

**RISK ASSESSMENT FOR: Full School Reopening September 2020 during COVID 19 outbreak.**

Schools should share the results of their risk assessment with their workforce

Risk assessment applies to mainstream schools

<b>Establishment:</b> THOMAS CORAM NURSERY SCHOOL	<b>Assessment by:</b> Perina Holness Jan Stillaway	<b>Date:</b> 07.07.2020 Updated 10.9.2020
<b>Risk assessment number/ref:</b> RA-002 for September 2020	<b>Headteacher Approval:</b>  <b>Chair of Governors Approval:</b>	<b>Date: 07.07.2020/ 10.9.20</b>  <b>Date: 14.07.20</b>
All employers have a duty to consult employees on health and safety  Staff have been consulted in production of this risk assessment		<b>Staff meeting Monday 20<sup>th</sup> July Via Parent Hub 10.07.2020</b>  <b>On website- 20.07.2020</b>

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<b>Risk to clinically vulnerable groups from COVID</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Government guidance on clinically vulnerable people to be followed. (link to schools <a href="#">Government Guidance</a>) .</li> <li>Clinically extremely vulnerable individuals (including persons over the age of 70, those with serious underlying health conditions) which put them at very high risk of severe illness from coronavirus and <u>have been advised by their clinician</u> or through a letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</li> <li>Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>) have been</li> </ul>				

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<p><b>SEND pupils</b></p> <p><b>Black, Asian and Minority Ethnic Groups (BAME)</b></p>	<p>Evidence suggest that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately affected by COVID-19.</p>	<p>advised to take extra care in observing social distancing and should work from home <u>where possible</u>. Teaching staff cannot work from home. Risk assessments carried out where required.</p> <ul style="list-style-type: none"> <li>• Individual SEND care plans and risk assessments for children (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use (See First Aid section). We seek medical advice for each child with a vulnerable health condition.</li> <li>• This risk assessment is thorough and protects all staff including BAME staff members.</li> <li>• The nature of nursery schools means that working from home is not a viable option from September.</li> </ul>				
<p><b>Possible transmission of the virus through person to person contact.</b></p>	<p>Staff, pupils, contractors, visitors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> </ul>	<p>Refer to: <a href="#">Guidance for full reopening of schools</a></p> <p><b>PREVENTION:</b></p> <ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Staff and children must stay at home if they suspect they have C19 and are awaiting a test result.</li> <li>2. Clean hands thoroughly more often than usual</li> <li>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. This will be carried out as part of the daily routine and at the end of each day as part of tidying the classroom. Also supported by housekeeper duties especially in communal areas.</li> </ol>				

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	<ul style="list-style-type: none"> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<ol style="list-style-type: none"> <li>5. Minimise contact between individuals ( adults) and maintain social distancing wherever possible.</li> <li>6. Where necessary, wear appropriate personal protective equipment (PPE)</li> <li>7. Early outbreak management- we will fully comply with local outbreak plans</li> </ol> <p><b>RESPONSE TO ANY INFECTION</b></p> <ol style="list-style-type: none"> <li>8. Engage with the NHS Test and Trace process</li> <li>9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>10. Contain any outbreak by following local health protection team advice</li> </ol>				
<p><b>PREVENTION:</b></p> <p><b>Personal Hygiene</b></p>		<ul style="list-style-type: none"> <li>• Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up.</li> <li>• Ensure soap and hand towels are regularly topped up at all washing stations- Housekeepers role (supported by staff team) and contract cleaners.</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.</li> <li>• Site staff to regularly clean the hand washing facilities.</li> <li>• Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</li> <li>• Tissues will be provided for classrooms. Staff to replenish as needed.</li> <li>• Ensure bins are provided for tissues in every classroom.</li> <li>• Ensure <b>catch it, bin it, kill it</b> message is displayed, discussed and understood in each class. Staff / students to use tissues</li> </ul>				

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		when coughing or sneezing and then place the used tissue in the bin before washing hands.				
<b>PREVENTION: Enhanced Cleaning</b>		<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day (school staff and contract cleaners).</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</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 and dried thoroughly, after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				

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		<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> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>				
<p><b>PREVENTION:</b></p> <p><b>Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc</b></p>		<p>Regularly clean and disinfect common contact surfaces in reception, office, staffrooms etc. (screens, telephone handsets, desks).</p> <p><b>Activities and resources</b></p> <ul style="list-style-type: none"> <li>All equipment to be properly cleaned or stored away after use- daily basis.</li> </ul> <p>All shared resources to be cleaned after use (including computers, equipment etc.). This must be built into end of each activity routines including use of the classroom computers. This is the responsibility of all classroom practitioners.</p> <p>Try to reduce working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to photocopying, etc.</p>				
<p><b>Managing cases of confirmed coronavirus in a setting</b></p> <p>Covid-19 Outbreaks on site</p>	<p>Staff, pupils, contractors, visitors</p>	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature ( a normal temperature for a child is 36.4- NHS- a temperature of 38 or above is deemed high), or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). We will then follow NHS test and trace.</p>				

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		<ul style="list-style-type: none"> <li>• Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>• All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</li> <li>• If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation.</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.</li> </ul> <p>This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p> <ul style="list-style-type: none"> <li>• Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• The health protection team will work with schools in this situation to guide them through the actions they need to take. 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</li> </ul>				

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		<p>14 days since they were last in close contact with that person when they were infectious.</p> <p><b>Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary.</b></p>				
<p><b>Testing and contact tracing</b></p>	<p>Staff, Pupils, visitors, contactors</p>	<p><b>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>-</b></p> <ul style="list-style-type: none"> <li>✓ <a href="mailto:CIPHAdmin@islington.gov.uk">CIPHAdmin@islington.gov.uk</a> ( Local Authority Public Health)</li> <li>✓ <b>0300 303 0450</b> ( London Coronavirus response Cell)</li> </ul> <p>Schools must</p> <ul style="list-style-type: none"> <li>• Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. <ul style="list-style-type: none"> <li>✓ Email:Nhs.uk/coronavirus/ Telephone: 119</li> </ul> </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> <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>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>• All children 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> </ul>				

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		<i>By the September 2020, all schools will be provided with a small number of home testing kits that they can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i>	<i>By the September 2020, all schools will be provided with a small number of home testing kits</i> Perma chased this with LA 9.9.20			
<b>Communication to parents and carers</b>	Staff, Pupils, visitors, contactors	<p>Protocol in place and includes:</p> <p><b>Initially returning parents in Kinder should not access any other areas other than reception, studio and Science Garden at drop-off and collection.</b></p> <p><b>Toddler parents ( one per family) can briefly enter the building/ room to enable a careful drop-off and collection. They will need to sanitize their hands.</b></p> <p><b>Settling parents( one per family) of new children will be allowed to come into the classrooms. They will need to sanitize their hands.</b></p> <p>The parents room will be closed for the first half term or until review of procedures is possible.</p> <ul style="list-style-type: none"> <li>• Advise parents that only one parent should attend</li> <li>• Advise parents of divided entrances for Toddlers and Nursery class children</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed.</li> <li>• Parents/carers to be advised to follow guidance below <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> </ul>	Letter to parents	PH	21.7.20	
<b>Access and egress onto school premises</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Entry into building must be controlled</li> <li>• Particular consideration given where queuing areas are introduced.</li> </ul>	<ul style="list-style-type: none"> <li>• Information / protocol on safe entry to be disseminated to parents / carers / contractors</li> </ul>			



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	Possible transmission of the virus between staff and children, and into the wider community.	<ul style="list-style-type: none"> <li>• Demarcation to be made at school entry points to ensure adequate social distancing</li> <li>• Pictorial notices for social distancing to be displayed</li> <li>• Supervision of queues by nominated staff members</li> <li>• Staggered start times not necessary as 2 entrances being maintained.</li> <li>• Staff supervising entry to school to follow social distancing guidelines</li>   <li>• Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry.</li> <li>• Staff trained on hygiene protocols to eliminate cross-infection risks</li> <li>• Age appropriate instruction provided to pupils on hand washing methods</li> <li>• Parents asked not to bring children in wearing PPE. Any disposable face coverings that staff, children arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>• Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff training on protocols</li>   <li>• Advice / instruction on social distancing / hygiene</li> </ul>			
<b>Reception areas</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Telephone appointments/emails to office where possible to minimise queues at reception</li> <li>• Screens remain in place to separate staff and/or demarcation in place to maintain adequate social distancing</li> <li>• Notices to maintain social distancing displayed</li> <li>• Sanitisation / hand washing protocols to be observed when handling deliveries.</li> </ul>	<ul style="list-style-type: none"> <li>• Queuing to be minimised where reasonably practicable</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Enhanced cleaning regime in place at reception and all school settings in line with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Only essential visitors (at HT discretion) are allowed onto the school site.</li> <li>• 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.</li> <li>• Visitors will be asked to wear a mask,</li> <li>• Professionals working with children will be asked to wear a face covering or a visor.</li> <li>• Visitors will offered a mask but will be reminded to bring their own in future.</li> <li>• Signage in reception regarding good hygiene.</li> <li>• A record should be kept of all visitors</li> </ul>				
<b>Staff Areas</b>	Staff, contractors, visitors	<p><b>Staff computers only used in own staffroom. If other staff need access i.e. to access printer avoid face to face and distance.</b></p> <ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied. Toddler Wing staff use parents room as their staffroom and Kinder staff use staffroom.</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Minimise sharing of items</li> <li>• Items to be sanitised before sharing / re-use by another person</li> <li>• Handwashing /sanitisation protocols to be followed</li> <li>• Staff meetings will only be held if distancing can be guaranteed.</li> <li>• Ensure hand washing before eating, preparing or sharing food.</li> </ul>				
<b>Corridors / staircases</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>• Demarcation of adequate social distancing where queuing is expected.</li> <li>• Pictorial notices to maintain social distancing displayed</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Increased natural ventilation by opening windows</li> </ul>	<ul style="list-style-type: none"> <li>• Reschedule contractor visits (unless emergency situation) to times when pupils are not present</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Reduce need for children to regularly leave the classroom where possible (containment/non mixing)</li> <li>• Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection.</li> </ul>				
<b>Classrooms</b>	Staff, pupils, contractors,	<p>Parents sent individual letter with our safety procedures and reminded daily in person- latest letter sent 4.9.20 Staff informed also by letter and at staff session on 20.07.20</p> <p>All areas of the EYFS curriculum will be on offer. We will focus on PSED and give the children plenty of opportunity to re-settle and talk to us about their experiences over the past weeks. We aim to change as little as possible so that their return to nursery school is supported. We are fortunate that the integrated way we work, with an emphasis on child initiated experiences will best enable and support this.</p> <p>Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, or after any possible contamination.</p> <p>Also we will emphasise our current good hygiene procedures before and after eating, after going to the toilet, being in the garden...</p> <p>We will clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 1+m. We will continue to use visual aids/floor markings to help parents socially distance and supervise entry and collection and communicate expectations to parents (including only 1 parent to attend at drop off / collection).</p> <p>Parents will not be able to drop off or collect outside of their allocated times. This will be clearly communicated to them via Parent Hub and will be reiterated in person when their child returns to nursery school.</p> <p>Kinder parents will not enter the building except for new/ settling children, or for meetings. Parents are requested to wear a mask, wash/ sanitise their hands, and keep 1m+ distance.</p> <p>Toddler parents will enter the building, remain for as short a time as possible and follow hygiene requirements: Parents are requested to wear a mask, wash/ sanitise their hands, and keep 1m+ distance.</p>	Wherever possible keep the same teacher with the same pupil group			

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		<p>We will avoid holding any event or activity where the age phase groups will be required to mix.</p> <p>We will ensure all arrangements are clearly communicated to staff, parents/ carers and pupils.</p> <ul style="list-style-type: none"> <li>• For younger children the emphasis will be on separating year groups. We are separating Toddlers and Kinder.</li> <li>• Pictorial notices to maintain social distancing displayed</li> <li>• Increased natural ventilation and avoid rooms with no natural ventilation where possible.</li> <li>• Soft play / furnishing and items with intricate parts removed (Early years settings)</li> <li>• Increased cleaning frequencies of hard surfaces/emptying of bins</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble and these should be cleaned regularly</li> <li>• Resources will not be shared between classes. If any equipment does need to unexpectedly shared, it will be cleaned meticulously and 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.</li> <li>• Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</li> <li>• Items to be sanitised before sharing / re-use by another person</li> <li>• All staff to ensure they clean their hands and surfaces, before and after handling pupils' books.</li> <li>• We can ensure that children, and staff where possible, only mix in a consistent group and that each group stays away from other people and groups. Staff should make every effort to reduce physical contact with the children- for example; children should not routinely sit on laps, be picked up or hugged etc.</li> <li>• We can support 2 separate entrances (Kinder+ Toddlers).</li> <li>• Class sizes will be year groups in line with guidance. <ul style="list-style-type: none"> <li>• Children will be more closely monitored at snack time so that they can only use their own cup plus usual hygiene procedures.</li> <li>• Suncream – if applied to children by staff, the staff member will wear gloves and replace their gloves between each child. Children will be encouraged to cream themselves and</li> </ul> </li> </ul>				

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		will be parents reminded to cream their children before coming to nursery.				
<b>Lunch times</b>	Staff, pupils, contractors,	<ul style="list-style-type: none"> <li>• Lunch locations keep groups apart- Toddlers in their own rooms.</li> <li>• Lunch, breakfast and tea will also be in separate age phases as much as possible. Nursery aged children are not expected to stay 1m+ apart, but where they can be kept 1m+ from each other and staff, they will be.</li> <li>• Staff must retain 1+M when crossing age phases</li> <li>• Social distancing guidelines to be applied</li> <li>• Adequate supervision ratios to enforce social distancing guidelines</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Hand washing / sanitisation prior to food consumption – children to be supervised</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Minimise sharing of items and crockery</li> <li>• Items to be washed / sanitised before sharing / re-use by another person</li> <li>• Lunch rooms-areas to be cleaned down- utensils and surfaces</li> </ul>				
<b>Studio</b>	Staff, pupils, Contractors,	<ul style="list-style-type: none"> <li>• Groups should be kept apart, meaning that schools should avoid large gatherings.</li> </ul>				
<b>Toilets</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>• Entry into WC to be controlled</li> <li>• Pictorial notices to maintain social distancing displayed</li> <li>• Children to remain in year groups as each classroom has own toilets</li> <li>• Hand washing protocol increased to before and after use of toilet facilities</li> <li>• Hand washing poster displayed in all WCs</li> <li>• Increased cleaning protocols</li> </ul>				

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<b>School Kitchens / school meal provision</b>	Staff, pupils, contractors	<ul style="list-style-type: none"> <li>Staggered lunch and break times for staff</li> <li>Social distancing guidelines to be applied</li> <li>Handwashing /sanitisation protocols to be followed</li> <li>Increased cleaning frequencies of hard surfaces.</li> <li>Ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils- Kitchen staff do not enter classrooms. Each year group has their own lunch trolleys.</li> </ul>				
<b>Fire drills / Emergency situations</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>Adequate numbers of trained staff to safely evacuate all personnel on the school premises</li> <li>Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable</li> <li>Fire drill to be undertaken as soon as possible after re-occupation</li> </ul>				
<b>First Aid</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>Adequate numbers of trained staff to administer First Aid</li> <li>Check First aid boxes content and facilities available</li> <li>Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting</li> <li>PPE / Handwashing protocols to be followed</li> </ul>				
<b>Protocol for managing cases where staff/pupil feels unwell whilst on site</b>	Staff, pupils, contractors, visitors	<p>Protocol developed in line with <a href="#">Government Guidance</a> to include:</p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</li> <li>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> </ul>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>PPE should 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).</li> <li>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</li> <li>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>				
School Trips	Staff, pupils	<ul style="list-style-type: none"> <li>School trips currently suspended due to high adult to child ratio required.</li> </ul>				
<b>Fire Safety</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building. The area we use is very large and in the open air – risk of contamination is very low.</li> <li>Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary</li> <li>Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.</li> </ul>				
<b>COSHH Cleaning / Sanitisation products</b>	Staff, Pupils  Due to required increased cleaning/sanitising	<ul style="list-style-type: none"> <li>Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> </ul>				

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
	g of hard surfaces and items in classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> <li>• Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times</li> <li>• Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place.</li> </ul>				
<b>Dealing with / clearing up with Body Fluids</b>	Staff, pupils, visitors	<p>Protocol for cleaning Body Fluids to be updated to include COVID-19 risks to include:</p> <ul style="list-style-type: none"> <li>○ Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield</li> <li>○ PPE and waste disposal protocols to be followed (double bag waste)</li> <li>○ Handwashing protocols to be followed</li> </ul>				
<b>Business Continuity</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Schools Business Continuity Plan reviewed to include COVID-19 related risks</li> <li>• Contingency Plans to be developed for school recovery in the event of local lockdown being initiated</li> </ul>				
<b>Contractors and Visitors</b>		<ul style="list-style-type: none"> <li>• Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Where visits can happen outside of school hours, they should.</li> <li>• Site inductions are to be carried out following social distancing principles</li> <li>• All contractors will be informed before entering school regarding social distancing and good hygiene control measures.</li> <li>• Staff and contractors are to maintain a safe distance between themselves and others.</li> <li>• All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</li> <li>• Agree approach to scheduled / ongoing building works.</li> <li>• Settings to seek confirmation of the contractor's method statement / risk assessment.</li> <li>• Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus.</li> </ul>				



What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>A record should be kept of all visitors.</li> </ul>				
<b>Mental Wellbeing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Staff to be reminded of Employee Assistance Programme</li> </ul>				
<b>Adherence to rules within school</b>		<ul style="list-style-type: none"> <li>Behaviour policy meets requirements to aid positive behaviour management.</li> </ul>				
<b>Taking Fees</b>		Payments should be made by direct debit wherever possible.				

## Relevant links

Guidance for full opening - Schools (Autumn 2020)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

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/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.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-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>

Travel guidance [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)