

NELT COVID-19 Risk Assessment – June 2021

Activities Risk Assessed Returning to work during Covid-19 Pandemic for all Trust Schools and premises. Return to school planning documents will hold specific information for each school. Risk Assessment to be reviewed September 2021			
Hazards / issue	Controls already in place	Further Action required	By Whom & When
Limiting the Spread of Coronavirus (COVID-19) to the school community.	<ul style="list-style-type: none"> • Registers are taken each day of pupil's present. • Staff arrive on site prior to the start of the school day and report to the identified member of staff to register. • Pupils are met each day at the identified entrance for their class by a staff member. • Pupils will be taught in designated bubbles and remain so throughout the day wherever possible • Staff and parents/carers of student's know the symptoms of COVID-19 • Parents will not be permitted into the school building • Staff and students over 16 have been informed through national government publications and media campaign that they can download the NHS COVID-19 App onto their smart phone which will alert them when they have been in close contact with a positive person and be requested to self-isolate • Staff and pupils showing symptoms of COVID-19 should not attend work and should book a PCR COVID-19 test • Lateral Flow Device (LFD) Testing for asymptomatic staff and critical/keyworker staff pupils. To take place on school sites, from 4th January 2021 • From March 8th 2021 all pupils will be returning to school and mass testing will be required. All secondary pupils will be tested 3 times at school, as they return to the classroom. After the initial programme of three tests pupils will be provided with 2 rapid tests to use each week to be completed at home. Secondary school staff will also 	<ul style="list-style-type: none"> • Parents/Carers and Staff requested to report to the school any symptoms of COVID 19 that their household may have. • Parent/carers and staff to engage with governments test and trace system to supply them with as much information as possible to trace others who could be affected. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • Head teacher to remind parents/carers and staff via newsletters etc. that where children or a member of their household, their support bubble or childcare bubble displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. • Admission to school will not be allowed for: <ul style="list-style-type: none"> ○ Staff/Pupils will be required to quarantine having recently visited countries outside the Common Travel Area ○ Staff/pupils who have tested positive for either a PCR or LFD COVID-19 test ○ Pupils and staff displaying COVID-19 symptoms ○ Pupils and Staff displaying symptoms. They will not be permitted into school until <u>10 day isolation completed.</u> • Any staff or pupils who test positive through a lateral flow test will be sent home to self-isolate for 10 	<p>Parents/ Carers and Staff-On Going.</p> <p>Head teacher-On Going.</p> <p>Head teacher-Where need identified</p> <p>Head teacher-Immediate</p>

	<p>be provided with 2 tests to use at home each week.</p> <ul style="list-style-type: none"> Refer to LFD Testing Risk Assessment for controls for safe working for staff and students. <p>School testing</p> <ul style="list-style-type: none"> 3 Tests to be offered to secondary students 3-5 days apart Pupils not undergoing testing should attend in line with phased return (discretion over w/c 8th March 2021) Testing is voluntary but strongly recommended Results whether positive, negative, or inconclusive will be shared with school by consent <p>Home testing</p> <ul style="list-style-type: none"> Both staff and pupils (from earliest 15th March) will be supplied home test kits. Staff and pupils must report positive test results to school to facilitate contact tracing in school. At home, pupils 18 or over to swab and report their own tests pupils 12-7 should self-swab and report with adult supervision pupils aged 11, attending secondary school should be tested at home by an adult and an adult report their test 	<p>days, the test date counting as day zero. Close contacts identified, cleaning regimes and further contacts to be completed as set out in covid-19 flowchart</p> <ul style="list-style-type: none"> The Head Teacher body of the school are to be informed of staff members and Parent/Carers concerns. Avoiding assemblies Managing movement around the school building to reduce transmission (see relevant section) Managing classrooms to reduce transmission (see relevant section) 	
Staff and Pupils not attending school	<ul style="list-style-type: none"> Registers are maintained each day for pupils Staff will register presence on site Illness related to covid-19 symptoms to follow covid-19 flowchart to record absence to Local Authority and Public Health England 	<ul style="list-style-type: none"> Parents/Carers and Staff to be requested to follow the usual school procedures for sickness absence. Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence. Where need is identified staff/families advised to follow guidance from the NHS 	<p>Parents/ Carers and Staff-On Going.</p> <p>Staff-On Going</p>
Transport on and off the school site.	<p>Wider school transport</p> <ul style="list-style-type: none"> https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Stagger starts to avoid peak travelling times Face covering on public transport, will be required to be 	<ul style="list-style-type: none"> Pupils and Parents/Carers will be made aware of the instructions to follow government guidance for wider transport and arrangements for dedicated school transport. Staff and pupils are strongly advised not to offer car 	Head teacher-On Going.

	<p>disposed of on exit from bus, pupils and staff to be made aware of requirement to dispose of disposable face coverings correctly.</p> <ul style="list-style-type: none"> • Reusable masks to be placed in a sealed plastic bag whilst in school. <p>Staff and pupils to be reminded if using Re-usable face coverings, that they should be laundered daily</p> <p>Dedicated school transport</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <ul style="list-style-type: none"> • A record is maintained of all pupils who travel on dedicated transport • Pupils are recommended to sit in the same seat where possible • Pupils to be grouped where possible as bubbles in school • Use hand sanitiser on embarking and disembarking vehicles • Organise queueing • Social distance where possible • Windows open where possible • Use of face coverings for pupils over 11, may be required if they are likely to come into contact with people outside their group and can't socially distance from them whilst travelling. • Cleaning of high touch surfaces with cleaning wipes before use by another group 	sharing to people outside their household.	
<p>Pupil/Staff member who is, or who is living with a shielded or clinically vulnerable (CV) person</p>	<ul style="list-style-type: none"> • Clinically vulnerable staff and students and anyone living with someone in this category can return to work, where they should maintain social distancing and hand hygiene. • Pregnant, staff, still fall into a critically vulnerable category the DfE have advised to take extra care in observing social distancing and hand hygiene. • Those staff/pupils who live with a member of the household who is CV can continue to come to work as normal. 		<p>Head teacher- Where identified</p>

<p>Staff who are pregnant.</p>	<ul style="list-style-type: none"> • Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out at this link - guidance for pregnant employees. • Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). • Staff to follow same guidance if covid-19 symptoms develop 	<ul style="list-style-type: none"> • Staff members to inform the Head teacher at the earliest convenience if they are pregnant. • Pregnant staff are to follow the guidance on social distancing. • Risk Assessment for pregnant staff member to be carried out 	<p>Staff/ Head teacher-On going</p>
<p>Pupil /Staff member who is, or who living in a household with someone who is clinically extremely vulnerable</p>	<p>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The government will only reintroduce formal shielding advice in the very worst affected local areas and for a limited period of time. This will only apply to some, those people who will be required will receive a new shielding notification from the NHS advising you to do so Government guidance is found at this link</p> <p>During the national lock down period (5th January 2021) Staff/pupils who are CEV are advised to work from home if they can. These individuals will be identified through a letter from the NHS or from their GP. This has been extended until 31st March 2021</p> <ul style="list-style-type: none"> • Those staff/pupils who live with a member of the household who is CEV can continue to come to work as normal, if they are required to do so and follow COVID-19 transmission prevention controls. 		<p>Head teacher- Where identified</p>

<p>Personal Protective Equipment (PPE) and use of face coverings</p>	<ul style="list-style-type: none"> • Face coverings are not classified as <u>PPE (personal protective equipment)</u>. Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19). • Tasks have been identified within the school that would require staff wearing PPE; supporting pupils with intimate care, and for staff who are unable to keep 2m away from a pupil who is symptomatic of covid-19 and administering first aid. Guidance for using PPE for first aid, including donning and doffing guidance, can be found in the staff and student infection control risk assessment. • Staff /students follow good hand washing practice before and after putting on PPE. • Staff and students advised not to touch their face whilst the face covering is on. • On return to school on 8th March, face coverings should be worn by staff and students in schools and colleges, from year 7 and above. Face coverings will be worn in all areas of the school, including classrooms, where social distancing cannot easily be maintained as a temporary extra measure but until at least the 17th May 2021 • The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. • Following an update to operational guidance for schools on 25th June 2021: https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings It is recommend, where there has been 2 or more confirmed cases within a week in a school that face coverings should be worn by staff, students and visitors in all areas of schools where social distancing is not possible (for example, classrooms and when moving around in corridors and communal areas). If this occurs in a primary school staff 	<ul style="list-style-type: none"> • 	<p>Staff/ Head teacher-On going</p>
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	<p>will be required to wear face coverings in all areas. Visitors to all schools will also wear be required to wear face coverings in all areas. This is in line with Durham PHE advice.</p> <ul style="list-style-type: none"> • Wearing face coverings will not be enforceable where activity or exercise will occur, for example in PE. • Face coverings will not be required to be worn by pupils when outdoors (This must happen during the core school hours when pupils are on site). Outside of core school hours you will be required to wear a face covering where social distance cannot be easily achieved. • Communal areas are, internal spaces that is not a classroom or teaching space e.g. corridor, halls, staff offices where social distancing cannot be maintained. • Staff/pupils may also wear their own face coverings but must follow the guideline in place for correct use, maintenance and disposal of face coverings. • If staff wish to wear face shields, these will be worn in addition to face coverings. Any face shields provided will be for personal use only and should be labelled with user's name on collection. Face shields should be cleaned regularly with a disinfecting wipe both inside and out and allowed to stand to dry, they should ideally be stored in personal staff lockers. • Staff/students unable to wear a face covering (due to an exemption) could use a face shield to cover their face. • https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education • Face coverings should be replaced when they become damp. It is advisable to have a spare face covering to wear if the face covering becomes damp through the day. • Pupils will not be excluded from school if they do not have a face covering, struggling to access a face covering or if their face covering has become soiled but will be provided with one in school. • Transparent face coverings can be worn for lessons if someone relies on lip reading, clear sound or facial expression to communicate. 		
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<p>Entrance to the school site and building</p>	<ul style="list-style-type: none"> • Access to the school site may be controlled by several entrance gates are used to allow Pupils and Parents/Carers to follow onto the school site. • All Staff and visitors to register presence on site, for fire and in the event a positive case is discovered. • Where possible, separate Entrance doors for different group to be used, staggered times will facilitate this • Primary aged pupils must be accompanied to school each morning. • Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. • Pupils are advised to maintain social distancing when entering the school site. • The start of the school day has been staggered to allow controlled access into the school building by pupils. • Parents not permitted to enter the school building and to contact school via telephone. • Pupils are met each day at the identified entrances for their year group class by a staff member. • Pupils store outdoor clothing and bags in designated area. • Staff store their bags in lockers, store cupboards or designated area. • Those pupils with clearly named packed lunches and water bottles may store them within a designated area of their allocated classroom or their school bags • Pupils are supervised to wash/sanitise their hands at the start of the school day. Younger pupils will be taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. • Staff to wash their hands with pupils at the start of the school day. • Staff and pupils presenting with are isolated in the isolation room and next of kin/parents contacted 	<ul style="list-style-type: none"> • Pupils, Parents reminded to beginning school that they must follow social distancing guidelines when on the school site. • Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. • Staggered start times introduced for different year groups, communicated to parents via school communication links and updates provided where need identified. • Parents/Carers advised to leave the school site immediately once their child has entered the building. • School entrances and site to be secured at the start of the school day, once school has begun. • Staff, Pupils, Parents/Carers will be informed to bring essential items needed for that day; lunch boxes, water bottle (sufficient for the day) hat, coat, books stationery and mobile phones (following school policy on mobile use) 	<p>Staff/Head teacher-On Going</p>
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<p>Maintaining infection control /hygiene standards within the school building</p>	<ul style="list-style-type: none"> • Government Guidance for the cleaning of non-health care settings is followed. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • A Spillage policy for school site should be in place. • Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. • Where need identified hand sanitiser will be made available to staff and pupils. • Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Handwashing posters located in pupil and staff toilet areas and in the classroom areas. • Pupils and staff follow good respiratory hygiene by following the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. • Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. • Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. • Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified. • Pupils and Staff ensure that they thoroughly dry their hands after hand washing and ensure the hand sanitiser is fully applied and absorbed into hands. • Infection Control Risk assessment in place to manage other biological hazards within the school community. • Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. • Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. • Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily 	<ul style="list-style-type: none"> • Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. • Staff to take responsibility for their own personal hygiene throughout the school day. • Tissues to be made available in each classroom. Pupils taught to follow the guidance 'Catch it, Bin it, Kill it', and avoid touching their faces, noses etc. whilst at school. • Where need identified, pupils can eat their lunches in their classrooms. • Classroom surfaces to be cleaned if classroom used as a dining area. • All bins emptied at the end of each school day and placed in the external bin store. • Parents advised to ensure that pupils wash their hands when they return to the home environment. 	<p>Head teacher / Staff-On-going</p>
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	<p>routine cleaning carried out by identified staff.</p> <ul style="list-style-type: none"> Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins 		
<p>Wraparound Care/ Out of school care or intervention group</p>	<ul style="list-style-type: none"> Wider school groupings to be kept in place, where possible Social distancing between groups where possible All pupils involved to continue to follow hand hygiene on entry to the school club and on leaving Ensure posters catch it kill it bin it posters are up to encourage good respiratory hygiene. Follow infection controls as set out within school buildings 		<p>Head Teacher – on going</p>
<p>Staff/Pupils showing possible symptoms of the coronavirus</p>	<p>Staff are aware of the symptoms of the Covid-19. https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <ul style="list-style-type: none"> Pupils /Staff start showing signs of symptoms they are transferred to the isolation room. The headteacher or deputy headteacher. The head or Deputy will contact the executive head and the Health and Safety Manager. Staff will be asked to leave immediately and asked to arrange to be tested. Pupils' parent/carers to be contacted immediately to collect pupil and advise they should be tested immediately and follow stay at home guidance. A small number of test kits will be made available to school from central government supplies, instructions for use and who should be given these tests will be provided. A Room to be set aside to isolate Staff/Pupils. The isolation room allows Staff/Pupil to be viewed from a 2-metre distance. The room should ideally be as free from furniture as possible with two washable chairs located in it. If 2m distancing cannot be maintained from symptomatic person, PPE should be worn (gloves, mask, apron). Parents/Carers regularly informed via the school's communication to monitor their child's /family members health. If need identified the emergency services will be contacted. Infection control risk assessment in place to manage all other biological hazards that may affect staff/pupils. 	<ul style="list-style-type: none"> Pupils and Staff displaying symptoms will not be permitted into school until 10 day isolation completed. And follow stay at home guidance; https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Ensure that the school holds a stock of disposable gloves/aprons and face masks. PPE supplies to be managed through the central NELT purchasing team Staff /Pupil remain in the isolation room until they can be collected. Whilst in isolation if staff/pupils need to use welfare facilities these need to be taken out of use and cleaned before they can be used by the school community. Isolation room to be cleaned once the staff/pupil has left the area. Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area. Staff and Parent/Carers to be encouraged to access testing facilities available where symptoms are displayed. Where Staff/Pupils test positive PHE are to be contacted for advice and support and next steps. Schools to facilitate test and trace, in assisting with 	<p>Head teacher on going</p> <p>Head</p>

		<p>identifying:</p> <p>A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:</p> <ul style="list-style-type: none"> • people who spend significant time in the same household as a person who has tested positive for COVID-19 • a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including: <ul style="list-style-type: none"> ○ being coughed on ○ having a face-to-face conversation within one metre ○ having skin-to-skin physical contact, or ○ contact within one metre for one minute or longer without face-to-face contact • a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes • The Head Teacher of the school are to be informed of Staff members and Parent/Carers concerns 	teacher - Immediate
Maintaining infection control in the Classrooms/Hall areas	<ul style="list-style-type: none"> • Pupils placed into groups, following return to school guidance • Timetable reviewed to reduce the need for pupils to move about the building. • Where classrooms and halls are occupied doors may be propped open to allow natural ventilation. • Waste bins located in classroom/hall areas 	<ul style="list-style-type: none"> • pupils to be advised not to share equipment, food or any other personal belongings • Keeping occupied spaces well ventilated • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by: <ul style="list-style-type: none"> ○ natural ventilation – opening high level windows in preference to low level to reduce 	Staff-On Going

		<p>draughts</p> <ul style="list-style-type: none"> ○ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ○ natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 	
Moving about the building/school site	<ul style="list-style-type: none"> • Clear direction given to parents/carers via the school's communication links for the start and end of the school day. • Rota in place for break times and the lunchtime periods to reduce the flow of pupils in the corridor areas. • Where need identified some pupils will eat their lunch in their classrooms. • Rota in place to access the outdoor play areas at the school. • Safe distancing measures adhered to where possible. • One-way systems where possible put in place on stairways. • directional signs around the school site. 	<ul style="list-style-type: none"> • Movement about the building monitored throughout the school day. • Rota's changed where need identified. • Cleaning regime in place 	Head teacher-On Going
Educational Visits	<ul style="list-style-type: none"> • All educational visits should be risk assessed to include infection controls where required. • Only visits within UK • No overnight stays in UK or overseas 		
Lifts Evac chairs	<ul style="list-style-type: none"> • Lift to be operational only where necessary • Reduce maximum occupancy to one person. • The lift is included in the cleaning regime • Evac chairs to only be used in an emergency by trained evac chair operators 	PEEP (Personal Emergency Evacuation Plan) to be completed if anyone on site is expected to need an evac chair to evacuate the building.	SENDCO/ Head Teacher
Outdoor Play Areas/Equipment	<ul style="list-style-type: none"> • Staff supervision of pupils on fixed play equipment to remind pupils <ul style="list-style-type: none"> • Not to touch their faces • Maintain safe distancing • To cough or sneeze into a tissue (or into arm if a tissue is not available) 	<p>Where a cleaning regime can't be carried out during the school day. Fixed outdoor play equipment to be cleaned more frequently to include high traffic touch points of all cleanable surfaces including entry and exit point and enclosed playhouses, tunnels or tube slides.</p> <p>Outdoor play equipment to be included in the deep clean</p>	Head teacher

	<ul style="list-style-type: none"> • Not to put their mouths on equipment or their hands in their mouths • Cleaning regime in place for outdoor play equipment- Portable and fixed at the end of the school day. • Hand washing hygiene to be followed by staff and pupils after play, before returning to the classroom. 	to take place in the Summer Break	
Welfare facilities	<ul style="list-style-type: none"> • Staff supervise pupils when washing their hands in the toilet areas. • Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). • Position of furniture within staff room areas reviewed to ensure social distancing. • More frequent cleaning will take place across sites during the day as defined in the cleaning guidance. 		
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Face coverings are not classified as <u>PPE (personal protective equipment)</u>. Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19). • Tasks have been identified within the school that would require staff wearing PPE; supporting pupils with intimate care, and for staff who are unable to keep 2m away from a pupil who is symptomatic of covid-19 and administering first aid. Guidance for using PPE for first aid, including donning and doffing guidance, can be found in the staff and student infection control risk assessment. • Staff /students follow good hand washing practice before and after putting on PPE. • Staff and students advised not to touch their face whilst the face covering is on. • On return to school on 8th March, face coverings should be worn by staff and students in schools and colleges, from year 7 and above. Face coverings will be worn in all areas of the school, including classrooms, where social distancing cannot easily be maintained as a temporary extra measure but until 	<ul style="list-style-type: none"> • The school needs to hold a supply of PPE-disposable gloves, aprons and face masks on the school site. • Face coverings should be stored in a clear plastic bag when not in use. • Some staff/pupils may be exempt from wearing a face covering, speak to the Head Teacher or Senior Member of staff if this is the case. • Face coverings should be replaced when they become damp. It is advisable to have a spare face covering to wear if the face covering becomes damp through the day. • Pupils will not be excluded from school if they do not have a face covering, struggling to access a face covering or if their face covering has become soiled but will be provided with one in school. • Transparent face coverings can be worn for lessons if someone relies on lip reading, clear sound or facial expression to communicate. 	

	<p>at least the 17th May 2021</p> <ul style="list-style-type: none"> • The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. • Following an update to operational guidance for schools on 25th June 2021: https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings It is recommend, where there has been 2 or more confirmed cases within a week in a school that face coverings should be worn by staff, students and visitors in all areas of schools where social distancing is not possible (for example, classrooms and when moving around in corridors and communal areas). If this occurs in a primary school staff will be required to wear face coverings in all areas. Visitors to all schools will also wear be required to wear face coverings as directed by each school. This is in line with PHE advice. • Wearing face coverings will not be enforceable where activity or exercise will occur, for example in PE. • Face coverings will not be required to be worn by pupils when outdoors (This must happen during the core school hours when pupils are on site). Outside of core school hours you will be required to wear a face covering where social distance cannot be easily achieved. • Communal areas are, internal spaces that is not a classroom or teaching space e.g. corridor, halls, staff offices where social distancing cannot be maintained. • Staff/pupils may also wear their own face coverings but must follow the guideline in place for correct use, maintenance and disposal of face coverings. <p>If staff wish to wear face shields, these will be worn in addition to face coverings. Any face shields provided will be for personal use only and should be labelled</p>		
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	with user's name on collection. Face shields should be cleaned regularly with a disinfecting wipe both inside and out and allowed to stand to dry, they should ideally be stored in personal staff lockers.		
Challenging behaviours displayed	<ul style="list-style-type: none"> • Pupils with challenging behaviours should be identified. • Risk assessments are in place for pupils who demonstrate challenging behaviours. • Behaviour policy updated 	<ul style="list-style-type: none"> • Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out. • Where restraint has had to be carried out review the risk assessment in place. • Review whether PPE is required when managing challenging behaviours. • Behaviour Policy reviewed by TSpours 	Staff/Pupils- Where need identified.
First Aid Provision and support with medication	<ul style="list-style-type: none"> • Staff are first aid trained and will follow first aid procedure for COVID-19. • Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use • Staff to wash their hands prior to administering first aid • Staff to wear disposable gloves when providing first aid support. • Staff to wash their hands after providing first aid support. • Staff and pupils to wash their hands before and after administering medication. Maintain social distancing whilst doing this. 	<ul style="list-style-type: none"> • Gloves and first aid items used to be double bagged and placed in the waste bn. • Waste bins emptied throughout the school day. • Ensure that a stock of disposable gloves are available for staff use. 	Staff-On going
Emergency Situations	<ul style="list-style-type: none"> • If there is an automatic fire detection system fitted at the school it will still need to be tested and inspected on at least an annual basis. • Evacuation policy updated in line with COVID guidance • In the event of a real fire, all staff, pupils, visitors and contractors should leave the building by the nearest exit, as set out in school evacuation plan. In a real event, safe distancing may not be possible to maintain. In the event of saving life, safe distancing rules will not apply. 	<p>The Site/facility manager is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly. Any faults are to be reported immediately to the Contractor who tests and inspects your schools fire alarm system.</p> <p>The Site/facility manager is to undertake their usual weekly checks of the fire alarm system.</p>	Head Teacher / Site/ Facility Manager

<p>End of the school day</p>	<ul style="list-style-type: none"> • Pupils/Staff will wash their hands before they leave the school site. • Only one Parent/Carer permitted to collect their child from the school site. • Parents/Carers to ensure that they follow social distancing guidance. • Parents/Carers directed to leave the school site immediately once they have collected their child. • Staff control the flow of pupils leaving the school building to encourage social distancing. • 	<ul style="list-style-type: none"> • Parents/Carers to keep the school up to date who will be collecting their child from school. • Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. • Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home. 	<p>Parents/ Carers-On Going</p>
<p>Office areas</p>	<ul style="list-style-type: none"> • The maximum occupancy of the office areas has been calculated to ensure social distancing. • Where available, windows are opened whilst the office area is in use. • Staff leave their desks as clear as possible so that it can be easily cleaned. • Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. 	<ul style="list-style-type: none"> • Staff to work in their areas and remain in their work group throughout the working day 	<p>Caretaker/ Premise Manager-On Going.</p>
<p>Kitchen Areas</p>	<ul style="list-style-type: none"> • Staff designated to workstations that are socially distanced, where possible if working alongside and face to face, avoid working shoulder to shoulder. • All staff to wash hand on entry to changing rooms and on entry to kitchen. Hands should also be cleaned when moving from one preparation areas to another. • Keep areas well ventilated, with doors and windows open where possible • Mobile partitions may be used where social distancing cannot be maintained • Mobile partitions/sneeze guards may be used for till operators • Cleaning schedules to be displayed and signed off once complete • Supplies of cleaning products and hand washing products should be checked and replenished regularly 	<ul style="list-style-type: none"> • Delivery drivers should have a contact name and number to ring a head to arrange delivery time • Visual posters showing good and bad practice should be displayed • Regular meeting s should take place to messages becoming stale and prevent false information from circulating 	<p>Kitchen Manager / Lead Cook</p>

Equipment	<ul style="list-style-type: none"> • Where Possible use own equipment, for example, pens, note books etc • Where shared equipment is used, telephones, tools etc. items should be cleaned afterwards • If possible central photocopier requests should ideally be made 72 hours in advance so there is a period of 48 hours. If this not possible, hand hygiene should be followed • Where items cannot be cleaned, e.g. some photocopier touchpads, the machine should be operated and after use, staff member must use hand sanitiser before Shared equipment such as PE or Science to be cleaned 'frequently' and 'meticulously' or rotated to allow 48 hours or 72 for plastics in between uses. • Sharing of classroom resources such as books and equipment is possible across a group and cleaning of resources or rotated time (48 hrs or 72 for plastic) will be required if a different group need to use. 		All Staff
Visitors to the school	<ul style="list-style-type: none"> • Where possible visitors to the school site be limited. • Trade persons attending the school site to complete any statutory tests are to be permitted on site. Where possible appointments to be made outside of school hours. • All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. • Visitors are always supervised whilst on the school site. Safe distancing maintained. • Visitors to all schools will also be required to wear face coverings in communal areas and in classrooms if required by current PHE/Gov guideline 	Telephone contact number for site to be displayed in door.	Site / Facility Managers / All Staff
Pupil Wellbeing	<ul style="list-style-type: none"> • Focused pastoral support in place. • Staff have access to- <u>Returning safe and happy and settled.</u> • <u>Place2Be-Coronavirus: wellbeing activity.</u> • Regular contact made with pupils' parent/carers who are currently not attending the school. • Safeguarding Policy in place. • Staff report concerns with pupil's behaviour via the usual routes, including Safeguarding. 	The school to contact the agencies who regularly support their pupils with social and emotional support. Ensure that staff are aware of the <u>healthy child programme</u> Parents and carers to be made aware of the following agencies;	Head Teacher / Staff

	<ul style="list-style-type: none"> Wellbeing to be included as part of the curriculum 	<p>-MindEd - a free educational resource from Health Education England on children and young people's mental health.</p> <p>- Rise Above is a website co-created and produced by young people.</p> <p>- Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</p> <p>- Barnardo's See, Hear, Respond programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies.</p> <p>Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff</p>	
Deep Clean	<ul style="list-style-type: none"> A deep clean of all areas of the school to be carried out during the Summer break. The deep clean is to include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas. 		Facilities Manager
Legionella / ventilation systems	<ul style="list-style-type: none"> Site teams to ensure any ventilation systems for site are compliant with HSE advice. Always keep occupied spaces well ventilated, (see maintaining infection control in classrooms and halls section) Use natural ventilation where possible, open windows and doors If a centralised ventilation system removes and circulated air to different rooms, it is recommended that this be turned off. If the air conditioning is a mix of extracted air with fresh air and return to the room this can be used If the system is 100% recirculation within the room, this can be used To reduce risk of legionella, water systems should be flushed throughout the school year in line with L8 Legionella 	<ul style="list-style-type: none"> The risk of air conditioning spreading covid-19 is very low, as long as there is an adequate supply of fresh air and ventilation <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice</p>	Facilities Manager

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