

**RISK ASSESSMENT FOR:**  
**School activities during COVID 19 outbreak – opening from September 2020**



**Establishment:**  
St. Margaret Clitherow

**Assessment by:**  
Carmela Puccio

**Date:**  
September 2020

**Risk assessment number/ref:**  
**RA-005**

**Manager Approval:**

**Date:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Shielding for those who are extremely clinically vulnerable pauses on 1st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield.  Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required.  Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.  Any staff and students who have underlying health conditions to be discussed with the Head teacher prior to them entering the school.  Existing individual Health care plans in place for pupils to be reviewed.  Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.  Any existing individual risk assessments to be reviewed.	Open communication with HT		1 <sup>st</sup> Sept	

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<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: high temperature (37.8 degree C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure Head / SLT are notified.</p> <p>Go home immediately (if awaiting collection by their parent, isolate child in medical room, an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. This should take place in the medical room.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. Maintain communication with them to keep them calm and safe.</p> <p>They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <p>If they need to go to the bathroom whilst waiting for medical assistance, they should use the accessible toilet by the main school office.</p> <p>The room and toilet will need to be cleaned once they have left.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>Clear message to parents that if a student is unwell at school they will be sent home and need to be collected immediately.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice</p>	<p>HT update to parents about symptoms</p>	<p>HT</p>	<p>By 1<sup>st</sup> Sept</p>	

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		<p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</a></p> <p><b>Testing</b> Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p><b>Positive case in school</b> In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England X opt X <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt">https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</a></p> <p>Records kept of pupils and staff in each group.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective hygiene protocols</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser provided at main office, toilets and classrooms and should be used by all persons when entering/leaving if soap can not be used.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>				

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		<p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Maintenance of social distancing;</b></p> <p><b>Effective hygiene protocols</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Classes will not mix with other classes – remaining clear and consistent.</p> <p>Continue to use social distancing wherever possible (more emphasis on this is likely with older children).</p> <p>Where staff move across groups hands to be washed / sanitised before and after and social distancing should be maintained, aim for 2m from other staff and adults as far as is reasonable. Staff asked to wear visors when working with children that aren't from their usual class.</p> <p>Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Where possible, staff to avoid face to face contact and minimise time spent within 1 metre of anyone. This will not always be possible with younger children or when supporting children with complex and special educational needs.</p> <p>Depending on the age and needs of the children, they will reminded maintain a distance and not touch staff or peers where possible.</p> <p>Children to sit side by side and face the front in classrooms where possible.</p> <p>No assemblies or school events to take place.</p> <p>Extra-curricular clubs to take place after half term.</p> <p>Remind children how to wash hands.</p>	<p>School communication to parents</p> <p>Prepare classroom spaces and communal areas</p>	<p>Staff</p>	<p>Ongoing</p>	

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		<p>Children handwash or alcohol hand sanitiser on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze.</p> <p>Children permitted to bring in name-labelled hand cream.</p> <p>Teacher to ensure only one boy and one girl allowed to go to toilet at a time from their class.</p> <p>Extra signs in toilet re washing hands. Signage in toilets regarding flushing – toilet lids to be closed before flushing.</p> <p>Doors wedged open if not fire doors.</p> <p>Extra soap ordered to ensure we do not run out. Weekly monitoring of soap, alcohol hand sanitiser and paper towels to take place.</p> <p>Soap, alcohol hand sanitiser and paper towels to be topped up at the end of each day.</p> <p>Toilet bins and classroom bins emptied at lunchtime – to be completed by Paul Ryan.</p> <p>PPE available for staff members dealing with any child that has soiled themselves and for first aid if dealing with bodily fluids.</p> <p>Alcohol hand sanitiser provided at school entrance/exit and should be used by all staff when entering/leaving.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>				

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		<p>All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance. People that are ill are to stay at home.</p> <p>Visors can be used in classrooms, in communal areas and outside by staff.</p>				
<p><b>Access to &amp; egress from site</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents unable to enter school building or gather on the playground.</p> <p>Parents unable to enter the school building (including the office) will not be permitted unless they have an appointed or permitted by the HT. Face coverings must be worn.</p> <p>Only 1 parent to attend drop off / collection.</p> <p>One-way system for parents to arrive and leave from.</p> <p>Line outside each classroom for parents to send child into class – parents asked not to pass the line.</p> <p>Instructions re social distancing between families on the playground shared with children and parents.</p> <p>Signage for parents and children displayed outside the classroom.</p> <p>HT to be on duty to supervise at drop off and pick up.</p> <p>Staggered drop off and pick up times for different children. See below.</p> <p>Communication with parents using email or phone.</p> <p><b>8:45am drop off – Surnames A – D</b>  <b>8:50am drop off – Surnames E – L</b>  <b>8:55am drop off – Surnames M – P</b>  <b>9:00am drop off – Surnames R – Z</b></p> <p><b>Gates and registers will close at 9:05am</b></p> <p><b>3:05pm collection – Surnames A – D</b>  <b>3:10pm collection – Surnames E – L</b>  <b>3:15pm collection – Surnames M – P</b>  <b>3:20pm collection – Surnames R – Z</b></p> <p><b>Gates will close promptly at 3:25pm</b></p>	<p>Monitor one-way system</p>	<p>SLT</p>		

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		<p><b>Visitors</b> Only essential visitors are allowed onto the school site. (Authorised by HT).</p> <p>Office staff to remain behind the glass.</p> <p>Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene. Visitors will be asked to wear a face covering.</p> <p>Specialists, therapists and other support staff for pupils with SEND will be able to complete interventions as usual. (Still authorised by HT)</p> <p>Our signing in sheet will be our record of visitors.</p> <p><b>Staff</b> On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>				
<p><b>Contact points</b> <b>Equipment use</b> <b>printers,</b> <b>workstations,</b> <b>apparatus,</b> <b>machinery etc.</b> <b>Teaching</b> <b>provision</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains. Water fountains not to be used. Regularly clean and disinfect common contact surfaces in the office, access control etc. (screens, telephone handsets, desks).</p> <p>Children asked to bring in own basic stationery and this stationery must remain in school for the duration of the week. This stationery must not be shared with other children.</p> <p>Classroom based resources, such as books and games, can be used and shared within the class; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously and always between classes, 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 classes.</p> <p>Only essential items to be brought into school.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.</p>				

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		<p>Tables, door handles and other surfaces cleaned every night and throughout the day – completed by Paul Ryan.</p> <p>School reading books can be sent home. They must then be left for 48 hours before being touched again.</p> <p>Resources on tables ready for lesson and not distributed within the lesson.</p> <p>Trays/baskets to be used for shared resources.</p> <p>Staff to ensure iPads and laptops wiped down with anti-bac down after use.</p> <p>Mr Moran will continue to deliver PE lessons on Wednesdays and Fridays outside or in the hall if wet. He will adhere to staff protocols. Mr Moran will continue to take out a walkie talkie and call for assistance should any first aid be necessary. Where possible the class teacher assistant will go out and support with first aid and cleaning. Mr Moran to avoid sharing equipment. When this does happen, cleaning will need to take place.</p> <p>Music lessons to be taught by Mrs Luchies and Mrs Newham. Any shared instruments between classes must be cleaned. Children will not be permitted to sing in lessons.</p> <p>Mrs Black will teach violin lessons to the named children each week. She will follow our whole school risk assessment and visitor protocols. Any shared instruments/stands will be cleaned between classes.</p>				
<b>Proximity of students/ staff</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff are to maintain a safe distance between each other (2 metres wherever possible)</p> <p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Children encouraged to stay at their desks when in the classroom (for Year 1 – Year 6). Marked out spaces in Nursery and Reception.</p> <p>Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc).</p> <p>Charter re-visited and modelled many times a day and linked to school behaviour policy – lots of praise for adherence and sanctions for non-compliance.</p>	Prepare classrooms	Staff	1 <sup>st</sup> Sept	



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		<p>Sessions planned for individual work (no pairings or group work).</p> <p>Children to use same desk/designated area for the entire week.</p> <p>Teacher and TAs are assigned to each class and stay with these children throughout the week. Staff are permitted to move between class if necessary to support learning. Staff only allowed in classes if named on class list or authorised by HT.</p> <p>Children stay in the classroom/designated outdoor area for majority of the day and not mix with other groups.</p> <p>Bags, coats and lunchboxes kept in the children's lockers (or pegs in Nursery). Children will only use their locker at the start and end of the day. Teachers to reorganise locker layouts according to first name.</p> <p>Children to wear school uniform. 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.</p> <p>Classroom doors propped open.</p> <p>Classrooms kept well ventilated (external doors open and windows open) weather permitting.</p> <p>Dinner registers to be completed and left by classroom door ready for collection at 9:30am by one member of the office.</p> <p>Opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>Staff permitted to wear visors. When moving across classrooms that is not the usual class, staff will be asked to wear visors.</p> <p>In areas outside of the classroom, where social distancing cannot be maintained, staff may be asked to wear face coverings.</p> <p>Children staying in their classroom and accessing outside from external classroom door.</p> <p>Avoid pupil movement around the school where possible.</p>				

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		<p>One child per class going to and returning from the toilet at one time.</p> <p>Messages to office via telephone.</p> <p>Agree instructions with children concerning going and returning to toilet.</p> <p>Internal doors that are not fire doors to be propped open.</p>				
<p><b>Emotional distress of the children and staff</b></p>		<p><b>Children</b> Expectation that all children return in September unless complying with clinical and/or public health advice.</p> <p>If necessary, children will be supported to rebuild friendships and social engagement, address and equip pupils to respond to issues linked to coronavirus (COVID-19) and support pupils with approaches to improving their physical and mental wellbeing.</p> <p>HT contact prior to September opening to discuss concerns.</p> <p>Children to have a class teacher and TA support.</p> <p>Remind children of hand network.</p> <p>Mental health lead to support teachers with the delivery of work if necessary.</p> <p>Source external support.</p> <p>Individual risk assessments in place for necessary children.</p> <p>Government advice suggests that it is not necessary for Primary School aged pupils to wear a face covering at school. However, if parents feel that this is necessary, their child must be competent in its use and must not compromise their own safety or that of others through its use. Where social distancing is not possible in areas outside of the classroom between members of staff or visitors, they may be asked to wear face coverings in these circumstances.</p> <p>Our curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>Government's aim is to return to the school's normal curriculum in all subjects by summer term 2021: Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to</p>	<p>Communication to parents</p>			

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		<p>address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. We will be aiming to do this sooner than this date.</p> <p>We plan on the basis of the educational needs of pupils: Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment.</p> <p><b>Staff</b> Staff social distancing to take place</p> <p>Staff meeting to discuss concerns and shared control measures.</p> <p>Sharing of support helplines – HCC and others.</p> <p>HT on site every day for staff to share concerns with.</p> <p>Staff permitted to wear visors.</p> <p>Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible.</p> <p>Library used as staff room to allow social distancing.</p> <p>Avoid main office area whenever possible – if needed, use internal window.</p> <p>Internal phones to be used as means of communication.</p> <p>Photocopier / medical room to be used by one member of staff at a time. Sign-up sheet to be used if necessary.</p>				
<b>Lunchtimes</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage parents to supply packed lunches and drinking bottles from home.</p> <p>Children eat in their classrooms.</p> <p>Hot or cold packed lunch meals offered from the kitchen. Collected and delivered by class TA.</p> <p>Classroom areas cleaned by class TAs during lunch.</p> <p>Classroom bins emptied at lunchtime – by Paul Ryan</p>	Update parents	HT	1 <sup>st</sup> Sept	

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		<p>Children in designated areas at break and lunchtimes. Break and lunchtimes will be staggered.</p> <p>Reinforce handwashing prior to eating food.</p> <p>Children unable to mix with other year groups.</p> <p>Reduced playtime equipment.</p> <p>Reduced outdoor equipment in Nursery and Reception.</p> <p>Games discussed which encourage social distancing.</p> <p>Staff supervision throughout – actively encouraging social distancing where possible.</p> <p>Reduced playtime equipment to be used by individual classes only. This will be cleaned regularly.</p> <p>Playground water fountains to be cordoned off. Children’s water bottles can be taken outside.</p> <p>Large wooden play equipment will not be used.</p>				
<p><b>General Transmission of COVID-19</b></p> <p><b>Ineffective cleaning</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place.</p> <p>Where toilets are shared between different groups these must be cleaned regularly (focus on high contact surfaces) and the importance of thorough hand washing reinforced. Completed by Paul Ryan.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>All surfaces, handles, door plates &amp; toilets by Paul Ryan.</p> <p>Key areas are prioritised: door plates, handles, toilets, sinks, taps, tabletops, and entry and exit keypads by Paul Ryan.</p>	<p>Communication with cleaning company</p>	<p>HT</p>	<p>Ongoing</p>	

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		<p>Some resources (including reading books) will be rotated and left to de-contaminate for 48 hours (72 hours plastics) after cleaning to reduce the risk of indirect transmission if shared with other classes.</p> <p>Deep cleaning of classrooms before September.</p> <p>Weekly sanitisation of the classrooms and communal areas using an electrostatic sprayer. Teachers to ensure classroom worktops are clear.</p> <p>Cleaning protocol is as follows:</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, and placed in the yellow bin in the hall.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p>				

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		Only cleaning products supplied by the school / contract cleaners are to be used.				
<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. (Authorised by HT).</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. They will be asked to wear a face covering.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>School's to seek confirmation of the contractors method statement / risk assessment.</p>				
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts	<p>Posters will be displayed in the reception, around the school and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p>				

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<b>Provision of first aid</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>Where possible, first aid to be administered in class or outside if playtime/lunchtime. Classroom medical log to be completed.</p> <p>If ice pack is needed, TA from class to collect from first aid room. Only use an ice pack if necessary, use cold compress where possible. Used ice packs to be placed in medical room sink. They will then be placed back into the freezer on a Monday.</p> <p>If further medical attention is needed, use medical room but only one person being treated in the medical aid room at a time. Staffroom to be used as a waiting/collection area.</p> <p>If daily medication needs to be administered – use staffroom or medical room. School to be provided with new care plans if necessary. Staff to use PPE when supporting a child. Trained staff who would normally support children for medication will support them during this phased return.</p>				
<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Wear a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature or a change in, your normal sense of taste or smell (anosmia) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) <b>if</b> a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>				
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).				

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	Spread of COVID 19	Try to maintain separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants				
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Do not approach delivery staff, allow packages to be left by the gates.  Hands are to be thoroughly washed after handling all deliveries or waste materials.				
<b>Staffing levels</b>	Staff, Students / pupils  Spread of COVID 19  Wider safeguarding / safety risks	Decisions on staffing levels made dependent on numbers / needs of pupils present in school.  Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained).  A class / year group / Key stage may need to be closed for a fixed period. This may be rotated to lessen impact on groups  The school may need to be closed until sufficient staff are available (Chair of Governors will be consulted).  If a member of SLT cannot be on site, then a decision will be made to whether the school will be closed until a sufficient contingency plan is in place (inform Chair of Governors).				
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.  Ensure all key services are operational.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.).				



## Relevant links

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from Sept 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-Sept-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-Sept-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

## **KEY CONTACT NUMBERS (some of these numbers are for school use only)**

**No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.**