


RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. - Main RA During this evolving situation please monitor and follow government guidance given in the web links provided			
Establishment: Ashlyns School	Assessment by: Wider leadership group (Overseen by AWe)	Date: June.2020	
Risk assessment number/ref: RA-001	Manager Approval: J Shapland	Date: June 2020	

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
Individual risk factors Awe/RPe/HJo	Staff, Students wider contacts Spread of COVID 19	<p>All staff and students who have underlying health conditions to be discussed with the Head teacher/DHT prior to them returning to school.</p> <p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. Staff / children who live in a household with someone who is extremely clinically vulnerable should be supported to work / learn at home.</p> <p>Existing individual Health care plans in place for students and to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2m social distancing.</p> <p>Consider if these staff are able to work from home (supporting remote</p>	<p>Survey stakeholders using Googleforms</p> <p>Staff to be consulted on this RA and responses to be considered and actioned where appropriate</p> <p>Individuals to be identified and where necessary a separate RA completed</p>	RPe/HJo/AWe RPe/HJo/AWe HJo/EHz RPe+MKr AWe/HR Officer	W/E 12/06/2020	

		education etc.) Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable				
Suspected case whilst working on site AWe/RPe	Staff, Students/wider contacts Spread of COVID 19	<p>If a person displays symptoms of coronavirus : high temperature (37.8 or more), a new continuous cough or a loss or change to their sense of smell or taste they should follow the instructions provided in each classroom/work area: - See 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</p> <p>Ensure Duty SLT / Head are notified.</p> <p>Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>School staff supervising the child or staff member while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. 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> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Areas occupied and equipment used by the affected person are to be immediately evacuated and thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-health-care-settings)</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. All staff aware of protocol for sick students.</p>	<p>First Aider on duty to be contacted in the first instance. PPE to be worn before temperature checks and any other intervention</p> <p>First Aid bucket in each classroom will include symptom procedure /flowchart, PPE and instructions for use. Guidance to be provided to staff prior to taking classess</p> <p>Temporary Medical Room to be instated</p> <p>Stock levels, distribution and protocol to be monitored by AWe/Matron</p> <p>An alternative classroom to be provided for staff/students to be relocated.</p> <p>AWe/Matron to provide protocol.</p>	RPe/AWe/Matron AWe AWe AWe AWe	w/c 15/06/2020	

	<p>Symptomatic staff should be excluded for 7 days from when symptoms started</p> <p>Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Testing As part of a national programme for essential workers school staff with symptoms should book a test confirming the results to the school. For further information and/or to book a test contact hr@ashlyns.herts.sch.uk or https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	<p>If queries or concerns to contact Clare Richardson (HR Officer)</p> <p>Support and advice to be provided by Clare Richardson (HR Officer)</p>	<p>AWe</p> <p>AWe</p>		
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<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p> <p>RPe/AWe</p>	Staff, Students /wider contacts	All staff and students to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable.	Guidance to be issued as part of safety protocols	JSh	W/E 12.06.20	
	Spread of COVID 19	<p>June 15th - start date for limited return of Yr 10 & 12 students</p> <p>Identify likely numbers of students returning and staff availability.</p> <p>Students split into small, consistent groups and kept in that same group throughout the session with limited staff assigned to that group</p> <p>Reduction in contact situations.</p> <p>No assemblies, events, school trips, extra-curricular clubs etc.</p>	Stakeholder survey	JSh		
				Socially-distanced use of chapel where required for limit of 30 students		RPe
		Hiring and lettings suspended or risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.	All cancelled/postponed	AWe		
		Breakfast and afterschool clubs	Cancelled	RPe		
		Breaks to be staggered.	Separate protocol to manage breaks	RPe		
		Water fountains to be closed.	Students are to be advised to bring their own water bottle and snack.	RPe		
		Advice to be provided to parents/students regarding limitation of equipment/clothing/bags to be brought into school to reduce risk of contamination	Communications to parents	JSh		
		Welfare facilities are provided which contain suitable levels of soap and paper towels.	Reminders in place	AWe		
		Alcohol hand sanitiser provided at reception / entrance / exit and should be used by all persons when entering/leaving.	Reminders in place	AWe		
	All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.					
	Use alcohol hand sanitiser (if soap and water is not available) hand washing technique to be adopted as directed by NHS guidance and displayed.	Guidance displayed	AWe			
	Site staff and/or cleaning contractor to regularly clean the hand washing facilities and check soap and sanitiser levels.	Low student numbers monitored in small groups to help further minimise risk of running low/out	AWe			
	Tissues will be provided for classrooms/offices. Staff to replenish as needed. Staff / students use tissues when coughing or sneezing and then place the used tissue in a lidded bin before washing hands.	Reminders displayed as required	AWe			

		<p>Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. 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.</p> <p>Clothing - Students are not expected to wear uniform. They should wear clothes suitable for light exercise e.g. sportswear, which can be easily washed</p> <p>Staff to wear smart/casual clothing which can be easily washed</p> <p>Windows and doors are required to be left open for ventilation so it is advised to bring warmer clothing in case of cooler weather</p> <p>Staff and students are not required to wear facemasks in school</p> <p>Students will not have access to lockers and therefore will need to bring a bag suitable to carry all they need for their time in school including a water bottle, hand sanitizer, tissues, snack, pen and a chromebook if they have one.</p> <p>Students with Special Educational Needs who also have an EHCP will be briefed on the protocols separately rather than with their class or form group by a member of the Inclusion team (whilst adhering to 2m social distance protocol) These students will be invited into school the day prior to joining a small group of students in their form group. Some students with autism often find changes challenging and may become anxious in a classroom. A room will be allocated and supervised by a member of the Inclusion team for these students to go to if and when they have heightened anxiety. Suggest a maximum of 4 students. In extreme cases, it may be necessary for a parent to collect the student from the front gate.</p> <p>The Inclusion Co-ordinator has considered the risk for each individual student with an EHCP and the potential risk to the wider school community. A document has been created detailing the risk assessment for this group of students.</p>	<p>In place by 15th June</p> <p>Communication in protocols to stakeholders</p> <p>Communications to parents</p> <p>Protocols to staff</p> <p>Communication and breaks scheduled</p> <p>Communications to parents</p> <p>A room to be allocated for Inclusion and another to be used as an exit room for students with EHCP and/or autism/anxiety</p>	<p>AWe</p> <p>JSh/RPe</p> <p>RPe</p> <p>JSh</p> <p>AWe</p> <p>RPe</p> <p>HJo/EHZ</p>		
Access to & egress from site AWe/RPe	<p>Staff, Students / wider contacts</p> <p>Spread of Monitor site access points</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocate times to parents.</p> <p>Monitor site access points to facilitate social distancing – allocate access points to classrooms to students. This includes gates and building entrances.</p>	<p>Parents to be advised through communications</p> <p>One entrance/exit to site to monitor. One way</p>	<p>RPe</p> <p>AWe</p>	<p>W/C 15.06.20</p>	

	<p>to facilitate social distancing – allocate access points to classroom COVID 19</p>	<p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Introduce visual aids to help students/parents socially distance / supervise entry and collection. 2 metre distance markings to be placed on the school drive pathway.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential visitors are allowed onto the school site. 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.</p> <p>Staff On arrival all staff are also required to wash hands using the nearest available toilet or use the sanitiser provided at reception / staff room and entrance areas.</p> <p>New ID badges have been provided for all staff to avoid the use of fingerprint when signing in and out.</p>	<p>systems implemented once classrooms identified where necessary</p> <p>Communication to parents</p> <p>Signage and tape where required</p> <p>Encourage students to walk when possible</p> <p>Use of specific rooms which facilitate this where possible</p> <p>Visitor ID protocols updated. Removal of fabric lanyards replaced with coloured stickers</p> <p>Distribute new 'contactless' sign in/out cards</p>	<p>RPe</p> <p>AWe</p> <p>RPe</p> <p>AWe</p> <p>AWe</p> <p>AWe</p>		
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<p>Contact points Equipment use printers, workstations, apparatus, machinery etc. AWe/HJo</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to eliminate contact with water fountains which have been closed.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources Re-plan lessons / activities to avoid shared resources. No practical work in DT, science.</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines.</p> <p>Schools to ensure appropriate wipes are available in all IT rooms and staff to ensure students wipe down after use.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Try to avoid equipment that is used by others i.e. photocopiers.</p>	<p>Communications with parents</p> <p>As advised by AWe to Evergreen</p> <p>Advised as part of protocols to staff.</p> <p>Utilise reprographics service in advance (JTh) only if copies are absolutely necessary.</p> <p>IT room use is limited to specific circumstances. Additional measures Incorporated into usage protocols.</p> <p>No 'traditional' routine marking of work. Feedback to be provided electronically where appropriate in line with remote learning practice</p>	<p>HKh</p> <p>Evergreen/ Office staff</p> <p>RPe</p> <p>AWe</p> <p>AWe</p> <p>RPe</p> <p>AWe liaising with JTh</p>	<p>W/C 15.06.20</p>	
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<p>Proximity of students/ staff RPe/AWe?HJo</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. Maximum of 9 students but this group size this would only be possible in larger rooms.</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. marking out of areas to help students visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows and doors).</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible. Plan lessons/activities to avoid shared resources.</p> <p>For secondary science and DT also consider CLEAPSS advice (GL343 & GL 344) for suggested considerations in undertaking practical work in a partially open school</p> <p>Consider 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 and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Meetings / 1-2-1s / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means.</p> <p>Offices / IT suites etc Workstations acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p> <p>Home/remote working to be considered for staff in offices where social distancing limited</p> <p>Stairs / corridors Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time.</p>	<p>Scheduled <10 students</p> <p>Use of larger classrooms to facilitate</p> <p>Site team to coordinate and liaise with staff where appropriate</p> <p>Social distancing protocol to be displayed in relevant areas</p> <p>Larger rooms have been identified for use during summer term</p> <p>No science practicals planned for summer term</p> <p>To be informed by programme of face-to-face sessions</p> <p>Communicate plan for use of office spaces to staff</p> <p>Planned</p> <p>Planned</p> <p>Planned</p> <p>Rooms in use identified to minimise corridor movement.</p>	<p>RPe</p> <p>AWe</p> <p>AWe</p> <p>RPe</p> <p>RPe</p> <p>AWe</p> <p>AWe</p> <p>RPe</p>	<p>W/E 12.06.20</p>	
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		<p>Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Changing rooms Limitation of numbers introduce staggered use to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Toilets Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant or arrange supervision.</p> <p>Break / Playgrounds Avoid any group activities which require students to be in close physical contact with each other.</p> <p>Limit numbers zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	<p>Schedule timing of movement around school to minimise overlaps</p> <p>Out of bounds - not in use</p> <p>Organised with Evergreen</p> <p>Rota in place</p> <p>Each small group allocated specific toilet facilities. Limited time on site. Supervised communal area</p> <p>Supervised small group breaktime, limited break</p> <p>Rooms and routes are identified and timetabled with staggered start/end times as required with appropriate supervision</p> <p>N/A - activities will be planned to ensure equipment is not shared</p>	<p>RPe</p> <p>AWe</p> <p>AWe</p> <p>RPe</p> <p>RPe</p> <p>RPe</p>		
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Catering Provision and Dining Room use/breaktime RPe/AWe	Staff, Students / wider contacts	Encourage parents to supply snacks and drinking bottles from home.	Communications; snacks/packed lunch only, structure of day means lunch not taken on site by most students	RPe	W/C 15.06.20
	Spread of COVID 19	All persons should be required to stay on site once they have entered it and not use local shops etc.	Secure site	AWe	
		Break times should be staggered to reduce congestion and contact at all times.	Rota, including supervision to be communicated	RPe	
		Reinforce hand washing/hand sanitiser use prior to eating food. Hand sanitiser is available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.	Display protocol in designated areas Communicate reminders to students	AWe RPe	
		All persons should be kept as far apart as possible (2 metres) whilst eating. Seating should not be arranged facing each other.	Reminders and protocols displayed	AWe	
		All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.	Areas supervised	RPe	
		All areas used for eating to be thoroughly cleaned at the end of each break and shift, including tables, chairs, floors and door handles.	Detailed routine in place with Evergreen	AWe	
		Catering provision - Closed until further notice When it is planned to reopen: Accent Catering to continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.	No food served during summer term - breaktime only snack brought from home. Packed lunch for those required to stay on site.	AWe	
	Students to enter the dining halls/6th form cafe in their allocated groups. Introduce controlled queuing to aid social distancing (2m markers on the ground) Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.	Eating in marked points outdoors in good weather. Allocated rooms in small groups of 5-9 if wet. Supervised.	RPe		

		Discussions in progress for the provision and delivery with Accent Catering when full lunch service resumes. Considerations include: changes to meal/menu provision, reintroduction of single use items, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff? An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc. Payments should be taken by contactless methods wherever possible. Fingerprint contact payment to be replaced with a card or PIN for staff and students (but these will be low if handwashing / sanitizing is enforced).	Finance team to contact parents to encourage disuse of cash. Fingerprint system discontinued replaced with contactless to be cards issued	AWe		
Travel off site RPe	Staff, Students / wider contacts Spread of COVID 19	Travel is only required for essential purposes. No offsite visits run. Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons to limit their use of public transport. Where travel is essential, use private single occupancy where possible. Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 2m apart.	Communicate to stakeholders Guidance to be communicated to stakeholders N/A	RPe/AWe RPe	W/C 15.06.20	
Cleaning AWe	Staff, Students / wider contacts Spread of COVID 19	A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. classrooms, door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly. Thorough cleaning of rooms at the end of the day. Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day. 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.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). COSHH information has been provided by the cleaning contractor. See PHE advice the COVID-19: cleaning of non-healthcare settings guidance Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. When cleaning a contaminated area Cleaning staff to: <ul style="list-style-type: none"> Wear disposable gloves and apron 	Evergreen now on site as per contract. Revised procedures in place. Staff to be limited access to areas in the afternoon to allow monitoring of areas requiring cleaning Evergreen RA on file.	AWe AWe AWe	W/E 12.06.20	

		<ul style="list-style-type: none"> • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <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> <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. 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>				
Contractors Awe	Contractors, Staff, Students / 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.</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.</p> <p>Scheduled / ongoing building works to be arranged in order of urgency and to ensure all RAs are followed</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>	<p>Communicated with contactors</p> <p>Contractors to be advised prior to arrival on site</p> <p>Contractors directed as appropriate</p> <p>Reviewed by AWe and MBe As required</p> <p>To be undertaken prior to arrival on site</p>	<p>AWe/MBe</p> <p>AWe/MBe</p> <p>AWe/MBe</p> <p>AWe/MBe</p> <p>MBe</p> <p>MBe</p>	<p>W/C</p> <p>15.06.20</p>	
Lack of awareness of PHE / school controls AWe/RPe	Staff, Students / wider contacts Spread of COVID 19	<p>Posters will be displayed in the reception, welfare areas 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>Ordered and displayed on site</p>	<p>MBe</p>	<p>W/E</p> <p>12.06.20</p>	

			Stakeholder communications - to include the sharing of this document	JSh/AWe		
Provision of first aid AWe/RPe	Staff, Students / wider contacts Spread of COVID 19	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. the student to apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1 st aid rooms then consider if this needs relocating to reduce demand on space.	Separate area identified This will continue to be managed from the reception area as an additional room has been allocated for Covid symptoms Arrangements in place to accommodate this Demand to be ascertained through survey	AWe AWe AWe AWe	W/C 15.06.20	
Provision of personal care AWe/RPe	Staff, Students / wider contacts Spread of COVID 19	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.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature or loss of taste/smell) then 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. If direct care is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	First Aider rota incorporated on to staff list Separate area to be designated as the temporary First Aid Room as the current room is small. Also PPE to be provided in classrooms as required	RPe/AWe/ Matron AWe	W/C 15.06.20	
Emergency procedures (Fire alarm activations etc) RPe/AWe	Staff, Students / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. 2m separation at assembly area - at the front of the school for this term. Increased supervision and reiteration of messages to students Staff to ensure doors and windows closed as they leave the building	Students/staff to be given instructions at the beginning of their first session. One way system and risk points to be identified once rooms have been established.	AWe/RPe	W/C 15.06.20	
Deliveries & Waste collection. AWe	Staff, Students / wider contacts	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials.	Office and Site Team informed - protocol in place Reminders in place	AWe/MBe	W/C 08.06.20	

	Spread of COVID 19	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Site team to co-ordinate			
Staffing levels RPe	Staff, Students Spread of COVID 19 Wider safeguarding / safety risks	Decisions on staffing levels made dependent on numbers / needs of students 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) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local decisions on partial closure / closure to be made in the event of insufficient available teachers or staff to supervise the groups. Revised daily. No supply staff to be used. Scale down number of groups on site if required	RPe	W/E 12.06.20	
Premises safety AWe	Staff, Students 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 Flush all water outlets thoroughly in areas of the school which have been closed for a period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	All compliance checks and maintenance carried out routinely. Confirmed as up to date. Inform staff as part of site protocols. Site team to regularly check.	MBe	W/E 12.06.20	

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 June 1st

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

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>