

## RISK ASSESSMENT



### A Response to the PM's announcement on Sunday 10<sup>th</sup> May 2020

The following document has been prepared by Stockport LA (Health & Safety, HR, PHE), in conjunction with leaders from early years, primary and secondary phases to enable headteachers, governors and the leaders of early years settings to:

- Assess carefully the safe offer they can make to parents/carers in light of the government ambition to re-open schools to Nursery, Reception, Year 1 and Year 6 from June 8th onwards
- Consider carefully the steps they need to take to make sure that school is as prepared as possible to be a safe environment, physically and emotionally for both staff and children
- Develop the schools' thinking so they can create a plan about how they will incrementally increase the provision as time goes on where it is safe to do so.

Please consider the following questions carefully and record your answers within the document.

Please ensure that you complete the right hand column in respect of all areas

Please review your final document with a peer and record the date on which this was done.

Please retain this document in school but send a copy of it to [Yvonne.mellor@stockport.gov.uk](mailto:Yvonne.mellor@stockport.gov.uk) who will retain it on behalf of the LA.

<p>Staffing needed to meet the no more than 1:15 requirement for 'class size'/'bubbles'.</p>	<p>Be clear about how many staff you have available to work given the groups of colleagues that have been cited within DfE guidance that are unable to work or where risks may be greater</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• How many teaching assistants are available to work in school?</li> <li>• How many teachers are available to work in school?</li> <li>• How many staff will you need to continue to support the vulnerable children and children of key workers who are not in the year groups outlined above?</li> <li>• How many staff will need to be involved in the on-going cleaning during the day, whilst children are working?</li> <li>• How many staff will need to be available to continue to contact non-attending vulnerable children?</li> <li>• Would you need additional staff to help children maintain the handwashing routines required?</li> <li>• How many staff will be needed to provide on-line learning/learning packs for non –attending children? (Remember this could be done by some non-attending staff depending upon their circumstances)</li> <li>• Consider the implications for those staff who may need to use public transport</li> </ul> <p>Is this enough to support Nursery, Reception, Year 1 and Year 6 all returning after June 8th</p> <p><b>Remember staffing the cohort of vulnerable children and key-workers of any-age remains a priority</b></p> <p>How many additional groups of children can your provide places for safely? Consider the info in buildings section – what is a safe number for your classrooms</p>	<p><i>Decide how many sessions/days/groups of 15 you can manage safely given the staff you currently have available</i></p> <p>The reopening plan only includes staff who have said they are available to work on site.</p> <ul style="list-style-type: none"> <li>• All teachers have said they are available for on site work</li> <li>• Some support staff will work on site but not to work directly with children due to being clinically vulnerable</li> </ul> <p>Conversations have been had with staff who are clinically vulnerable (but not clinically extremely vulnerable) and where staff have indicated they would like to be in school this has been accommodated. Clinically vulnerable staff have been advised to contact their GP prior to making their own personal decision about working in school.</p> <p>All staff have been given the opportunity throughout the partial closure and reopening planning to speak to a senior leader at any point if they have particular concerns</p> <p>A survey has been sent out to all members of staff to gauge their thoughts and concerns.</p> <p><b>Key staffing principles are as follows:</b></p> <p>There needs to be <b>two</b> members of staff each day to support a full day reception and year 1 bubble as well as <b>two</b> members of staff in a key worker group and <b>one</b> member of staff each day to support the Year 6 bubble.</p> <p>Bubbles will not contain more than 15 children and 2 staff on any day unless in exceptional circumstances (for example if a child in the bubble requires support from additional adults)</p>
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	<p>Please use the attached HR FAQ's and DfE guidance to support you in making the above decisions</p> <p>Please take account of the EYFS staffing ratios  <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p>	<p>Staff will only work in one bubble. HT may need to work in more than one bubble on an occasional basis to cover unanticipated short term absence that cannot be covered within the bubble staffing.</p> <p>Staff within the bubble will cover breaks and lunches</p> <p>Teachers will have Friday set the home learning program – this can be done from home.</p> <p>To the best of our knowledge, of the staff who are coming into school none use public transport regularly for travel to/from work.</p>
	<ul style="list-style-type: none"> <li>• How will you ensure that working arrangements for staff are fair and acceptable to the staff involved?</li> </ul>	<p><i>List the advice you will refer to and record the discussions you have with colleagues</i></p> <p>A staff survey was issued</p> <p>SLT and governors involved in scenario planning and detailed potential implementation plans.  Risk assessment reviewed at outline level to identify any risks which would prevent further opening.</p> <p>Plans shared with staff through e-mail. Where practicable plans amended following feedback. Meetings with individual staff when requested.</p> <p>Staff existing working patterns have informed the wider opening rota and as far as possible staff are working their 'normal' days and hours. Where necessary to ask staff if they are willing to work different days/hours this was done prior to issuing the rota.</p> <p>Detailed risk assessment completed and reviewed and agreed</p>

		by the chair of governors then shared with all staff and the local authority.
	<ul style="list-style-type: none"> <li>How will you cover staff absence to meet the obligations you have set out for parents. Consider here the use of 'supply' staff.</li> </ul>	<p><i>Does this change the overall offer that you can make</i></p> <p>Each R/Y1/Keyworker bubble to have 2 members of staff assigned who are not working in other bubbles. This will allow for short term absence within a bubble. Emergency cover to be provided by HT.</p> <p>If both members of staff in a bubble OR if any Y6 staff member is absent for more than a short period we will seek agency supply staff. If this is not possible, that bubble may need to temporarily close.</p>
	Is this group of vulnerable children/key worker children likely to increase – what do you need to do to find out?	<p><i>Does this change the overall offer that you can make</i></p> <p>Letter sent out to parents. Current planning allows space and staffing (2 per group) for all identified keyworker children to attend.</p>
Classroom accommodation	<p>How much space will the 'vulnerable/key worker' children need within school?</p> <p><b>Remember these are the priority group and must not mix with other year groups.</b></p>	<p><i>Does this change the overall offer that you can make</i></p> <p>Space allocated for key worker groups – Y5 &amp; Y6 classroom with Y4 classroom being spare if it is needed.</p>
Accommodation for staff	<p>How many additional rooms will be required to provide:</p> <p>Staff room facilities for staff where they can socially distance?</p> <p>Staff to be able to access PPE if necessary?</p> <p>A comfort area for any distressed staff?</p>	<p><i>Does this change the overall offer that you can make</i></p> <p>School dividing into 2 areas each with a staff space.</p> <ul style="list-style-type: none"> <li>Staff in classrooms on the KS2 corridor will use the original staffroom</li> <li>Staff in classrooms on the KS1 corridor will use the OOS room as a staffroom</li> <li>Staff toilets as usual but also use of the disabled toilet on the KS1 corridor (no longer used for children) – this will change when Y6 return.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff can also use the PPA room &amp; the Quad area as quiet space</li> </ul> <p><i>Staff should not be in a different bubble other than in transit on the corridors. Use outdoor routes where possible.</i></p> <p>PPE packs and first aid packs kept in all classrooms. RB to manage stocks and replenish stocks after school. Full PPE pack to be kept in the small room next to the computer suite which will be used for children who display symptoms in school. Any used PPE will be disposed of in a bin bag – double bagged.</p>
Other accommodation	<p>Have you an isolation room that has good ventilation and access to a sink for the use of anyone who becomes symptomatic prior to them going home?</p> <p>Will you need to use any classrooms to store equipment that has been removed from teaching spaces to enable children to operate at a safe distance?</p>	<p><i>Does this change the overall offer that you can make</i></p> <p>Isolation room –The small room next to the computer suite within a short distance from the main entrance. Parent to collect from main entrance. This room has no ventilation but has been cleared out and only contains essential / disposable items and has good visibility of both the room and collection door.</p>
Of the space left how many small groups (max 15)'bubbles' can you accommodate?		<p><i>Does this change the overall offer that you can make</i></p> <p><i>We can accommodate 1 bubble of 15 in the hall and 1 bubble of 12 in the year 4 classroom.</i></p>
Wrap around care	Can you provide wrap around care safely taking account of the need to maintain 'bubbles' or socially distance during the provision	No
<p>On this basis please state the offer that you can safely make to your parents/carers</p> <p>Full time provision for keyworker/vulnerable students</p> <p>4 full days provision for R and Y1 (Monday-Thursday)</p>		

If no changes to the key worker group and staffing we will then invite Y6 in on part time basis – bubble 1 Mon & Tues / bubble 2 Thurs & Fri  
 Classes will be no more than 15 children. They will be spaced as far as possible apart in the classroom, recognising this may be less than 2m apart in the rec & Y1 bubbles but that the bubble principle is the main risk reducing factor in our reopening.

## Operational considerations prior to the re-opening of school

Issue	Things to consider	Actions we have decided to take
<b>Staffing</b>		
Dress code	<ul style="list-style-type: none"> <li>Staff Dress code – taking on expectations around washing clothes after use once outside work environment</li> </ul>	<ul style="list-style-type: none"> <li>Policies on changing clothes and washing clothes on a daily / weekly rotation</li> <li>Staff to wear appropriate clothing for outdoor learning</li> <li>Make staff aware of the DfE guidance in regard to washing of clothes</li> </ul>
PPE	<ul style="list-style-type: none"> <li>How many children do we have returning where PPE would be needed?</li> <li>How many additional sets might we need for children if they become symptomatic</li> <li>How often do we need to re-order?</li> <li>Where will it come from?</li> </ul>	<ul style="list-style-type: none"> <li>No specific children</li> <li>Ordered 50 face coverings and 2 boxes (100) disposable gloves and disposable aprons for each first aid box in each classroom</li> <li>Currently have 10 full sets for adults who sit with children who are symptomatic – these will be kept in the isolation room.</li> <li>RB to monitor use of PPE and will re-order when required.</li> </ul>
	<ul style="list-style-type: none"> <li>Providing appropriate training for staff to use the equipment well</li> </ul>	<ul style="list-style-type: none"> <li>To be covered on the inset days (8<sup>th</sup> &amp; 9<sup>th</sup> June)</li> <li>Working through how the risk assessment will be implemented</li> </ul>
	<ul style="list-style-type: none"> <li>Consider the extent to which PPE may be needed by site/cleaning/catering staff?</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessments from both Dolce (catering) and Cobwebs (cleaning)</li> </ul>
Social Distancing (see RA below for further details)	<ul style="list-style-type: none"> <li>What training will be put in place for staff</li> </ul>	<ul style="list-style-type: none"> <li>Inset day</li> <li>Timetables</li> <li>Allocated space for breaks &amp; lunchtime</li> </ul>

		<ul style="list-style-type: none"> <li>• Emphasis on the importance of keeping in your bubble, social distancing from adults</li> <li>• Reduce contact with other staff</li> <li>• Sharing the risk assessment</li> <li>• Amended staff handbook</li> </ul>
	<ul style="list-style-type: none"> <li>• What response will be used if parents/carers don't follow social distancing advice?</li> <li>• Consider what responses are appropriate for students</li> </ul>	<ul style="list-style-type: none"> <li>• Update our home school agreement – parents to confirm they have read &amp; accept the terms <ul style="list-style-type: none"> <li>- Informal communication to remind about the social distancing rule</li> <li>- Followed by a written letter stating our expectations that parents / carers would respect the social distancing</li> <li>- If after the letter they will still not comply, the parent / carer would not be allowed on the school premises and the child would be collected from the gate at a safe distance away.</li> </ul> </li> <li>• For pupils refer to amended behaviour policy – lots of positive reinforcement</li> </ul>
	<ul style="list-style-type: none"> <li>• How will you ensure that social distancing can be maintained for the adults in school especially in the staffroom/toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Create a second staffroom – using our after school club room with kitchen facilities <ul style="list-style-type: none"> <li>- Staff who are in bubbles in KS1 classrooms to use the OOS staffroom</li> <li>- Staff who are in bubbles in KS2 classrooms to use the OOS staffroom</li> </ul> </li> <li>• Time table staggered breaks – 2 adults in a bubble, they will have separate breaks so that additional adults do not need to be introduced to bubbles.</li> </ul>
Re-orientation	<ul style="list-style-type: none"> <li>• How are you planning to engage with whole staff team to assess their emotional wellbeing/thoughts &amp; feelings around what has happened so far and around the return to increased contact with staff &amp; pupils in school?</li> <li>• How will you provide clarity about the role when supporting for the different cohorts of children (key worker/vulnerable groups and the focussed year groups)?</li> <li>• How will you ensure that the building and maintaining of</li> </ul>	<ul style="list-style-type: none"> <li>• WhatsApp group</li> <li>• Online staff survey</li> <li>• Create timetables and plans for the different bubbles – staff to do this in teams</li> <li>• To emphasise that any member of staff is able to talk to the HT</li> <li>• Share the risk assessment and all letters that are sent to parents</li> </ul>

	<p>relationships across school remains a priority, so that staff are able to engage with their children as people first, learners second?</p> <ul style="list-style-type: none"> <li>• How will you ensure staff are clear about safe working practice within the new environment?</li> </ul>	<ul style="list-style-type: none"> <li>• Update staff through e-mails</li> <li>• Go through the risk assessment with staff on the inset days – use Wednesday –Friday that week to address any concerns</li> </ul>
Supervision of staff	<ul style="list-style-type: none"> <li>• How will you ensure that staff regularly have time to spend together to de-brief and problem solve together? With regular focus on what do we need from ourselves and each other to be the best at this time?</li> <li>• How have you ensured there is safe space within school for staff to access as a refuge if needed?</li> <li>• How will you ensure planning time (for relevant staff) is timetabled into a working week?</li> <li>• How will you ensure that workload is appropriately managed taking account of the need for planning to support home/on-line learning as well as face to face delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Within their bubble staff will have time before and after their staggered times to revise planning / set up / routines</li> <li>• Friday – staff have the day to plan</li> <li>• Reception &amp; Y1 teacher to lead on planning and guide the teacher in the other bubble</li> <li>• Weekly staff meeting with teachers</li> <li>• Safe space for staff – PPA room &amp; Quad area (weather dependant)</li> <li>• We will not be offering face to face delivery online to our home learning pupils.</li> </ul>
<b>Building</b>		
Cleaning	See separate document at the end of this section	<ul style="list-style-type: none"> <li>• Fogging booked in for the 9<sup>th</sup> June – whole school</li> <li>• Cleaners in every night</li> <li>• Cleaning to be included on timetables – wiping surfaces and touch spots regularly throughout the day by staff in the bubbles.</li> <li>• Staff to wipe the surfaces they have used when leaving the staffroom</li> <li>• Steam cleaning furnishings &amp; steam vac on Fridays</li> </ul>
Statutory compliance checks	Ensure all checks are complete: eg: legionella, fire safety, gas safety, kitchen equipment, security systems, ventilation, fire evacuation procedures , compliance with COSHH regulations	<p>Record all checks</p> <ul style="list-style-type: none"> <li>• All checks have continued to be completed by the caretaker and Stockport Homes.</li> <li>• Fire evacuation procedures to be reiterated during INSET</li> </ul>
Safe distances in classrooms	<ul style="list-style-type: none"> <li>• To what extent does furniture need to be moved and/or stored to achieve classrooms that meet the requirements in the guidance</li> </ul>	<p>Restricted access to areas where furniture cannot be moved to incorporate social distancing measures</p> <ul style="list-style-type: none"> <li>• KS2 classrooms have 12 tables and chairs in – following the 2 metre apart guidance</li> </ul>



		<ul style="list-style-type: none"> <li>Removed furniture that is not needed and storing safely</li> </ul>
Safe distances	<ul style="list-style-type: none"> <li>How will you use floor markings/signage to implement safe movement and social distancing on the way into school</li> </ul>	<ul style="list-style-type: none"> <li>Use masking tape to mark out 2 metre distances</li> <li>Very little movement in the corridors – only key worker group to travel down one part of the corridor each day (classroom to computer suite)</li> </ul>
	<ul style="list-style-type: none"> <li>How will you use floor markings/signage to implement safe movement and in school?</li> </ul>	<ul style="list-style-type: none"> <li>Use masking tape to mark out 2 metre distances in corridors &amp; main entrance</li> <li>Posters reminding adults to social distance</li> </ul>
Hand hygiene/Tissues	<ul style="list-style-type: none"> <li>What use of hand sanitiser will you make in school?</li> <li>Where will it be?</li> <li>Is soap and hot water available in every toilet?</li> <li>Are tissues available in all classrooms?</li> <li>Where are lidded bins available for the disposal of waste?</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser will be in every classroom, the staffrooms, computer suite, the office, the HT office &amp; in the main entrance</li> <li>Liquid soap in dispensers are available in every toilet – staff in each bubble will check the toilets that their children use throughout the day. Site manager to check in the mornings &amp; cleaners to check in evenings.</li> <li>Tissues will be in every classroom, the staffrooms, computer suite, the office, the HT office &amp; in the main entrance</li> <li>Lidded bins in all classrooms, staffrooms and office</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>How will you ensure that your catering company manages hygiene standards and the requirements of social distancing</li> </ul>	<p>Catering staff to prepare and produce in isolation deliveries to be non-contact</p> <ul style="list-style-type: none"> <li>Grab bags prepared and organised into ‘bubbles’ and left out for 1 member of staff from each bubble to collect the lunches for their group.</li> </ul>
Outdoor spaces	<ul style="list-style-type: none"> <li>What other spaces can be used during the day?</li> <li>What arrangements need to be put in place to ensure these are safe to use – cleaning, maintain safe distances between groups?</li> </ul>	<ul style="list-style-type: none"> <li>EYFS playground – divided into two sections for the reception bubbles</li> <li>Large playground sectioned off for Year 1 bubble 1</li> <li>Smaller playground sectioned off for year 1 bubble 2</li> <li>Field used for the key worker group / if not suitable due to weather a section will be devised on the large playground.</li> <li>The outdoor play equipment (trails / monkey bars) not</li> </ul>

		to be used
<b>Children</b>		
Entering and leaving school	<ul style="list-style-type: none"> <li>• How will you manage the flow of children coming onto the school site?</li> <li>• How will you manage the parents/carers to ensure that they socially distance?</li> <li>• Are you considering staggered start and finish times</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered start and finishing times</li> <li>• Each bubble has a direct entrance into the classroom</li> <li>• Markings on playground for parents to social distance</li> <li>• Letter to parents and home school agreement amended to include social distancing and parents / carers to confirm they accept and agree with the terms</li> <li>• HT to be present in the playground when possible – staff in bubbles to report to the HT if parents are not respecting the social distancing rule</li> <li>• Contractors / visitors through prior arrangement</li> <li>• Office staff to sign visitors in</li> <li>• All visitors to use hand sanitiser provided before entering the main school building</li> <li>• Only 1 group of visitors to wait in the reception area at any one time – 2 metre markings on the floor (tape)</li> </ul>
Moving around school	<ul style="list-style-type: none"> <li>• Consider how staff/children should move around school including possible one-way systems</li> <li>• Consider how to move people around the building avoiding communal areas/points of typical congregation</li> <li>• Consider how to reduce the amount of movement across the school</li> </ul>	<ul style="list-style-type: none"> <li>• 2 metre distant markings on the floor in the corridors (tape)</li> <li>• Staff to limit movement around school – only when necessary</li> <li>• Only the key worker group children need to access the corridor</li> <li>• Staggered lunch and break times for staff – staff within a bubble to have separate break &amp; lunch times.</li> </ul>
Break times	<ul style="list-style-type: none"> <li>• How will you organise break times to ensure that the groups remain distinct and separate from each other</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered break and lunchtimes</li> <li>• Each bubble has their own designated outdoor space</li> </ul>
Lunchtime	<ul style="list-style-type: none"> <li>• How many children can you safely accommodate within the dining room?</li> <li>• How will you stagger lunchtimes?</li> <li>• Can a hot meal be provided to all attendees?</li> <li>• If not, what alternatives could be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Will not be using the dining room</li> <li>• Children to have their lunch either in the classroom or their designated outdoor space</li> <li>• Dolce (catering) providing grab bags which has the option of a hot item too (pizza, sausage roll etc)</li> </ul>

Assemblies	<ul style="list-style-type: none"> <li>• How many children can be safely accommodated within the usual assembly space?</li> <li>• How can these be staggered</li> <li>• Do you decide not to have any?</li> </ul>	<ul style="list-style-type: none"> <li>• Not doing assemblies – teachers will do class based assemblies</li> </ul>
Symptomatic students	<ul style="list-style-type: none"> <li>• All staff must be aware of what to do and where to send the child if they develop symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Quarantine and PPE for staff</li> <li>• Use the room next to the computer suite which has been cleared</li> <li>• PPE packs to be kept in the room</li> <li>• Office staff to contact parents for immediate collection</li> </ul>
Risk Assessments of children	<ul style="list-style-type: none"> <li>• Consider the extent to which RA's many need to be reviewed, or indeed completed for additional children prior to the return to school</li> </ul>	<ul style="list-style-type: none"> <li>• SEND children</li> </ul>
Behaviour Policy	<ul style="list-style-type: none"> <li>• Consider whether the policy needs to be reviewed in the light of the behaviours required to maintain communal safety</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour policy to be adapted to fit with the new way of working.</li> </ul>
Home-school agreement	<ul style="list-style-type: none"> <li>• What arrangement have been made to help parents, staff and students understand their respective responsibilities in maintaining the safety of school?</li> <li>• This should include giving clear instruction that children should not bring equipment from home</li> </ul>	<ul style="list-style-type: none"> <li>• Parent / staff/ pupil agreement has been sent out. Parents have been sent a survey to confirm that they have received, read and agree with the terms.</li> </ul>

....AND FINALLY

It has to be remembered that the children who are returning to our schools will have had a wide variety of experiences, as will our staff.

**At all times we must treat both groups as 'humans' first and staff/learners 'second'.**

Staff will need guidance and support to develop an appropriate set of activities to help them 'find their way' back into learning, whilst absorbing the new routines of school life. This will need to include child-initiated learning where at all possible in EYFS.

Please consider carefully as a leadership team how you will achieve this.

Specific issues in relation to cleaning

What are the hazards?	Who might be harmed and how?	Current Control Measures?	Further Measures required?	Action by whom?	Action by When	Complete
Exposure to COVID 19	Pupils/staff coming onto site may be carrying COVID-19 virus which could be spread to other pupils or staff	<p>Daily cleaning regime in place.</p> <p>Rubbish is removed daily and disposed of safely.</p> <p>Personal Protective Equipment (PPE) to be used by staff as normally required for their role.</p>	<p>Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> <li>Railings</li> <li>Door and window handles</li> <li>Desks and table tops</li> <li>Sports equipment</li> <li>Toys</li> <li>Teaching and learning aids</li> <li>Computer equipment</li> <li>Telephones</li> <li>Bathroom facilities</li> </ul> <p>Cleaning staff will wear disposable gloves and wash their hands after removing the gloves. Cleaners advised to wash their uniform after every shift.</p> <p>Following current advice  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>Site Manager and cleaning team</p> <p>Staff</p> <p>Site Manager and cleaning team</p>		
There is a suspected case of	Pupils/staff coming onto site	If <b>anyone</b> becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the <a href="#">COVID-19: guidance</a>	Isolate the person with the suspected infection as soon as possible.	All staff		

COVID 19 in school	may be carrying COVID-19 virus which could be spread to other pupils or staff	<a href="#">for households with possible coronavirus infection guidance.</a>	<p>If possible, close and secure areas the person has been in for 72 hours before cleaning in the same way you would any other area (see above). If that's not possible, follow the list below:</p> <p>Clean and disinfect surfaces the person has come into contact with, including: Objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) There is no need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids.</p>	Site Manager and cleaning team		
Cleaning after a suspected case	Site Manager and cleaning team	<p>Following current advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>All cleaning staff to wear the following: Disposable gloves Aprons Face masks When completed, washing their hands with soap and water once these have been removed.</p>	<p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, a surgical mask or full-face visor should be considered.</p> <p>When cleaning hard surfaces and sanitary fittings, use either: Disposable cloths, or Paper rolls and disposable mop heads.</p> <p>Launder any possibly contaminated fabric items on the hottest temperature the fabric will tolerate.</p> <p>If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p> <p>Dispose any items that are heavily soiled or contaminated with body fluids.</p>	Site Manager and cleaning team		

			<p>Keep any waste from possible cases and cleaning (e.g. tissues, disposable cloths) in a tied plastic rubbish bag inside a tied bin bag, and place these bags in a suitable and secure place, marked for storage.</p> <p>After 72 hours, dispose of these bags in your normal waste.</p>			
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**Specific issues in relation to infection control**

What are the hazards?	Who might be harmed and how?	Current Control Measures?	Further Measures required?	Action by whom?	Action by When	Complete
<b>Exposure to COVID 19</b>	Pupils/staff coming onto site may be carrying COVID-19 virus which could be spread to other pupils or staff	<p>Following current advice <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the school premises if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>).</p> <p>If <b>anyone</b> becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p>	<p>Vigilant monitoring of staff/pupils who are symptomatic:</p> <p>A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p>A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p>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</p>	<p>All staff/ pupils/ parents</p> <p>All staff</p>		

			<p>not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>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.</p> <p>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). In an emergency, call 999.</p> <p>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. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>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 the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>	<p>All Staff</p> <p>All Staff</p>		
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		<p>Maintain normal cleaning routines. Additional deep cleaning will be taking place during this period.</p> <p>Clean surfaces that children and young people are</p>	<p>Advise staff/parents to follow guidance about self-isolation, which says: <b>If</b> they live alone, they must self-isolate for <b>7</b> days from when they first experience symptoms. <b>If</b> they live with others, then they must again self-isolate for <b>7</b> days but anyone they live with must self-isolate for <b>14</b> days.</p> <p>Reinforce good hand washing routines. As a minimum: <b>All</b> staff and pupils will wash their hands when they arrive at school in the morning. <b>All</b> staff and pupils will wash their hands after break and lunch before returning to the classroom.</p> <p>Cleaning staff will wear disposable gloves and wash their hands after removing the gloves.</p> <p>All surfaces in areas of use will be disinfected daily with the cleaning products normally used. Paying particular attention to frequently touched areas and surfaces, such as toilets and washrooms, desks, grab-rails in corridors, stairwells and door handles.</p> <p>Continue to monitor advice regarding additional PPE for teachers and other</p>	<p>Site Manager and cleaning</p>		
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		<p>touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>Personal Protective Equipment (PPE) to be used by staff as normally required for their role.</p>	educational support staff.	team		
Social distancing	Staff and pupils working together could increase the risk of spreading the virus	<p>Following current advice <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</a></p> <p>Outside space is used For exercise, breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</p>	<p>Staff and pupils should work at a distance of 2 metres apart unless this is not possible for example, during the administration of first aid where normal PPE will be worn.</p> <p>Class sizes will be reduced and classroom layouts will be arranged in line with the social distancing requirements. If this is not possible due to the age of children then a separate risk assessment must be completed.</p> <p>All activities being delivered must take into account the social distancing requirements.</p> <p>Staff should <b>NOT</b> socialise together when working unless they are maintaining the 2 metres distancing requirement.</p> <p>During break and lunch periods – queues and seating in dining space should be</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>		



We urge the public not to purchase medical or surgical masks as these should be reserved for health and social care workers.

Further Information and Government Advice –

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

**Signed:**

**Date: May 2020**

Headteacher: Elise Messham

Chair of Governors: Ruth Smith