

RISK ASSESSMENT FORM

Part A

DEPARTMENT/ SERVICE		Beckfoot Heaton Primary School & Nursery																																																														
Assessor/ Person(s) assisting with the assessment	Julie Jepson / Zoe Mawson		DATE 15/07/2020																																																													
TASK / ACTIVITY (Include duration and frequency of task activity)		Full opening of Schools – September 2020 THIS DOCUMENT SUPPLEMENTS AND DOES NOT REPLACE DfE Guidance: “Guidance for full opening – schools” (02/07/20). See the end of this document for full list of guidance used to compile this RA. Quotes from the guidance appear in italics.																																																														
<table border="1"> <tr> <th rowspan="2">Likelihood of Occurrence</th> <th colspan="5">Severity of Outcome</th> </tr> <tr> <th>1 Negligible</th> <th>2 Slight</th> <th>3 Moderate</th> <th>4 Severe</th> <th>5 Very Severe</th> </tr> <tr> <td>1 Very Unlikely</td> <td>LOW (1)</td> <td>LOW (2)</td> <td>LOW (3)</td> <td>LOW (4)</td> <td>LOW (5)</td> </tr> <tr> <td>2 Unlikely</td> <td>LOW (2)</td> <td>LOW (4)</td> <td>LOW (6)</td> <td>MEDIUM (8)</td> <td>MEDIUM (10)</td> </tr> <tr> <td>3 Possible</td> <td>LOW (3)</td> <td>LOW (6)</td> <td>MEDIUM (9)</td> <td>HIGH (12)</td> <td>HIGH (15)</td> </tr> <tr> <td>4 Probable</td> <td>LOW (4)</td> <td>MEDIUM (8)</td> <td>HIGH (12)</td> <td>HIGH (16)</td> <td>HIGH (20)</td> </tr> <tr> <td>5 Very Likely</td> <td>LOW (5)</td> <td>MEDIUM (10)</td> <td>HIGH (15)</td> <td>HIGH (20)</td> <td>HIGH (25)</td> </tr> </table>		Likelihood of Occurrence	Severity of Outcome					1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	<table border="1"> <tr> <th colspan="4">Persons / groups at risk</th> </tr> <tr> <td>A</td> <td>Employees</td> <td>E</td> <td>General Public / Pupils</td> </tr> <tr> <td>B</td> <td>New Employees</td> <td>F</td> <td>Visitors</td> </tr> <tr> <td>C</td> <td>Contractors / Sub-Contractors</td> <td>G</td> <td>Volunteers</td> </tr> <tr> <td>D</td> <td>Young person / Work experience</td> <td>H</td> <td>Clients / Service users</td> </tr> </table> <p>Likelihood of occurrence X Severity of outcome = Risk Rating</p> <p>Example:</p> <p>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</p>		Persons / groups at risk				A	Employees	E	General Public / Pupils	B	New Employees	F	Visitors	C	Contractors / Sub-Contractors	G	Volunteers	D	Young person / Work experience	H	Clients / Service users
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The Department of Education have made clear their expectation that all schools will be open for all pupils from September. The guidance contains a PHE-Endorsed ‘system of controls’ (**numbered and bold in the base control measures below**), which build on the previous Hierarchy of Controls used in the summer term. Where something is essential for public health reasons, the guidance uses the word ‘must’. Schools must comply with health and safety law and put in place proportionate control measures to protect staff, students and others.

Schools must apply the system of controls in a way that reduces risk to the lowest, reasonably practicable level, in a way that works for their school, and allows them to deliver a broad and balanced curriculum for pupils.

The overriding principle is to reduce the number of contacts between children and staff through reduced mixing (through consistent groups) and increasing social distancing between individuals. The balance between these 2 options for reducing contacts will vary between schools depending on the ability of students to distance, the layout of the school and the requirement to provide a broad and balanced curriculum. In most circumstances, staff can maintain 2m social distancing between themselves and others they should do so.

Part B

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
Decision to reopen against national scientific advice & government policy	ALL	5 x 4 = 20	The Government has made it clear that it's intention is for all schools to be open to all students in September.	Continue to monitor DfE, SAGE and PHE guidance and amend risk assessment and decision to open accordingly. Official Government review due 11/08/20.	1 x 4 = 4
Decision to reopen against local assessment of transmission risk	ALL	5 x 4 = 20	The Trust continues to monitor the local situation using data from PHE surveillance and local advice from the Director of Public Health.		2 x 4 = 8
Spread of Covid-19 between pupils; staff; families of pupils/ staff.	ALL	4 x 4 = 16	<p>1.A Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>N.B. There will always be residual risk from those who are asymptomatic.</p>	<p>Communicate with pupils and staff that if they feel unwell, or have tested positive for Covid-19 in the last 7 days they must not attend school.</p> <p>Communicate with parents that if pupils feel unwell or have tested positive for Covid-19 in the last 7 days they must not attend school.</p> <p>Communicate with staff, students and others that if they are displaying symptoms they should get tested for Covid-19.</p> <p>Communicate with visitors and contractors, that access to site is only possible with no symptoms, by following school procedures and practices and where appropriate carrying out a separate risk assessment.</p> <p>Publicise the 'Guidance for Households with Possible Coronavirus Infection', and communicate to students, staff and parents that household should isolate for 14 days if someone in the household displays symptoms or they are told to by NHS Track and Trace</p>	3 x 4 = 12 School Plan Note 1a
		5 x 4 = 20	<p>1.B Take steps to reduce the risk when anybody starts to display symptoms in a school setting passing on the infection to others.</p> <p>See Trust procedure on "Dealing with Confirmed or Suspected Cases"</p>	<p>Follow guidance 'What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting'.</p> <p><i>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 and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</i></p>	3 x 4 = 12 School Plan Note 1b

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
				<p><i>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i></p> <p>N.B. Government guidance states “A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.”</p> <p>Eye protection (visor) is advised for the supervising adult in these circumstances. The guidance states: [if] “there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</p> <p>It is considered there is a risk if someone is displaying symptoms and therefore eye protection and a mask should be worn (as per the Trust procedure). This is because we cannot predict the behaviour / symptoms that the pupil will display.</p> <p>Follow guidance on referring individuals suspected of having Covid-19 for testing, and subsequent actions based on the outcome of the test (return to the setting when well or isolation of cohort)</p>	
		3 x 4 = 12	<p>2. Clean hands thoroughly more often than usual <i>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Only use alcohol hand rub or sanitiser if soap and water not available.</i></p>	<p><i>Schools must ensure that all pupils and staff to wash hands regularly: when they arrive at school, when they return from breaks, when they change rooms and before and after eating, and after coughing or sneezing.</i></p> <p>Promote handwashing through posters and regular reminders and building it into school routines and behaviour expectations.</p> <p>Demonstrate good hygiene practice</p> <p>Make use of resources from e-bug and other sources</p> <p>Provide alcohol rub where a sink is not readily available, and supervise it given the risks around ingestion.</p> <p>Ensure pupils who need supervision and/or help whilst washing hands receive it.</p>	2 x 4 = 8 School Plan Note 2

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
		3 x 4 = 12	3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Implement the 'catch it, bin it, kill it' approach.	Refresh posters. <i>Schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. Talk to all pupils and staff about respiratory and hand hygiene.</i> Regular emptying of bins. <i>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</i>	2 x 4 = 8 School Plan Note 3
		3 x 4 = 12	4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Identify surfaces that are regularly touched – such as desks, chairs, keyboards, handles, light switches etc. Instruct and ensure supervision of cleaning staff accordingly. <i>Points to consider and implement:</i> <ul style="list-style-type: none"> • <i>putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</i> <ul style="list-style-type: none"> ○ <i>more frequent cleaning of rooms / shared areas that are used by different groups</i> ○ <i>frequently touched surfaces being cleaned more often than normal</i> • <i>different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</i> <i>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</i> Prop doors open so they don't have to be touched. However, don't leave fire doors propped open and unattended, and must be shut in the case of a fire alarm.	2 x 4 = 8 School Plan Note 4

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		3 x 4 = 12	5. Minimise contact between individuals and maintain social distancing wherever possible Different elements of minimising contact and maintaining distancing are detailed by activity below	<i>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</i>	2 x 4 = 8 School Plan Note 5
		3 x 4 = 12	a) Grouping Children (Bubbles) <i>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</i>	At Primary and KS3 aim to implement class sized bubbles At KS4/5 groups are likely to need to be the size of whole year groups. Groups should be kept apart from other groups Older children encouraged to keep distance within groups Where capacity allows, limit interaction and sharing of rooms and social spaces between groups. NB Benefits exist even if separating groups and maintaining distance can only be partially implemented	2 x 4 = 8 School Plan Note 5a
		3 x 4 = 12	b) Measures within the classroom Avoid close face to face contact and minimise time spent within 1m of anyone	Keep desk workstations as far apart as possible (1m+) Staff to stay 2m away from pupils for as much of the time as possible. This should be a priority when deciding on classroom layout. This is especially important if teachers are moving between bubbles. Encourage pupils to use the toilet before/after lessons to avoid circulation. Manage toilet facilities so that they don't become overcrowded. They should be cleaned after each break, after lunchtime and at the end of the school day. Consider allowing toilet access throughout the day to reduce overcrowding.	2 x 4 = 8 School Plan Note 5b

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
				<p>Keep groups consistent. Avoid pupils mixing in 'streamed' groups for different subjects. Teachers to stay with same group (as far as possible).</p> <p>Consider teaching lessons outside if possible.</p> <p>Clean rooms between bubbles if they need to be shared.</p> <p>Adopt clear and comprehensive cleaning schedules.</p>	
		4 x 4 = 16	<p>c) Measures elsewhere</p> <p>i) corridors</p> <p><i>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</i></p>	<p>Suggest one-way systems are implemented as far as possible.</p> <p>Strict adherence to single file and keeping to the left on corridors that are two meters wide. Consider closing corridors or implementing a system of timed one way.</p> <p>Pupils to be kept in one classroom for as much of the day as possible with staff moving to go to them (but staff circulation should also be minimal if possible).</p> <p>Entry and exit to classrooms from outside door if possible (negating use of corridors).</p> <p>Floor / wall markings used to indicate 2m gaps.</p> <p>Pupils will not be asked to queue on corridors but should enter rooms immediately and go to their allotted desk.</p>	2 x 4 = 8 School Plan Note 5c(i)
		4 x 4 = 16	<p>ii) break-times</p>	<p>Stagger breaks so that fewer pupils outside at any one time.</p> <p>Make sure pupils go straight outside.</p> <p>Indoor breaks to be avoided, but if necessary, pupils should stay in socially distant classroom and go to toilet by themselves.</p> <p>Encourage socially distant activities where pupils stay two metres apart (passing rather than contact football etc.)</p> <p>Do not use outdoor equipment unless it has been sanitised between each group using it.</p>	2 x 4 = 8 School Plan Note 5c(ii)

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
				Encourage children to stand two metres apart whilst talking outside (temporary playground markings?)	
		4 x 4 = 16	iii) lunchtimes	<p>Consider delivering lunches to classrooms.</p> <p>Consider staggered lunches</p> <p>Increase the number of service points and dining facilities</p> <p>Queuing and eating together in canteens is very high risk and maintaining meaningful social distancing in this circumstance is not practical. Once food is eaten break-time outside to be managed as above.</p>	2 x 4 = 8 School Plan Note 5c(iii)
		3 x 4 = 12	iv) school start/end	<p>Parents to be asked to keep two metres apart when collecting / dropping off pupils.</p> <p>Stagger start/ finish times.</p> <p>Use as many entrances as practical rather than 'funnelling' through one entrance.</p> <p>Parents should not congregate around doorways.</p> <p>Consider other steps to control social mixing at pick-up and drop-off.</p> <p>Staff must adhere to 2m social distancing rule when arriving / departing school.</p> <p>Encourage parent-staff communication via technology (phone, app, email...), and if a face-to-face conversation is needed arrange by prior appointment and ensure social distancing arrangements are adhered to.</p>	2 x 4 = 8 School Plan Note 5c(iv)
		5 x 4 = 20	v) large events/assemblies	<p>Consider not holding assemblies. They would be very hard to manage effectively.</p> <p>Alternatives could be delivered by the 'class teacher' in small groups or by video link of some sort.</p> <p>Under no circumstances should physical meetings / assemblies occur with pupils from more than one bubble.</p>	3 x 4 = 12 School Plan Note 5c(v)

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
		3 x 4 = 12	vi) meetings	<p>Meetings not to be held unless 2m social distancing can be strictly maintained.</p> <p>Extended meetings in rooms with no external ventilation to always be avoided.</p> <p>Limit meeting length as far as possible.</p> <p>Use IT solutions to facilitate on-line meetings.</p> <p>No physical meetings involving staff from multiple sites</p> <p>Use of the staff room may need to be limited / on a rota basis. 2m social distancing needs to be maintained. Kitchen area needs to be regularly cleaned and staff must wash hands before and after using the kitchen.</p>	2 x 4 = 8 School Plan Note 5c(vi)
		3 x 4 = 12	6. Where necessary, wear appropriate personal protective equipment (PPE)	<p><i>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i></p> <ul style="list-style-type: none"> <i>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</i> <i>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</i> 	2 x 4 = 8 School Plan Note 6
		4 x 4 = 16	Response to infection 7. Engage with NHS Track and Trace	<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> book a test if they are displaying symptoms. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.</p> <p>If anyone displays symptoms whilst in school they should follow the Trust procedure “dealing with confirmed and suspected cases”</p>	2 x 4 = 8 School Plan Note 7

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
		4 x 4 = 16	8. Manage confirmed cases of Coronavirus amongst the school community <i>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</i>	<i>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</i> <i>Close contact means:</i> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils).</i> Contact the Trust Covid Operations team for support Contact the PHE Health Protection Team (0113 386 0300)	2 x 4 = 8 School Plan Note 8
		4 x 4 = 16	9. Contain any outbreak by following local health protection team advice <i>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</i>	<i>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</i> Contact the Trust Covid Operations team for support	2 x 4 = 8 School Plan Note 9

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
		3 x 4 = 12	10. School Workforce <i>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.</i>	<i>It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders should consider what is feasible and appropriate.</i> Staff to work from home wherever possible. Consider allowing teaching staff to use PPA time at home Consider rotas and partial occupancy of office spaces.	2 x 4 = 8 School Plan Note 10
		3 x 5 = 15	11. Protect staff with medical vulnerabilities / living with vulnerable people.	<i>Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Advice for those who are clinically-vulnerable, including pregnant women, is available.</i> <i>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</i> Follow HR guidance to undertake or update individual risk assessments of those in a Clinically Vulnerable group. These staff should be considered if there is a school outbreak in any bubble/local lockdown.	2 x 4 = 8 School Plan Note 11
		3 x 5 = 15	12. Protect pupils with clinical vulnerabilities	The parents of pupils with vulnerabilities should seek medical advice before the pupil attends school. The above must be clearly communicated to (and discussed with if necessary) to all parents. These pupils should be considered if there is a school outbreak in	2 x 4 = 8 School Plan Note 12

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				any bubble/local lockdown.	
		4 x 4 = 16	13. Minimise office use by staff, and social distancing applied when they must be used.	<p>If office staff are needed in the building they should maintain social distancing in the office (2m, or 1m with risk mitigation where 2m is not viable). This will mean some desks cannot be used, or changes to office layouts will be required.</p> <p>Hot-desking is also to be avoided. If it cannot be avoided the desk, phone and IT equipment etc. should be cleaned down after use and before use (with appropriate cleaning products). No personal belongings what so ever should be left on a desk which will be used for hot-desking.</p> <p>Follow Government guidance for Office Workers: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p>	2 x 4 = 8 School Plan Note 13
		3 x 4 = 12	14. Visitors, agency staff, peripatetic teachers <i>Schools can continue to engage supply teachers and other supply staff during this period.</i>	<p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</i></p> <p>Only essential visitors to be allowed by appointment only. Records to be kept of who has been on site and who they had contact with.</p>	2 x 4 = 8 School Plan Note 14
		3 x 4 = 12	15. Dilute the concentration of any air-borne virus in a building.	Ensure ventilation is kept to a maximum. (artificial or natural). Set heating/ventilation systems accordingly, open windows. Staff/pupils to wear warm clothing (if necessary) to facilitate this.	2 x 4 = 8 School Plan Note 15
		3 x 4 = 12	16. Keep equipment separate / clean between uses.	<p>Remove soft furnishings and soft toys as far as is possible.</p> <p>Avoid sharing IT equipment or practical equipment; consider assigning it to named individuals</p> <p>Wash any equipment that is going to be used by different pupils between uses. Use a chlorine based product. (Take care when washing IT/Electrical equipment - try to use a preparatory product</p>	2 x 4 = 8 School Plan Note 16

What are the hazards and What could happen	Affected persons groups	Risk rating if no action taken (see chart)	What are the base control measures	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (see chart)
				<p>designed to clean such equipment and never allow ingress of fluids into the equipment).</p> <p>Avoid sharing stationary.</p> <p>If no obvious contamination a 72hr quarantine of equipment (with hard surfaces) reduces the risk.</p> <p>Avoid sending any resources home with pupils or staff that are shared.</p> <p>Minimise the number of handouts/printouts</p>	
		4 x 4 = 16	<p>17. Travel to School - Encourage parents and pupils to follow guidance on safe travel.</p> <p>Only one parent should accompany children who need accompanying.</p> <p>Travel should be by foot or bike if possible.</p>	<p>Promote active travel</p> <p>Contact travel providers and discuss what precautions / risk assessments they have in place. Encourage:</p> <ul style="list-style-type: none"> • Bubbles sitting together • Handwashing/sanitising before getting on and after getting off • Pupils wearing a face covering on the bus 	2 x 4 = 8 School Plan Note 17
		3 x 4 = 12	18. Evacuation / Invacuation protocols – consider how to manage both evacuation and invacuation.	Consider if drills will undermine social distancing. Think about escape routes and muster points. Establish protocols to try to achieve social distancing, as far as is reasonably practicable, in an emergency.	2 x 4 = 8 School Plan Note 18
Staff physical and mental wellbeing adversely affected	A	3 x 3 = 9	19. Consider staff wellbeing.	<p>How will staff take comfort breaks / access food and drink?</p> <p>Are existing systems to support staff wellbeing well publicised / understood?</p>	2 x 3 = 6 School Plan Note 19
Children's physical and mental wellbeing adversely affected	E	3 x 3 = 9	20. Consider pupil wellbeing		2 x 3 = 6 School Plan Note 20

Beckfoot Heaton Primary School & Nursery Risk Summary Table

Hazard	Affected Group	Risk Rating before controls	Category of control measures	Residual Risk Rating
Decision to reopen against national scientific advice & government policy	ALL	5 x 4 = 20	The Government has made it clear that it's intention is for all schools to be open to all students in September.	1 x 4 = 4
Decision to reopen against local assessment of transmission risk	ALL	5 x 4 = 20	The Trust continues to monitor the local situation using data from PHE surveillance and local advice from the Director of Public Health.	2 x 4 = 8
Spread of Covid-19 between pupils; staff & families of pupils/staff.	ALL	4 x 4 = 16	1.A Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	3 x 4 = 12
		5 x 4 = 20	1.B Take steps to reduce the risk when anybody starts to display symptoms in a school setting passing on the infection to others.	3 x 4 = 12
		3 x 4 = 12	2. Clean hands thoroughly more often than usual	2 x 4 = 8
		3 x 4 = 12	3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	2 x 4 = 8
		3 x 4 = 12	4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	2 x 4 = 8
		3 x 4 = 12	5. Minimise contact between individuals and maintain social distancing wherever possible	2 x 4 = 8
		3 x 4 = 12	a) Grouping Children (Bubbles)	2 x 4 = 8
		3 x 4 = 12	b) Measures within the classroom	2 x 4 = 8
		4 x 4 = 16	c) Measures elsewhere	2 x 4 = 8
		4 x 4 = 16	i) corridors	2 x 4 = 8
		4 x 4 = 16	ii) break-times	2 x 4 = 8
		4 x 4 = 16	iii) lunchtimes	2 x 4 = 8
		3 x 4 = 12	iv) school start/end	2 x 4 = 8
		5 x 4 = 20	v) large events/assemblies	3 x 4 = 12
		3 x 4 = 12	vi) meetings	2 x 4 = 8
		3 x 4 = 12	6. Where necessary, wear appropriate personal protective equipment (PPE)	2 x 4 = 8
		4 x 4 = 16	7. Engage with NHS Track and Trace	2 x 4 = 8
		4 x 4 = 16	8. Manage confirmed cases of Coronavirus amongst the school community	2 x 4 = 8
		4 x 4 = 16	9. Contain any outbreak by following local health protection team advice	2 x 4 = 8

		3 x 4 = 12	10. School Workforce	2 x 4 = 8
		3 x 5 = 15	11. Protect staff with medical vulnerabilities / living with vulnerable people.	2 x 4 = 8
		3 x 5 = 15	12. Protect pupils with clinical vulnerabilities	2 x 4 = 8
		4 x 4 = 16	13. Minimise office use by staff, and social distancing applied when they must be used.	2 x 4 = 8
		3 x 4 = 12	14. Visitors, agency staff, peripatetic teachers	2 x 4 = 8
		3 x 4 = 12	15. Dilute the concentration of any air-borne virus in a building.	2 x 4 = 8
		3 x 4 = 12	16. Keep equipment separate / clean between uses.	2 x 4 = 8
		4 x 4 = 16	17. Travel to School - Encourage parents and pupils to follow guidance on safe travel.	2 x 4 = 8
		3 x 4 = 12	18. Evacuation / Invacuation protocols – consider how to manage both evacuation and invacuation.	2 x 4 = 8
Staff physical and mental wellbeing adversely affected	A	3 x 3 = 9	19. Consider staff wellbeing.	2 x 3 = 6
Children's physical and mental wellbeing adversely affected	E	3 x 3 = 9	20. Consider pupil wellbeing	2 x 3 = 6

Part C

Links to other risk assessments and or safe working instructions - please state	Link to DfE & PHE Guidance Link to Trust Guidance H&S & associated documents		
Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	Zoe Mawson	Date	
		15/07/2020	

Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.

For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?

Please record any changes required and or action taken, then date and sign

Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
Reviewer Name &		Notes	

Date			
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Documents used to help compile this R/A:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<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>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Bradford Council Covid Risk Assessment Tool v4

Unite/GMB/Unison/NEU – Planning Guide for Schools – Commentary and Checklist – Coronavirus Crisis Workplace Checklist
NEU 1866/0520

School Approach to high risks

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

N.B. There will always be residual risk from those who are asymptomatic.

Schools will take all the steps they can to prevent symptomatic children and adults coming to school, but it considers the risks of this happening to remain high because all the controls rely on information provided by pupils and staff. For lots of reasons, probably accidental, this information may not be true and the residual risk will remain high.

Take steps to reduce the risk when anybody starts to display symptoms in a school setting passing on the infection to others.

Clearly, at the point symptoms display, those present will be at risk of infection. The Government has clearly defined the process for dealing with a child or adult that starts to display symptoms at school. These procedures will be implemented rigorously. However, the residual risk in this particular set of circumstances will remain high.

5. c) v) Measures elsewhere: large events/assemblies.

The school has very clear guidelines in place to minimise large event happening in school. However, should there be a need for one of these events to take place, the residual risk will remain high. *Large events should be subject to a separate risk assessment.*

Beckfoot Trust Five key Tests for Opening			
Test	Criteria	School Yes/No	Trust Yes/No
1. 1. Is there a satisfactory and agreed risk assessment in place for the school?		Yes	Yes
2. Is there a satisfactory plan in place to ensure the safety of pupils?	<ul style="list-style-type: none"> Numbers in school Cluster arrangements Social distancing Induction Hand washing and cleaning 	Yes	Yes
3. Is there a satisfactory plan in place to ensure the safety of staff?	<ul style="list-style-type: none"> Numbers in school Cluster arrangements Social distancing Induction Hand washing and cleaning 	Yes	Yes
4. Is the site ready to welcome back pupils and staff?	<ul style="list-style-type: none"> Risk Assessments Passed a re-opening check Cleaning arrangements in place. Medical provision including PPE Social Distancing provision Quality assurance of external contractors Additional procurement 	Yes	Yes
5. Is there confidence that the plan is sustainable?		Yes	Yes

BECKFOOT HEATON PRIMARY SCHOOL & NURSERY RISK ASSESSMENT FORM

School Specific Risk Assessment & Planning & Staffing Documents

These processes are to be read alongside the Risk Assessment, the guidance and the plans for each Year, FA plans & procedures, existing policies.

Appendix I Site Plan & Communications plan

No1 on RA	School Specific Detail
<p>1a) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>N.B. There will always be residual risk from those who are asymptomatic.</p>	<ul style="list-style-type: none"> • Staff to be aware of policies & procedures • RA & related details to be emailed & kept electronically as well as a copy on site. • Staff to receive appropriate instruction via induction & Staff Handbook, on infection control, RA & processes in place within the school. • Staff to be aware of symptoms and checking visually with children on their entry to school each day. • Site Staff & First Aid completed Every Infection Control Training • Infection control & cleaning information in the Staff Handbook <p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, <u>they are not to attend school</u>. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with Protect+ solution (or bleach) and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>Regular communication with parents to inform school, as a matter of urgency, if there is anyone in their household displaying symptoms, use regular School Ping notifications, on the website & texts as well as visual checks of children and asking children. Details of knowledge of families to be shared to SLT.</p> <p>All to follow attached 'Guidance for Households with Possible Coronavirus Infection' https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>
<p>1b) Take steps to reduce the risk when anybody starts to display symptoms in a school setting passing on the infection to others.</p> <p>See Trust procedure on</p>	<p>When dealing with a suspected case within school:</p> <p>Follow guidance 'What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting.' https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p> <p>Parents</p> <ul style="list-style-type: none"> • To commit to having someone available during the day, to collect a child if required, non-negotiable • Staff to check in with pupils & use visual checks, if symptoms arise or child becomes unwell ring for First Aid

<p>“Dealing with Confirmed or Suspected Cases”</p>	<p>The designated Covid Isolation Room is the Willow Unit, consisting of five isolation areas, separate toilet and kitchen areas.</p> <ul style="list-style-type: none"> • Bubble staff to call for First Aid, via Willow Number (15053) if required <p>First aid Non-Covid <i>(Only where it can be confirmed that this is not Covid-19 related, i.e. wound)</i></p> <ul style="list-style-type: none"> • Child to be taken to Medical Room • Reception/FA to ring parents for immediate collection, if the child needs to go home • FA to wear PPE as noted in point 6 <p>First Aid Covid</p> <ul style="list-style-type: none"> • First Aid to follow FA guidance & RA, use PPE & where possible keep 2m distance at all times. (RA appendix III) • Child / Person to be asked to place a mask on themselves, immediately, if this is not possible, child to stand at the door facing outward and await for FA to collect them • Child to be removed from class to isolation area. • Where possible, if more than one child is ill, keep in separate areas / rooms. • Use of the Willow Rooms as an isolation area, using separate rooms if required (5 in total) • Reception/FA to ring parents for immediate collection • If a sibling in school, another FA to collect the sibling and take to the Covid Bay • Request that a test is undertaken • Thoroughly clean areas • Waste (that is potentially infectious) – should be bagged & left for 72 hours before placing in the bins outside, use PPE at all times. • Follow advice from Trust & PHE • If confirmed case close the bubble and request tests, returning only when cleared to do so. <p>All to follow guidance on referring individuals suspected of having Covid-19, and subsequent actions (return to the setting or isolation of cohort)</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Test & Trace see point (7)</p> <p>Cases of COVID-19 should be reported to Yorkshire & the Humber Health Protection Team in Public Health England by telephone to 0113 386 0300.</p>
<p>2. Clean hands thoroughly more often than usual</p> <p><i>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Only use alcohol hand rub or sanitiser if soap and water not available.</i></p>	<p>Adults and children to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> • Entry to the School • Children’s use of the Troughs to be supervised outside their designated area • Before / after breaktimes • Before lunch • Before leaving school • Anytime that they visit the toilet or cough/sneeze into their hands. <p>Hygiene station in each classroom area, and at appropriate stations around the school, i.e. Main reception, offices etc, including sanitiser hand gel & skin friendly cleaning wipes.</p> <p>Hand hygiene protocols to be re-visited at the start of the year</p> <ul style="list-style-type: none"> • Teacher in class & train children at the start and end of day & use of the NHS video / posters in the classroom. • Supervision of hand washing for children that require it.
<p>3. Ensure good respiratory hygiene by promoting the</p>	<p>During ‘September induction days’, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it.</p> <ul style="list-style-type: none"> • Teacher in class remind children of process & use of the NHS video / posters in the classroom.

<p>'catch it, bin it, kill it' approach Implement the 'catch it, bin it, kill it' approach.</p>	<ul style="list-style-type: none"> • Tissues provided as part of each class hygiene station and at appropriate areas around school. • Tissues disposed of in the unlidded bin, when going to the bin / sink maintain social distancing, where possible, • To ensure bins are emptied regularly by day cleaners • Monitor bins / place safely to ensure that children do not reach into the bins • Bins to be emptied regularly throughout the day • On the playground, children to have own tissues, use this and place in the bin on the playground (or keep and take into class to dispose of there). • If child coughs / sneezes on playground, where possible, wash hands in trough before re-commencing play. • Cross Reference to point to 1a & 1b, check child for symptoms of Covid-19, contact FA if necessary.
<p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<ul style="list-style-type: none"> • Follow PHE Enhanced cleaning advice COVID-19: cleaning of non-healthcare settings guidance. <p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment in a caddy. It will be stored appropriately within the classrooms.</p> <p>Enhanced cleaning of areas in use, by day cleaner (toilets, child & adults & staff room especially)</p> <ul style="list-style-type: none"> • Areas cleaned only when no children / staff are in the area. • Cleaning schedule in place, (<i>Appendix II</i>) • Touch point surfaces cleaned at regular intervals, include all surfaces; desks, keyboards, phones, sink area, chairs, handles, door surrounds. • Teacher desks / sinks / areas to be kept clear of clutter in order to allow this to take place. • PPE available for cleaning staff, rooms to be only cleaned when empty & cleaning staff to remain socially distanced at all time • Use of dousing system, each class have a bottle & cloth / paper towel staff to clean regularly / as required • Fire door & class door & windows open, staff to close if leaving due to a fire risk • Staff to close main Fire door, if ALL of the class (bubble) is leaving the room, for security reasons. <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p>5. Minimise contact between individuals and maintain social distancing wherever possible Different elements of minimising contact and maintaining distancing are detailed by activity below</p>	<p>The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Heaton Primary will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.</p> <p>It is stressed that Staff are to adhere to 2 meter's distance whenever possible, with only short proximity contact as noted in point 5b.</p> <p>Uniform the DfE Guidance states '<i>We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal</i>'</p> <p>Therefore, children will be expected to wear their full uniform to school.</p>

	In order to inform children of the new systems in place, there will be a staggered start in September, (see noted 5c iv – Start & End of Day)
a) Grouping Children (Bubbles) <i>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</i>	<p>There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p> <p>The DfE guidance reads as follows: <i>“In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”</i></p> <p>Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.</p> <p>The Bubble system at Beckfoot Heaton Primary School is as follows: Years 1 to 6</p> <ul style="list-style-type: none"> • Pupils remain in class group bubbles, of 30/31 class size • Designated members of staff to each bubble, Class Teacher and Teaching Assistant. • HLTA / PPA Staff / Music / PE coaches / Inclusion allowed to enter a bubble but will maintain two-meter distance as much as possible, as these staff interact with more than one bubble in a day. • Intervention teaching within class bubble only <p>Early Years 2Y Nursery to Reception</p> <ul style="list-style-type: none"> • Bubbles to be kept as 2YN / 3YN / 3YN / Rec / Rec / Rec as much as possible. Lunchtimes in Reception planned so children only use outside space in their own class bubble. Toilets shared. Hand sanitiser at the entrance to each Reception classroom. • PHE may see 3YN as a whole bubble due to open plan. May see Rec as a whole bubble due to open plan and toilets. However, RA and staff wellbeing depicts separate bubbles as much as possible. <p>Locations</p> <ul style="list-style-type: none"> • Pupils will remain in their existing classrooms as an enclosed bubble • The Holly class will remain in their own bubble within the Crèche room. • If a child were to go into crisis and need removing from class, there is a plan in place as part of their EHCP / Behaviour Plan (see CP / DJ for the detailed information)
b) Measures within the classroom <i>Avoid close face to face contact and minimise time spent within 1m of anyone</i>	<p>Measures within the Classrooms</p> <p>Classroom need to be adapted to support distancing where possible.</p> <ul style="list-style-type: none"> • Training of children paramount • Classes set out in rows of desks ore horseshoes facing the front. • First row to be a horseshoe shape, where possible to allow guided groupwork, handwashing / sanitising before and after. • Children to remain in specific desk where possible, aside from attending guiding groupwork, curriculum to allow, reading to end at a break time to allow areas to be cleaned. • Curriculum planning to enable self-marking / verbal discussion as much as possible. • Minimal proximity contact, of less than 15 minutes, following below instructions. • Feedback interaction positioning –from behind and above the child avoiding face to face at same level as much as possible.

	<ul style="list-style-type: none"> • Classroom volume needs to be low so that voices don't need to be raised (more likely to spread droplets) • Registers completed as normal • Coats to be hung over chairs, lunch boxes to be kept on the floor under desk • Healthy snacks for children – Kitchen to delivered (or collected) bagels as per lunch • For classroom equipment, see note (16) <p>Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.</p> <ul style="list-style-type: none"> • Staff to stay 2m away from pupils as much as possible, for occasional marking / helping of pupils, staff to approach children from behind, no face to face contact, staff to move on speedily, within 15-minute window. • Staff to wash hands after marking and frequently throughout the day <p>In addition, each Classroom will have;</p> <ul style="list-style-type: none"> • Set of full hygiene equipment, dousing unit spray bottle, clothes, sanitiser, wipes etc • First Aid kit in each room, for minor first aid. <p>In case of an evacuation, either register printed or lead awareness of their bubble</p> <p>Toilets</p> <ul style="list-style-type: none"> • Access to the toilet throughout the day, where possible to be used at the start and end of break-time & lunchtime, set toilet times encouraged. • Enhanced cleaning schedule • Where possible toilets to be identified to a specific bubble, in some areas this is not possible: <ul style="list-style-type: none"> ○ Green Base – 1 boy / girl toilet per bubble. ○ Blue Base – capital expenditure requested to enable better access ○ Year 2 – boys / girls ○ Year 1 – boys / girls ○ Playground toilets can be used and cleaned at the end of each lunch break • Toilets to be identified to their specific bubble • Toilets visits supervised by a member of staff • 1 child in the toilet at a time, where possible • Hands to be washed for 20 seconds after going to the toilet • On return to class to use the sanitiser gel <p>Early years</p> <ul style="list-style-type: none"> • Toilets / Nappy changing area to be designated to a specific am/pm bubbles • Enhanced cleaning in place before change-over • Staff to wear appropriate PPE when changing nappies, gloves etc. <p>Enhanced Cleaning</p> <ul style="list-style-type: none"> • Enhanced cleaning schedule in place, utilising day cleaner. • Dousing unit in school, classes provided with filled spray bottle, cloth / disposable wipes. Areas to be cleaned throughout the day by staff / cleaners. <p>Behaviour</p> <ul style="list-style-type: none"> • Any behaviour issues report to SLT via reception number, SLT on site to follow up • Behaviour RA for children on Behaviour plans / EHCP etc if in. (LS/DBJ) • Clear expectations for children and staff • Children only removed from classes as an emergency measure
<p>c) Measures elsewhere</p>	<p>i) Corridors</p> <p>Corridor usage kept to a minimum, use of Fire Doors where possible. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</p> <ul style="list-style-type: none"> • Use of fire door for entrance / egress to the building • Minimal use of corridors, children to remain in bubbles wherever possible • Single file one-way loop system in place within the school.

- Floor markings inside school to indicate 2m gaps
- No queuing on corridors / outside classrooms, children to go straight into classroom

Breaktimes & Lunchtimes

ii) Break-times

- Staggered Breaks (see plan)
- Staff / Pupils to remain in their designated Bubble, bubble marked out in assigned playground.
- Hands to be washed before exit / entry, using the troughs
- Entry / egress via Fire Door
- Breaks to be outside, where possible, if raining remain inside classrooms.

Year Group Times

	Break	Lunchtime playground
Holly	10.00 – 10.15 KS1	11.15 – 11.35 / 1.00 – 1.20
Year 1	10.20 – 10.35 KS1	11.45 – 12.05 KS1
Year 2	10.40 – 10.55 KS1	12.35 – 12.55 KS1
Year 3	10.20 – 10.35 KS2	12.10 – 12.30 KS1
Year 4	11.00 – 11.15 KS1	12.40 – 13.00 KS2
Year 5	10.40 – 10.55 KS2	12.15 – 12.35 KS2
Year 6	11.00 – 11.15 KS2	13.00 – 13.20 KS2

iii) Lunchtimes

- Staggered Lunches (see above)
- Lunches to be delivered (or collected) to class bubble daily & eaten in class.
- Black bin bag delivered with lunch for waste.
- Street kitchen food to be on offer as well as grab bags.
- Hands to be washed before after lunch, using the route provided to the sink, in single file.
- Pack lunches from home to be kept under a child's desk & only accessed / near to that child.
- Food not consumed should be disposed of in the bin, using the route provided individually.
- Pack lunches from home to be taken home daily.
- Children are encouraged to bring in re-usable Water bottles from home and that these are taken home & washed & reused the next day
- However, If children do not have a water bottle one will be provided & named, contact parents to remind them of home school agreement & request one provided the next day.

Playground / PE

- Playground to be zoned, for each class bubble / year group
- Staggered usage
- 2m distance to be adhered to where possible
- No contact sports, rather passing rather than contact football
- The main school field is also available for use, if required and safe to do so. Maintain social distancing, Bubble to be supervised at all times, especially when entering / leaving the field via the car park / road area.
- Where possible, have a set of outdoor equipment for each bubble, encourages sole use / social distancing, to be cleaned nightly.
- Outdoor equipment - children to wash hands after use.
- Initially, PE to be in school uniform (jumper taken off), children can come in trainers (always)
- PE to be guided in bubble only, use of specific equipment.
- PE / Games to be strictly socially distanced, where possible, to be guided by Little Sports

Company

- Where possible, PE Halls not to be used, (dependent on weather), if used, maintain 2m social distancing & request for enhanced clean Little Sports Company, to provide own risk assessment for socially distancing PE. Hall / PE / Music timetables to be distributed by the team meeting.

iv) School Start / end of day

See Start of Term Plan & Route Plan (appendix I)

Due to the number of families and siblings in the school, we have set up a system of dropping off and collecting children, by family group.

Parents will be notified of their time and family group in August and there will be a staggered start to the Term to allow parents to become accustomed to their time slot and the system in place.

- There will be 3 groups of families
- Groups will be staggered at 8.30, 8.40 and 8.50 at the start of the day and 2.30, 2.40 and 3.50 at the end of the day
- Nursery afternoon collection will be at 11-11.30 for both 2YN & 3YN

Start of the Day

- Using in/out markings on the playground
- Fencing barriers to be added to congestion points
- 1 adult only per child
- Parents of EYs and Y1 allowed into the playground to drop the children off.
- All other children walk to their classrooms following the marked loops
- Staff on route points.
- Parents leave via the one-way loop system

End of the day 2.30 – 3.00 in family group slots

- Staff to be allocated to all routes.
- Numbers on site monitored and queues managed
- Year 6 children who walk home alone to walk up the drive.
- Pre-notification of older Y6 children collecting younger children and leaving site (Leave at 2.30 in family group 1)
- Collection from Birch class door for Birch
- Collection from KS1 entrance for Chestnut
- Collection from SEN Yellow room for Cedar class
- Parents enter the main gate.
- Walk around a blue base exterior corridor loop (lower loop – loop at Cedar / upper loop – loop at Year 4).
- Collection from GB playground entrance for Larch
- Collection from BB entrance for Hornbeam
- Y5 and Y6 children on the KS2 playground at family collection times
- Staff member watches the parent walk down the loop and prepares the child to go immediately with the parent as they return to the classroom. No discussion. Swift exit.
- Y5 or Y6 child only and collected – collect from KS2 playground and walk around green base and exit up the drive.

Parents

- Parents informed and asked to come at the correct time, not to loiter and to keep two metres apart when collecting / dropping off pupils.
- Parents asked to be a role model to children.
- No conversation at the end of the day, if there are any issues, communicate these by phone or request a socially distanced meeting if absolutely necessary.

	<p>v) large events / assemblies</p> <ul style="list-style-type: none"> • No physical assemblies to take place, • Jigsaw assembly for first day back will be a video which can be used with the class at a time that works for each class. • Tuesday assembly (live streamed) • Friday – golden assembly (live streamed) • No assembly on Weds / Thurs at present. • To keep children & staff strictly within their bubble • No singing to take place, until further guidance received • No mixing / socialising of bubbles <p>vi) Meetings</p> <ul style="list-style-type: none"> • No meetings to be held on site, communicate by teams/zoom/email • If a meeting is absolutely required, 2m distancing rule, well ventilated area, and brief, in adherence with proximity contact rules. If longer should be via teams. • Limit length of time of meeting. • No cross site meetings to be held aside from via Teams/Zoom/Electronically. • Where possible communicate via the phone, have an appointment only system in place, if absolutely necessary sticking to the 2m distance rules. • Staff rooms to be socially distanced at all times. Hands to be washed on entry. Table to be wiped down with Dettol wipe when finished eating. • Single file / one-way system to enter / leave the staff room. • Use of the Green Base conservatory as a staff room for Y5/6 staff <p>Any areas used for a meeting, to be cleaned as part of the on-going cleaning rota.</p>
<p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>PPE should be used for the following reasons; where an individual is presenting with coronavirus symptoms, when a child is receiving intimate care (toileting/relevant first aid support), when agreed as part of a staff member's individual risk assessment and for the end of day routine in some classrooms.</p> <p>Note: if staff or children wished to wear PPE, (masks / gloves) they are able to do so, however, any PPE used outside of the building, should be removed, kept secure (in a sealed plastic bag) and replaced with a new set in school. It is noted that this is not advised for younger children as it would be difficult to keep the masks secure.</p> <p>Covid First Aid Staff to wear PPE when dealing with a suspected case of Covid-19 and adhere to the First Aid risk assessment.</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> • - Face masks • - Aprons • - Gloves of various sizes • - Face shields (limited quantities) <p>Children need to know that some adults might be wearing PPE and that it is 'ok', pictures of the FA staff in full PPE to be distributed to classes for display to allay children's fears.</p>

<p>Response to infection 7. Engage with NHS Track and Trace</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>Anyone who displays symptoms of coronavirus will be directed to get a using the following links:</p> <ul style="list-style-type: none"> • <i>book a test</i> <i>if they are displaying symptoms.</i> • <i>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</i> • <i>self-isolate</i> <i>if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</i> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.</p> <p>If anyone displays symptoms whilst in school they should follow the Trust procedure “dealing with confirmed and suspected cases.” All cases and suspected cases, and any notification of cases within families will be logged on the School Covid-19 register, which is reviewed daily and tracked in line with attendance.</p> <p>The DfE Guidance states; <i>“By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.”</i></p> <p>Therefore, If school thinks that the family of the symptomatic Student/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the Medical Room. Given the potential low numbers of kits, they will only be issued with the agreement of either ZM / CP or JJ.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the ‘stay at home’ guidelines. All to follow attached 'Guidance for Households with Possible Coronavirus Infection'</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>
<p>8. Manage confirmed cases of Coronavirus amongst the school community</p> <p><i>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that</i></p>	<p>The School will work with the Trust Covid Operations team & Public Health England following guidance, as specified.</p> <p>Yorkshire & Humber PHE Health Protection Team will be contacted on 0113 386 0300, to discuss all cases.</p> <p>The School will provide</p> <ul style="list-style-type: none"> • The details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person. • The admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the contact tracers. • School will inform parents of the infection, in line with PHE and Trust guidance, but we will not reveal the name of the infected child/adult, if there is a need to isolate a bubble.

<p><i>someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</i></p>	<p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils).</p> <p>Beckfoot Heaton Primary will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation, as directed by Government guidance.</p>
<p>9. Contain any outbreak by following local health protection team advice <i>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</i></p>	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14-day period, this could be considered an outbreak and greater measures would need to be put in place.</p> <p>The health protection team would advise throughout.</p> <p>This could result in a phase bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p> <p>The school would contact the Trust Covid Operations team for support.</p>
<p>10. School Workforce <i>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.</i></p>	<p>Beckfoot Heaton Primary School has planned to follow the full measures within the guidance; therefore, most staff will return to the workplace as normal, as their role dictates it.</p> <p>In some cases, Staff roles will be adjusted temporarily to accommodate changes in routine, i.e. Lunchtime and Breakfast Club Staff.</p> <p>If a staff member role allows them to work from home consistently or on a part time basis, thus reducing their time in school, they will be encouraged to do so, where possible.</p> <p>The use of office will be kept to a minim and adhere to 2m distance and an enhanced hygiene regime.</p>
<p>11. Protect staff with medical vulnerabilities / living with vulnerable people.</p>	<p>The School will follow the Trust HR guidance and undertake or update individual risk assessments of those in a Clinically Vulnerable group.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>The School has applied the full measures in this guidance and the risks to all staff has been mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community</p>

	<p>transmission rates continue to fall.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p>
12. Protect pupils with clinical vulnerabilities	<p>The parents of pupils with vulnerabilities should seek medical advice before the pupil attends school.</p> <ul style="list-style-type: none"> • Medical conditions list to be reviewed and parents to be contacted individually regarding attendance. • Review of those children with a specific medical plan and / or EHCP plan internally and with parents to ascertain any revisions to their plan due to Covid-19. <p>Maintain constant communications with Parents.</p> <p>Pupils to be considered if there is a school outbreak in any bubble/local lockdown.</p>
13. Minimise office use by staff, and social distancing applied when they must be used.	<p>Follow government guidance for working safely in offices working-safely-during-covid-19-offices-contact-centres-110520.pdf</p> <ul style="list-style-type: none"> • Staff working from home where possible, or on a rota basis to minimise contact • If staff working at school necessary to man the reception line, FA etc • No Hot desking, • Keep to the guidance noted in this risk assessment & documents. • Staff must adhere to the 2m social distancing at all times, staggered use of toilets & staffroom & single file, one way in corridors
14. Visitors, agency staff, peripatetic teachers <i>Schools can continue to engage supply teachers and other supply staff during this period.</i>	<p>Deploying support staff and accommodating visiting specialists As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason.</p> <p>Supply teachers and other temporary or peripatetic teachers Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.</p> <p>Consistent Visitors (Appendix IV) PE Little Sports Company</p> <ul style="list-style-type: none"> • Likewise, will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also. • Where possible, PE to take place outside. • To provide own risk assessment for socially distancing PE. • These will need to be consistent people, not changing week-to-week. <p>School Councillors</p> <ul style="list-style-type: none"> • To continue provision • Move from existing room, to Community C, ensures privacy and higher degree of ventilation <p>NHS Nurses, Midwife, other occasional visitors.</p> <ul style="list-style-type: none"> • To continue provision • School requires notice of expected visits • School request a copy of RA, especially with regard to Midwife / pregnancy risk • Attendees to be isolated & use a designated toilet • Use of Community C, ensures privacy and higher degree of ventilation
15. Dilute the concentration of any air-borne virus in a building.	<ul style="list-style-type: none"> • All windows, doors, fire doors in rooms in use to be propped open • Air ventilation to be kept at a max • Staff & parents informed that they may need warmer clothing due to this. • Two rooms were of concern, 38 Holly room & 146 Y3 class, ventilation checked and all ok to open as normal
16. Keep equipment separate / clean between uses.	<p>Follow Government Guidance for EYS / Childcare setting https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>

	<p>Early Years Resources</p> <ul style="list-style-type: none"> • Sand and water not in use. • Dough will be used in individual child packs, only • Outdoor - gross motor play a priority. Some bubble resources available but not shared, • Resources - all soft toys, dressing up clothes, teddy dressing up to be removed. • Resource choice - will be reduced in line with Medium Term Plan. More single use resources to be planned into the curriculum - made and taken home - twigs, junk modelling (from staff bubble only), drawings etc • 2YN & 3YN - rotated resources to be used am and pm. All cleaned at the end of the day by the staff team. • 2YN - mouthed objects - if spotted by staff member - child to put into a bucket after use <p>Enhanced cleaning EYS</p> <ul style="list-style-type: none"> • Hard resources will have a cleaning schedule - daily for "popular" resources e.g Duplo, twice a week for all other items. LS to discuss the "popular" resources with the team. Class based staff will clean the toys / resources - preferably Milton for 30 mins then taken out to dry and left overnight. • 2YN & 3YN - 11.30 - 12.00 - toilets cleaned / surfaces cleaned / furniture cleaned / touchpoints cleaned. • 2YN & 3YN & Rec - after school - toilets cleaned / surfaces cleaned / furniture cleaned / doors cleaned. • 2YN & 3YN If a child develops a symptom - procedures followed for removal of child to covid bay. Rest of class to be removed to outside in 2YN and 3YN, EYS hall in Reception. Cleaner to come and clean surfaces / touchpoints. Staff to remove any obvious resources that the children have been playing with. <p>Whole School (including EYS)</p> <p>Preparation</p> <ul style="list-style-type: none"> • To go through classrooms & remove soft furnishings / hard to clean items. • Removal of any equipment not consistently required in class <p>Stationery</p> <ul style="list-style-type: none"> • Each child to have own wallet with pencil, pen, ruler, rubber, Maths book and English book. • Pair to share felt-tips, glue stick. • Topic book and sketch book to be handed out by a child when needed. • If any child puts these in their mouth, this is to be removed and cleaned, <p>IT Equipment</p> <ul style="list-style-type: none"> • iPad's / Laptops to be designated to a child for use, for the day. • Equipment to be cleaned each night, including teachers keyboard, phone, iPads, laptops etc. <p>Music / Other Equipment</p> <ul style="list-style-type: none"> • Each child to use a wipe to clean instrument at the start and the end of the session. <p>Enhanced Cleaning</p> <ul style="list-style-type: none"> • Equipment cleaned at the end of the day. Potentially using the dousing unit spray, or to be rinsed in Milton. Milton to be either kept in class, high up (responsibility of the Teacher). Items to be rinsed and left to dry overnight. Or, if possible could be we have 2 sets per group, on a rota each day with cleaning in-between. <p>Areas</p> <ul style="list-style-type: none"> • No use / entry in to the shared areas, required as fire doors can be used. • If this is not possible due to crisis management (see note 5a) ensure that areas are kept isolated to one class bubble / year group at a time.
<p>17. Travel to School - Encourage parents and pupils to follow guidance on safe travel.</p>	<p>Travel to school, communicate to parents that it is expected that children walk to school, keeping the 2m distance rule and parents do this on their return and journey to school.</p> <ul style="list-style-type: none"> • No walking bus in operation • Only one parent should accompany children who need accompanying.

<p><i>Only one parent should accompany children who need accompanying.</i></p> <p><i>Travel should be by foot or bike if possible.</i></p>	<p>If using public transport, follow Government guidance on 'wearing masks on public transport'</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <ul style="list-style-type: none"> • See Start and End of Day plans in risk assessment and in the new normal point
<p>18. Evacuation / Invacuation protocols</p> <p><i>– consider how to manage both evacuation and invacuation.</i></p>	<p>Evacuation / invacuation –</p> <ul style="list-style-type: none"> • Evacuation practices to not take place, as this may undermine social distancing <p>Evacuation – In the event of a Fire –</p> <ul style="list-style-type: none"> • Staff provided with a fire evacuation booklet at the start of term. • Normal Fire evacuation to take place • Additional social distancing to be adhered to • Plan set in place for the flow of children out of the building to allow social distancing <p>Invacuation –</p> <ul style="list-style-type: none"> • Remain in bubble, move under desks • Close windows & Fire door (lock). • Await all clear.
<p>19. Consider staff wellbeing.</p>	<p>Staffroom</p> <ul style="list-style-type: none"> • Tea & Coffee facilities for Y5/6 Staff in the GB conservatory • Staffroom to be accessible to Staff, for breaks & lunches • Staff to keep in their respective bubbles & take breaks at the time of their bubble break staggered breaks between staff in bubble • Staffroom to be used in line with bubbles, for all staff. • Take care not to meet when passing, potential one-way route in / out, IN via main door, OUT via Exit door & through Main Hall to Y1. • Ensure 2mt distance adhered to • Staff to bring own crockery & items to use & take home daily, only & to wash thoroughly at home (if possible using a dishwasher) • Dishwasher to be used, as higher temperature, for any school items <p>Staff Toilets</p> <ul style="list-style-type: none"> • Remove the Wellbeing items in the staff toilets (as shared) & any shared soap etc • Staff to ensure that toilets are used restrictively, to maintain social distancing • Toilet set aside in the community area for any vulnerable, or anxious staff to use to minimise use, in line with individual risk assessments. <p>Enhanced Cleaning</p> <ul style="list-style-type: none"> • Equipment & touching surfaces, surface to be cleaned after each visit / by visitor & regularly by cleaners • Staff to wash hands before and after using (opening & removing / putting in) items in the fridge <p>Staff Wellbeing</p> <ul style="list-style-type: none"> • Free tea & coffee, coffee machine on free vend, equipment to be wiped down before / after use • Free 'treat area' mindful of staff wellbeing • Regular breaks, as per timetable • Access to wellbeing coach & Trust wellbeing information <p>Staff areas</p> <ul style="list-style-type: none"> • Staff workroom can be used for short periods – printing, laminate etc • LTS staff role to be adjusted to accommodate changes to lunchtime routine • PPA to be taken in ventilated community room

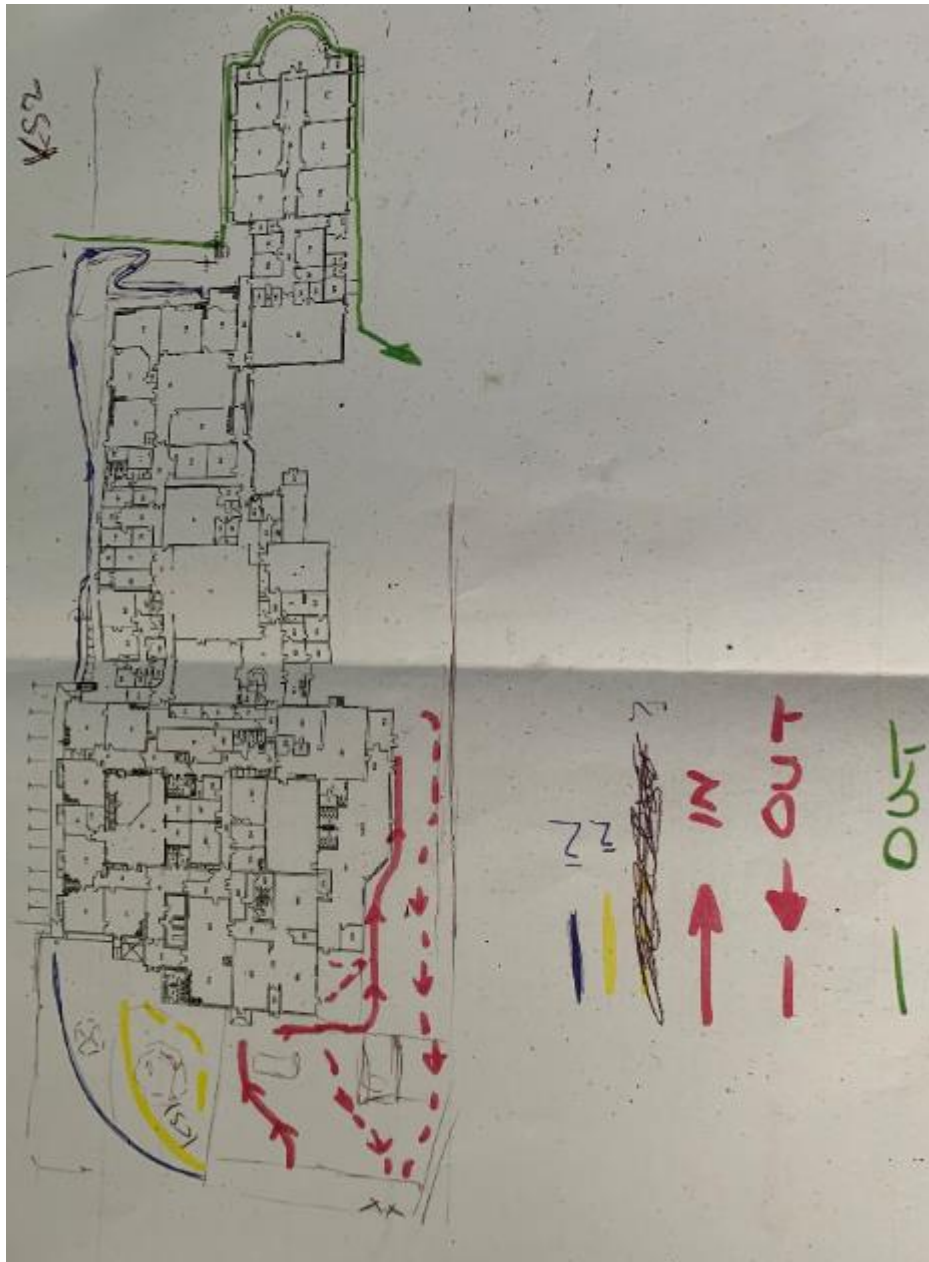
20. Consider pupil wellbeing	<p>Pupil Wellbeing</p> <ul style="list-style-type: none"> • Individual Support Plans reviewed and discussed with staff involved. • Curriculum to be reviewed to meet children's needs – including additional PHSCE sessions as required. • Use of CPoms to alert DSL / Safeguarding of any concerns re child welfare / anxiety etc that needs to be picked up with parents / other staff members. • Parent welfare / mentoring calls for parents, clear regular communication. • Regularly reassuring children, positive reinforcement • Staff aware of family circumstances and referral to counselling service as required • Staff and pupil bereavement is managed in line with the Bereavement document forwarded by Trust / Special Schools.
21. Contingency Plans	<p>If school is made aware of a local outbreak, the PHE health protection team or the Trust may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
22. Remote Learning	<p>If the school were advised to close due to the points made in note 21, the following would be put in place:</p> <ul style="list-style-type: none"> • There would be a seamless transition of the curriculum medium term planning to the current sway / zoom programme which would be rolled out to all pupils. • Teachers would continue the lessons prepared for in school on the electronic programme • If electronic programme is not available to a pupil, this would either be made available and / or Workbooks would be provided. • EYS would continue to use seesaw programme <p>Additional packs would be available for EYS and Holly children.</p>

1. Appendices

Appendices to Risk assessment documents

Appendix I

School Plan for entrance / exit



Appendix II

Cleaning Schedule

Derived from guidance document: Management of Infectious Disease in Childcare Facilities and Other Childcare Setting.

Areas to be cleaned		
Area	Method	Frequency/Comments
Classrooms / Reception / Staffroom / Corridors (all people traffic areas) See also	Clean area & items with provided cleaning materials	At break time, lunch time and after students leave. Immediately, if spillage Only clean when minimal (no people) in area. In addition to be cleaned ad-hoc by classroom staff, as and when required.
Offices / Staff workroom / Community rooms (if used for meetings, not recommended, only in emergency)	Clean area & items with provided cleaning materials	Staff member(s) to adhere to strict hygiene in area. Ensure waste is disposed of & crockery etc is removed. To be cleaned twice daily, when room is empty To be thoroughly cleaned after use
Kitchen(s)	Clean area & items with provided cleaning materials	Staff member(s) to maintain strict good hygiene in area at all times. Clean up after self. Ensure waste is disposed of & crockery etc is removed. To be cleaned at least three times a day, after break times, lunch time and after staff leave. Only clean when minimal (no people) in area. Immediate clean, if spillage etc
Toilet Area Cleaning Program		
Area	Method	Frequency / Comments

Toilets	<p>Clean area & items with provided cleaning materials</p> <p>To be cleaned inside & out of toilet cubicles / room</p> <p>Welfare items to be removed from areas.</p> <p>Handryers turned off</p>	<p>Staff / Students to maintain strict good hygiene practices</p> <p>Cleaned minimal, 3 times a day after break time, lunch time and after students leave.</p> <p>Immediate clean, if spillage etc</p> <p>Only clean when minimal (no people) in area.</p> <p>Routine in process for checking / cleaning if required.</p>
Items	Method	Frequency / Comments
Wash hand basins, pedestal taps, surrounding counters, soap dispensers.	Clean with detergent and warm water.	<p>As noted for area and immediately if soiled.</p> <p>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</p>
Both sides of toilet seat, toilet handles, door knobs or cubicle handles, both sides of the toilet doors.	Clean with detergent and warm water.	As noted for area. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Toilet bowls	Use toilet cleaner as per manufacturers instructions.	<p>As noted for area, immediately if soiled.</p> <p>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</p>
Sanitary Bins	<p>Clean with detergent and warm water.</p> <p>Exterior of bin to be washed</p>	<p>As noted for area, immediately if soiled.</p> <p>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</p>

Items to be cleaned		
Area/Item	Method	Frequency / Comments
<p>Touchpoint surfaces</p> <p>Including light switches, handrails, door handles / push plates, door sides (areas touched), chairs, desks, staff desks, computers, phones, radios, photocopiers, Green push button openings/ door realises, hand sanitisers / dispensers</p>	<p>Clean with neutral detergent, warm water and clean cloth</p> <p>If required, due to infection control, Milton. / wipes for electrical equipment / phones.</p>	<p>As noted for area, immediately if soiled.</p> <p>Regularly checked and cleaned if required</p>

All surfaces Dining / Classroom tables & chairs / splashback areas	Clean with neutral detergent, warm water and clean cloth and dry with disposable paper towels	As noted for area, immediately if soiled. In addition to be cleaned ad-hoc by classroom staff, as and when required.
Washable floor covering	Wash with detergent, warm water and clean utensils	As noted for area, immediately if soiled. Vacuum clean to remove dirt when children are not present. To be cleaned to the edges, including skirting.
Carpets	Clean with an approved carpet cleaning method Vacuum	Clean carpets only when children will not be present to ensure the carpet is dry before next use Deep clean weekly, washing if required, immediately when soiled
Small rugs	Where possible to be removed.	Launder weekly
Walls/ Ceilings	Clean with warm water and general purpose detergent. If soiled with blood or body fluids, following cleaning, disinfect	Routinely cleaned, especially, areas of frequent hand contact, such as lower wall/door frames in areas occupied by children.
Equipment Dishwashers, Microwaves, Fridges Kettles		To be cleaned inside and out daily To be cleaned at least twice a day, immediately if spillage. Staff to wash hands before & after use. Staff to wipe after use.
Waste bins	Remove all lids from bins Empty Clean inside & out with neutral detergent and warm water	At least three times a day and immediately if soiled In isolation room or if suspected illness, to bag waste & securely keep for 72H before placing in the outside bin.

Mops and cleaning cloths	Mop heads should be washed in warm water and detergent, rinsed and air dried	After daily use
	Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried	After daily use

Toy Cleaning Program		
Item	Method	Frequency / Comments
Ipads & Electronic Devices	Clean with anti-bacterial wipes, as per the manufactory instruction. Ensure no water seepage into equipment.	Immediately, if spillage / infection
Soft toys – if shared.	To be removed from setting and not used at all.	Not applicable
Hard toys/items that go into the mouth or have been in contact with saliva or other body fluids.	To be apportioned to the bubble & if put in mouth to be removed from use. Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher. Soak in Milton for the evening & dry as part of scheduled class preparation.	After each child's use. At the end of each day.
Other hard toys e.g. dolls house, climbing frame.	Not to be used during pandemic, to tape off / remove to ensure not used.	Not applicable

Appendix III

First Aid Risk Assessment in School – this is a separate document provided in bubble packs & on SharePoint separately.

PPE (Masks & Gloves) provided in class, to be used if necessary for suspected cases.

First Aid Timetable

Two first aid staff will be on duty at all times.

First Aid Processes:

If you suspect a case of Covid-19 or someone (including you) becomes unwell, displaying the symptoms of Covid-19, which are:

- Cough
- Fever
- Flu like symptoms
- Shortness of breath

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

Please follow the following steps:

1. Staff member call FA. Tele No (15053) Willow Telephone.
2. FA member of staff attend to room, (with full PPE, don't be alarmed, it is for their own protection)
3. FA staff to keep to the 2m meter distance, where possible
4. Person removed, via fire door & escorted to the Willow room via the Fire Door.
5. Person isolated in one of the Willow rooms.
6. FA inform reception to ring parents for immediate collection.

Appendix IV

Contractors / Visitors to School during pandemic / Offices & Meetings RA – see separate document

See separate document for RA & Information provided by Little Sports Company for outside PE.