <li>More frequent cleaning of rooms and shared areas that are used by different groups</li> <li>Shared resources to be cleaned regularly using disinfectant such as Milton or quarantined for 48hrs (72hrs if plastic)</li> <li>Staff will have to fulfil roles beyond what they are used to and this will include a shared responsibility for cleaning surfaces, touch points and equipment within their areas throughout the day</li> <li>The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed.</li> <li>Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by Chill Out</li> <li>Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</li> <li>Toilets used by Chill Out will need to be cleaned by them at the end of their session everyday</li> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> <li>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>	High	Yes  Yes  Yes  Yes  Yes  Yes  Yes		On-going          On- going	Low



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|--|---|--|--|--|--|--|
|  | <ul style="list-style-type: none"><li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li></ul> |  |  |  |  |  |
|--|---|--|--|--|--|--|





	<ul style="list-style-type: none"> <li>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>					
<b>Spread of Infection</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	High	Yes		On-going	Low
	<ul style="list-style-type: none"> <li>Staff and children wash their hands after they have coughed or sneezed.</li> </ul>		Yes		On-going	
	<ul style="list-style-type: none"> <li>Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> </ul>		Yes		On-going	
	<ul style="list-style-type: none"> <li>Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.</li> </ul>		Yes		On-going	
	<ul style="list-style-type: none"> <li>Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.</li> </ul>		Yes		On-going	
	<ul style="list-style-type: none"> <li>In line with the Government guidelines, the whole bubble and their family must self-isolate for 14 days if a member of the bubble is tested positive for Coronavirus</li> </ul>		Yes			
<b>Manageme nt of infectious diseases</b>	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to the Headteacher</li> </ul>	High	Yes		On-going	Low
	<ul style="list-style-type: none"> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> </ul>		Yes		On-going	
	<ul style="list-style-type: none"> <li>Social distancing measures are implemented as much as possible</li> </ul>		Yes		On-going	



	<ul style="list-style-type: none"> <li>There are plans in place for the movement of children around the school (as above)</li> <li>The timetable is adapted to stagger play and lunch times (as above)</li> <li>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus</li> </ul>		Yes		On-going	
			Yes		On-going	
			Yes		On-going	
<b>Communic ation</b>	<ul style="list-style-type: none"> <li>Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>All staff must report immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure;</li> <li>The Headteacher contacts the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.</li> <li>Schools contact their Area Schools Officer if there are any specific recommendations for their school;</li> <li>Schools keep children and parents adequately updated about any changes to infection control procedures as necessary;</li> <li>There is early communication with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers;</li> <li>The school will communicate with Parents via email regarding an updates to school procedures which are affected by the coronavirus pandemic</li> </ul>	High	Yes		On-going	Low
			Yes		On-going	
			Yes		On-going	
			Yes		On-going	
			Yes		On-going	
			Yes		On-going	
			Yes		On-going	



<b>Partial School Closure</b>	<ul style="list-style-type: none"> <li>Children working from home are assigned work to complete set by their teacher;</li> <li>The Headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning</li> <li>The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;</li> <li>The Headteacher ensures all pupils of the year groups whom are not permitted by the Government to return to school yet have access to home learning</li> <li>The school works with its IT provider, Eduthing to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required;</li> <li>The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.</li> </ul>	<b>High</b>	<b>Yes</b>  <b>Yes</b> <b>Yes</b>  <b>Yes</b>  <b>Yes</b>  <b>Yes</b>		On-going  On-going On-going  On-going  On-going  On-going	<b>Low</b>
<b>Emergencies</b>	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>Fire drills and lock down practices will continue taking social distancing into account where possible.</li> <li>In the event of a real emergency fire and lock down procedures will override social distancing rules</li> </ul>	<b>High</b>	<b>Yes</b> <b>Yes</b>  <b>Yes</b>  <b>Yes</b>  <b>Yes</b> <b>Yes</b>	2/09/20	22/5/20 On-going  On-going   On-going On-going	<b>Low</b>



<b>Managing School Transport including taxis for the Hearing Impaired Children</b>	<ul style="list-style-type: none"> <li>Parents and pupils are encouraged to walk or cycle to their education setting where possible;</li> <li>Parents and pupils are discouraged from using public transport, where possible particularly during peak times;</li> <li>The following guidance is followed <a href="#">SCC guidance in safer working for home to school transport</a>.</li> <li>Where possible, transport arrangements are organised to cater for any changes to start and finish times;</li> <li>Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;</li> <li>Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;</li> <li>Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> </ul>	<b>High</b>	<b>Yes</b>  <b>Yes</b>  <b>Yes</b>  <b>Yes</b>  <b>Yes</b>  <b>Yes</b>	5 <sup>th</sup> June  5 <sup>th</sup> June  5 <sup>th</sup> June  5 <sup>th</sup> June  5 <sup>th</sup> June	On-going	<b>Low</b>