

# **Risk Assessment for Long Sutton Primary School to extend opening September 2020**

**Updated 17.07.20 for the full opening of school**

**Updated 31.08.20 (after summer updates)**

**Updated 15.08.20 (after being open for 1 week)**

**Updated January 2021**

RISK	Statement	Action
<p><b>Mental health and wellbeing of pupils and staff</b></p>	<p>We are concerned about the impact of social distancing and lockdown on the mental wellness of our staff and pupils. The strain on families for homeworking and the death rates will have had an impact.</p> <p>We are mindful it is not all bad but wish to prepare appropriately. Some families will have enjoyed, and thrived during, this time together.</p> <p>We are concerned about the pressure on staff when we return. The key concerns are lack of breaks, difficulty of meeting with other staff, cleaning, returning to a normal school routine.</p>	<p>Staff training on INSET days about dealing with trauma and anxious children.</p> <p>Sharing of wellbeing resources recommended by LA.</p> <p>Therapeutic practices/advice/resources for pupils.</p> <p>Questionnaire to families about lockdown experiences. Information from this used to prepare for September.</p> <p>Individual interviews with children and staff in September about wellbeing.</p> <p>Increased time for reflection in classes and provision - mindful activities.</p> <p>Refocus of curriculum going forward on emotional and social development. Even more so than now. Focus on PSHE/ELSA-type work, reading, play and having fun - re-bonding and re-establishing routines to start with.</p> <p>First week or two of term to focus on wellbeing, settling back in and re-bonding.</p> <p>Open door policy of leaders continues.</p> <p>Not over enforcement of social distancing - common-sense approach for working with young children.</p> <p>Absolutely no chastisement of pupils for failing to social distance - positive reinforcement aligned with our wellbeing and behaviour for learning and nurture-based approaches.</p> <p>Staff to be encouraged to use 'Care First', also wellbeing ideas to be send out.</p> <p>Feedback from staff on RA and preparation for September.</p>

<p><b>SEND and Child Protection pupils/vulnerable pupils</b></p>	<p>We are concerned about their transition to new classes, settings and sites.</p> <p>We are concerned about possible gaps widening in learning.</p> <p>We are concerned about their safety if they do not return to school.</p>	<p>Continue transition plan.</p> <p>Targeted support at the right time. Liaison with external agencies where appropriate.</p> <p>ELSA sessions for those needing it.</p> <p>Assessments priority for wellbeing and curriculum.</p> <p>Plan for catch up once government guidance is received.</p> <p>Contact with any families who do not return in September and work with them to ensure support. Suggest visits out of school hours, then short visits to school, part time timetable etc.</p> <p>If these children do have to isolate in school, after showing symptoms, ensure a key worker/known member of staff is able to be with them.</p>
<p><b>Health and safety of staff - PPE</b></p>	<p>We are concerned staff may not have access to PPE.</p> <p>We are concerned about who will do the midday cleaning</p> <p>We are concerned about having enough of the correct cleaning agents and the time needed for cleaning.</p>	<p>Ensure we have enough of all cleaning products at all times.</p> <p>Staff can wear what they feel is appropriate for individual circumstances and role.</p> <p>Staff who enter more than 1 bubble must wear face covering</p> <p>All staff are encouraged to wear a face covering all the time, although this may vary due to circumstances, individual health and the age of the children.</p> <p>Pupils will be reassured for those staff choosing to wear PPE.</p> <p>Extra cleaning hours added for toilet cleaning and cleaning of Toy Box at the end of the day to include washing the floor each day.</p>

		From January 25 <sup>th</sup> , all staff will have access to Lateral Flow tests and are asked to test twice a week before entering school. See Lateral Flow test risk assessment.
<b>Social distancing</b>	We are concerned that with very young children this is simply not possible.	<p>It is agreed that young children cannot social distance.</p> <p>Children to be kept in class bubbles where possible.</p> <p>Resource not to be shared between groups. If they have to be they must be cleaned or isolated between use.</p> <p>Staggered arrivals, departures, play and lunchtimes.</p> <p>Own play spaces for each group.</p> <p>One group at a time in the toilets.</p> <p>No large group gatherings eg worship, church, whole-school events.</p> <p>Adults must keep their social distance from each other at all times or if unable to do this wear PPE</p>

<b>Area or procedure</b>	<b>Suggested Strategies</b>
General Health & Safety	<ul style="list-style-type: none"> <li>• Complete EEC RA.</li> <li>• Adjust fire evacuation procedures.</li> <li>• Make system at the gates clear.</li> <li>• SEND RA to be completed for individual children SENDCo.</li> </ul>
Preparation/before opening in September	<ul style="list-style-type: none"> <li>• Staff to be consulted on their return to work in line with guidance.</li> <li>• HR advice sought where there are questions.</li> <li>• Wellbeing survey to be sent to parents before end of term including Toy Box.</li> <li>• Liaise with Toy Box Manager on all aspects of planning and risk assessment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Parents to be informed of plans for full opening including details of safety measures and organisation. Send letter to parents by end of term.</li> <li>• Bubbles will be ‘classes’. Year 1 work together for phonics, welly walk and forest school, the children will be kept at a suitable distance where possible or outside. Cygnet and Toy Box to be a bubble together (eating and playtime).</li> <li>• Classes will be kept separate where possible.</li> <li>• Classroom checks to be made with class teachers, caretaker and HT support before term starts.</li> <li>• Individual resources packs prepared for pupils - this could include pencil, rubber, glue stick, scissors etc but also tricky word mats, phonics mats.</li> <li>• Staff to identify pupils who have been experiencing difficulties (anxieties, learning challenges, bereavement etc). SENDCo to co-ordinate response. Class teachers and SENDCo.</li> <li>• Social stories to be used to help prepare children for return (SENDCo), eg <a href="http://www.fivewaysschool.co.uk/wp-content/uploads/2020/03/coronavirus-social-story.pdf">www.fivewaysschool.co.uk/wp-content/uploads/2020/03/coronavirus-social-story.pdf</a> <a href="http://www.fivewaysschool.co.uk/wp-content/uploads/2020/03/coronavirus-washing-hands-2.pdf">www.fivewaysschool.co.uk/wp-content/uploads/2020/03/coronavirus-washing-hands-2.pdf</a></li> <li>• Order additional cleaning products, hand soap, paper towels, aprons, gloves, bin liners, disposable cloths etc.</li> <li>• Complete normal H&amp;S procedures for the start of term eg flushing through all taps, deep cleaning etc.</li> <li>• H&amp;S walkabout with Governors and action any concerns before term starts.</li> <li>• Ensure each class has cleaning pack - anti-viral cleaning spray, paper towels, gel/hand sanitizer, soap, gloves, aprons, masks (extra PPE in medical room).</li> <li>• Ensure all rooms have multiple boxes of tissues.</li> </ul>
Staff wellbeing	<ul style="list-style-type: none"> <li>• Leadership to gain support from LA, CLP and Governors.</li> <li>• Leadership to be accessible and supportive.</li> <li>• Leadership to actively model, guide and remind staff of need to resource ‘self’ (rest, diet, family time etc)</li> <li>• Ensure pointers accessible eg CareFirst (telephone 01452 623200)</li> <li>• All staff to take care and time for each other.</li> <li>• Share any worries with Leadership or colleague.</li> <li>• Normalise people’s reactions - ‘It’s okay not to be okay’.</li> <li>• Head on site at all times to support day-to-day running and oversee.</li> </ul>

	<ul style="list-style-type: none"> <li>• One-to-one meetings at a safe distance or via Teams</li> <li>• Staff to maintain social distancing when taking breaks. A maximum of 4 in the staffroom at one time. The Nest to also be used for staff if need be (kettle, milk, tea and coffee available).</li> <li>• Staff to receive full RA and asked to input along with new working guidance.</li> <li>• If staff are unwell to contact Head immediately via mobile, email or home phone, depending on time of day.</li> <li>• If staff are off sick, initially we will look to cover internally with part-time staff or Head, if not we will look to external supply teachers, possibly via an agency or local know people.</li> </ul>
Beginning and end of the day	<ul style="list-style-type: none"> <li>• Head to supervise the gate and greet all children.</li> <li>• Staggered start times to reduce number of people at gates: 8.45am Harrier Class, 8.50am Kite Class, 8.55am Kingfisher Class, 9.00am Cygnet Class, Toy Box see individual timetable.</li> <li>• Staggered end-of-day times to reduce number of people at gates: 3.15pm Cygnet Class, 3.20pm Kingfisher Class, 3.25pm Kite Class, 3.30pm Harrier Class.</li> <li>• Parents bring and collect all children from one family at the time for their eldest.</li> <li>• Parents to ensure the school know if it is not them collecting their child, ring by midday - password needed if adult unknown to the school.</li> <li>• Parents to follow social distancing guidelines when arriving at school. Parents to leave once children are with school staff.</li> <li>• Parents to wear masks when dropping off or collecting children.</li> <li>• Parents to follow the one-way system and wait at 2m intervals marked.</li> <li>• All messages via phone if possible or to the office or in writing.</li> <li>• All children and staff to wash/sanitise hands as they enter the building/school site.</li> <li>• Parents are asked to check their children are healthy before bringing to school and keep them at home if they have any concerns.</li> <li>• Families to walk or cycle if possible.</li> <li>• One adult per family to come to school, unless this would be unsafe.</li> <li>• At the end of the day staff to bring the children out at allotted time, the children will then be called to come to the gate to meet parents.</li> <li>• Messages for parents from the school to be phoned unless very brief.</li> </ul>

	<ul style="list-style-type: none"> <li>• Parents and children will be informed that they must not come to school if they have had any of the Covid-19 symptoms within the past 14 days, or been in contact with someone who has symptoms or has tested positive, until tested negative.</li> <li>• It is essential that staff keep to all these timings, as otherwise the system will fall apart. Give yourselves plenty of time (and then double it) for handwashing, lining up, explaining procedures etc. Be ahead of time!</li> </ul>
Breaktime	<ul style="list-style-type: none"> <li>• Playtimes to be taken when the classes choose in their own play area - toileting will need to be staggered and this may affect when playtime is.</li> <li>• Toilet times: Kingfisher Class 10.15am and 12.00pm, Kite Class 10.30am and 12.15pm, Harrier Class 10.45am and 12.30pm.</li> <li>• Older children to be reminded about 1m distance.</li> <li>• All games to be non-contact.</li> <li>• All equipment used to be kept for specific group only and cleaned regularly.</li> <li>• Any snacks given out to be handed to children and eaten in class. Gloves to be worn for this.</li> <li>• Children to wash hands before and after playtime.</li> <li>• Cygnet Class to use playground and playrun, Kingfisher Class to use the front play area, Kite Class to use left-hand side of the field, Harrier Class to use the right-hand side of the field. If wet, Harrier Class to use the small playground at a different time to Kingfisher and Kites to do the same on the main playground.</li> </ul>
Lunchtime	<ul style="list-style-type: none"> <li>• Children to wash hands or sanitise before lunchtime, this should be monitored by adults.</li> <li>• Kite Class and Harrier Class children to eat in the classroom (if hot dinners, collect from outside the Hall).</li> <li>• Toy Box, Cygnet Class and Kingfisher Class to eat in the Hall at allocated time and end of the Hall.</li> <li>• Children to be spread out as much as possible - 4 to a table, and staggered.</li> <li>• Children to wash or sanitise their hands after eating and before they re-enter the classroom.</li> <li>• For play see above.</li> <li>• Adults to use gloves to undo any packaging or cut up food and to serve hot food.</li> <li>• Adults from outside the bubble to wear masks</li> </ul>

		12.00pm		12.30pm	
	Cygnets Class	Eat in Hall	LH, MR (one-to-one)	Play	MR, MC
	Kingfisher Class	Play	JL	Eat in Hall	CG, LH
	Kite Class	Eat in class If wet small playground	ER/NP KF	Play If wet eat in class	ER/NP NP/CC
	Harrier Class	Eat in class	SL	Play	SL/ER
Lessons/classrooms	<ul style="list-style-type: none"> <li>• To be kept well ventilated at all times.</li> <li>• Table spaced out and facing forward for all but Early Years. Children not to be face-to-face.</li> <li>• Restrict movement about classroom where possible.</li> <li>• Adults not to enter another classes bubble without a mask or visor</li> <li>• Each child to have a zip-lock bag with own stationery in with pens, pencil, ruler, scissors, glue, and other resources needed.</li> <li>• Children should be supported to maintain distance and not touch staff and their peers where possible (not possible with Early Years/R/KS1 but to be encouraged).</li> <li>• If children need to line up they must be spaced out, at least an arms distance.</li> <li>• Staff to approach children from the side where possible. Avoid close face-to-face contact and minimise time spent within 1m of anyone (not always possible with Early Years/R/KS1).</li> <li>• Those pupils who have had low levels of engagement during lockdown and may require additional support will be seated nearer to the front or near support.</li> <li>• Each pupil will have their own set of resources in an individual tray under their desk space, to limit movement around the class (not Cygnets Class and Toy Box).</li> <li>• No resources or toys to be brought in from home (Toy Box and Reception allowed comforter if needed).</li> <li>• Each child to have a named water bottle.</li> <li>• Laptops and iPads to be sanitised after use.</li> <li>• Shared resources to be sanitised or washed after use.</li> <li>• If advice is needed from the office or photocopying needed, the phone must be used. Children should not be sent.</li> </ul>				



	<ul style="list-style-type: none"> <li>• Regular handwashing to be built into the day.</li> <li>• Use santiser when entering and leaving classes (one outside each room)</li> <li>• If children move seats/tables - adults to sanitize after use.</li> <li>• Resources/games can be shared in class but will need to be cleaned with Milton regularly.</li> <li>• Children will have individual playdough pots.</li> <li>• Water will have washing up liquid in it and be changed regularly.</li> <li>• Sand will not be used initially but may be used as confidence grows with Milton added to this.</li> <li>• Other sensory activities will be risk-assessed before use and may be carried out individually or in very small groups with hand sanitising increased.</li> <li>• PE equipment including gym equipment and mats will be sanitised between groups.</li> <li>• If school closure occurs, 'Home learning' plans to resume. Home learning is via Seesaw (see remote learning offer).</li> <li>• Returned reading books to be placed in a box and wiped before returning to the system.</li> <li>• Children to gel hands before choosing a book and after.</li> </ul>
Toy Box/EYFS	<ul style="list-style-type: none"> <li>• Children will be allowed to play in their classroom as usual but encouraged to keep their distance.</li> <li>• Children will enter via the main gate, parents not to come on site unless the separation is difficult. If so they can go to the outdoor area of Toy Box or Cygnet Class, away from other adults.</li> <li>• Toy Box children will leave via the front door to ensure a safe handover.</li> <li>• Early Years children who need a comforter to choose one and to keep it in their bag for use if/when needed.</li> <li>• Resources will be limited each week due to the sheer number of small parts in the classroom. They will, where possible, be wiped with antibacterial cleaning wipes/spray each Friday ready for the following week.</li> <li>• Intimate care such as first aid and toilet accidents will need to be managed carefully - staff will have access to aprons, gloves and sanitiser. Mask available if wanted/needed.</li> <li>• Use the outdoor space as much as possible.</li> <li>• Children will have individual playdough pots.</li> <li>• Water will have washing up liquid in it and be change regularly.</li> <li>• Sand will not be used initially but may be used as confidence grows with Milton added to this.</li> <li>• Other sensory activities will be risk-assessed before use and may be carried out individually or in very small groups with hand sanitising increased.</li> </ul>

	<ul style="list-style-type: none"> <li>• iPads used for Tapestry should be wiped down at the end of each day.</li> <li>• Surfaces must be as clear as possible for effective cleaning.</li> <li>• Toilets to be cleaned during children’s lunchtime or after use by a member of staff.</li> <li>• Clean tables before and after snack and lunchtimes.</li> <li>• All bins should be double lined and emptied daily. Bins will be lidded.</li> </ul>
Cloakrooms	<ul style="list-style-type: none"> <li>• Use of these to be reduced as much as possible.</li> <li>• When used the numbers to be restricted and monitored by staff.</li> </ul>
Handwashing	<ul style="list-style-type: none"> <li>• Reinforced upon entry and exit of the room and routinely through day.</li> <li>• Gel or spray sanitiser in and outside all classrooms.</li> <li>• Extra mobile sinks to be in place for use at entrance to school.</li> </ul>
Toilets	<ul style="list-style-type: none"> <li>• Limit numbers in toilet area, one class group at a time.</li> <li>• Boys toilets - 2 in cubicles and 2 at urinal at one time.</li> <li>• Girls toilets - all cubicles can be used.</li> <li>• Queue outside at 1m intervals using markings if full.</li> <li>• Children can use at other times if needed.</li> <li>• Stagger use of these.</li> <li>• Increased cleaning - 11.30am and 2.00pm (LH).</li> <li>• Paper towels to be used, not hand-driers.</li> <li>• Classes to keep to allotted toilet times where possible</li> </ul>

<p>General</p>	<ul style="list-style-type: none"> <li>• Try to increase ventilation in classrooms by opening doors if possible. If it is too windy or wet for this, windows should be open. Everyone should dress appropriately for the cold.</li> <li>• All internal doors to be open so handles are not touched, where possible. If closed, handles sanitised regularly.</li> <li>• If someone sneezes or coughs they must wash their hands.</li> <li>• The ‘Catch it, Bin it, Kill it’ message will be reinforced by staff and posters.</li> <li>• Children should be reminded positively about keeping their distance from others.</li> <li>• At this time there is no singing indoors, outdoor socially distanced singing is allowed.</li> <li>• Adults to only enter another bubble with a mask, adults working across bubbles to wear a mask when in close contact with children.</li> <li>• All adults asked to wear a mask as much as possible</li> <li>• Adults moving about the school to keep 1m+ distancing at all times and wear masks.</li> <li>• Children who have a temperature will be asked to stay off school or sent home if it rises during the day.</li> <li>• Any child or adult who has a temperature/fever (37.8 deg C), a new continuous cough or a loss of taste or smell will be sent home, should go for a test and should self-isolate for 14 days (as well as any siblings). While they are waiting for collection they will wait in the medical room. For full symptoms see ‘First Aid and illness’ section.</li> <li>• Children will need sessions focusing on their wellbeing and understanding the reasons behind our school changes, so they do not become upset, too anxious or worried.</li> <li>• Posters around the school to encourage effective handwashing.</li> <li>• Updated fire RA to be circulated to all staff - exit the building by the nearest door (trying to keep 1m apart), line up on field, staff to shut doors behind them and take fire register class line up on the field at a distance from each other.</li> </ul>
<p>Visitors to school</p>	<ul style="list-style-type: none"> <li>• No volunteer readers in school initially - further RAs needed for this.</li> <li>• Any visitors to school must sanitize hands and follow all school procedures, this includes wearing a mask on school site.</li> <li>• Visitors to school must social distance from the children keeping at a 2m distance.</li> <li>• Visitors who need to work one-to-one with children, parents should be made aware of this and approval given, working to be away from the other children.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reduced number of visitors or volunteers on site.</li> <li>• No volunteers in classes at the start of the year but volunteers can be used for external working as long as they remain outside the building and keep their distance where possible. They will be expected to follow all procedures needed on entering the school site.</li> <li>• Where possible all contractors to do work after hours, but in an emergency they may need to come into the school, if this is the case they must wear a mask and follow all school procedures. Social distancing will be adhered to and they will not be near to the children. School staff to accompany them.</li> </ul>
Wraparound care	<ul style="list-style-type: none"> <li>• The school has decided to run Breakfast Club and 3.30 Club for families who need this childcare.</li> <li>• The children will break the bubbles for this.</li> <li>• Adults to wear a mask whilst inside with the children.</li> <li>• At Breakfast Club the children will keep to 1m spacing where possible</li> <li>• Where possible, at 3.30 Club the children will be outside or will keep to 1m spacing where possible.</li> <li>• If a child attending the clubs tests positive, advice will be sought about self-isolation of other pupils.</li> <li>• The children will sanitize their hands on entry, after eating and at regular intervals.</li> <li>• Resources used will be carefully chosen, washed or isolated after use.</li> <li>• Any iPads or laptops used to be sanitized after use.</li> <li>• Parents will not be allowed to enter the room for collection or drop off.</li> <li>• Staff will try to keep to 1m distancing from the children where possible and ensure good hand hygiene.</li> <li>• Gloves to be worn for all food production.</li> </ul>
Intervention	<ul style="list-style-type: none"> <li>• Staff will wash their hands between groups. Pupils too will wash their hands before and after.</li> <li>• Pupils will bring all equipment they require with them to intervention area or TAs will prepare named packs.</li> <li>• Where staff need to work with individual children or small groups of children from more than one bubble, care will be taken to maintain distancing.</li> </ul>
PE	<ul style="list-style-type: none"> <li>• Hall and outside areas may be used for PE but activities should ensure spaces between children are adhered to. The field should always be the preferred option when weather is dry.</li> <li>• Any equipment used would need to be cleaned afterwards - leave in Hall for cleaning and then to be returned to PE cupboard or left untouched for 72 hours (48 hours if not plastic).</li> <li>• Children to wash hands when they come back to class.</li> </ul>

Staff Room and staff socialisation	<ul style="list-style-type: none"> <li>• Space out in here and keep numbers as low as possible - for larger gatherings, eg the end of the day, meet in the Hall, Sunshine Room or outside.</li> <li>• Wash hands before handling equipment in here.</li> <li>• Staff encouraged to bring own mug.</li> <li>• All mugs to be washed in the dishwasher on a full cycle or using the commercial dishwasher.</li> </ul>
Office	<ul style="list-style-type: none"> <li>• All keyboards, desks, phones etc to be cleaned at the end of each day.</li> <li>• No children to enter the office.</li> <li>• Non-office staff should only enter if essential and one at a time after knocking.</li> <li>• Office door to be locked to ensure people do not enter unless essential.</li> <li>• Parents who need to speak to office staff should phone or email if possible.</li> <li>• Parents needing to speak in person should follow the one-way system and wait at 2m intervals, as marked. The office staff will keep the hatch closed or stand at a 2m distance from it.</li> <li>• Staff to wear a visor when walking about the school and entering classes</li> </ul>
Wellness checks for staff prior to school	<ul style="list-style-type: none"> <li>• If staff have concerns about their health they should not enter school but seek advice first.</li> </ul>
Uniform/clothing	<ul style="list-style-type: none"> <li>• Children to wear school uniform.</li> <li>• There is no requirement to wash this more often than normal, but we would encourage regular washing.</li> <li>• Named PE kit to be brought in at the start of term and kept in school until half term.</li> <li>• All children to have wellies or outdoor shoes for playtime.</li> </ul>
Toys and resources	<ul style="list-style-type: none"> <li>• Reduce resources and toys easily available</li> <li>• Set of resources for a class, if possible</li> <li>• If resources are shared, they need to be cleaned between use or isolated for 72 hours</li> <li>• Children to have tray on their table with pen, pencil, books, ruler etc, so little is shared.</li> <li>• Reduced soft toys/dressing up etc, these should be regularly washed</li> <li>• Don't use things that are hard to wash</li> <li>• No pencil cases or toys from home, except Early Years children who need a comforter (choose one and keep it in their bag for use if/when needed).</li> </ul>
Library books	<ul style="list-style-type: none"> <li>• Gel hands before choosing a book.</li> </ul>

Hall	<ul style="list-style-type: none"> <li>• Lunch use.</li> <li>• Use for PE.</li> <li>• Only one class at a time.</li> </ul>
PE equipment	<ul style="list-style-type: none"> <li>• Only use hard items that can be washed.</li> <li>• After use, keep away from children for 72 hours or wash.</li> <li>• Non-contact sports.</li> <li>• Hands to be washed before and after PE lessons.</li> </ul>
Children walking about school	<ul style="list-style-type: none"> <li>• Reduce this by no going to office/photocopier. Call office if they are needed.</li> <li>• Only use is to go the library, move outside or toilet use.</li> <li>• Children to leave classes by external doors as much as possible.</li> <li>• Staff to ensure that bubbles do not cross/meet in the corridor.</li> </ul>
Drinks and packed lunch	<ul style="list-style-type: none"> <li>• All children to bring a named water bottle to keep on/under their table.</li> <li>• Named plastic, washable lunch box only to be brought in.</li> </ul>
Daily worship in class	<ul style="list-style-type: none"> <li>• All worship to be in class.</li> <li>• Head to do Teams whole-school worship on Mondays at 1.00</li> <li>• No singing.</li> </ul>
Attendance and training	<ul style="list-style-type: none"> <li>• Following government guidelines and guidance – see dfe website</li> <li>• Staff attendance - if they are symptom-free, have completed required isolation period or achieved a negative test result.</li> <li>• Clear procedures to support working practices.</li> <li>• Staff are aware of symptoms of Covid-19 and know procedure to follow (self-isolating, keeping work informed).</li> <li>• Following return to work procedure if staff not attending.</li> <li>• Availability of testing for staff - can be booked through: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing</a></li> <li>• Staff have been updated with new working practices and procedures - including infection control.</li> <li>• Setting is currently working to government guidance training requirements eg First Aid, Child Protection.</li> </ul>
First Aid and illness	<ul style="list-style-type: none"> <li>• If possible, to be dealt with by class adults or adult supervising at the time.</li> <li>• If close contact needed, PPE to be used: gloves, aprons and masks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Normal school procedures to be followed eg banged head notes and monitoring, calling parents if concerned.</li> <li>• If more support is needed, phone to the office or Head for this.</li> <li>• There is a thermometer in the medical room to check temperature if there is a concern.</li> <li>• First Aid bags to be checked weekly and topped up.</li> <li>• If a child has suspected Covid-19 they must be taken to the medical room and isolated, staff with them must wear PPE. Parents to be called immediately.</li> <li>• If a member of a child’s family has suspected Covid-19 they should remain at home until the tests come back, if it is negative then they return to school, if positive they need to self-isolate. If the child is in school they should be taken to wait in the medical room for collection.</li> <li>• Medical room is available for isolation - Head or office will supervise this. PPE is available in the school office for use with the isolating child.</li> <li>• Parents will be informed that they must keep their children at home if they have any concerns about their health.</li> <li>• Parents and staff informed that they must not enter the site if they show any symptoms of Covid-19. See below. They must isolate for 14 days or until tested negative. They must inform the school immediately.</li> <li>• The most common symptoms are:             <ul style="list-style-type: none"> <li>- new continuous cough</li> <li>- fever/high temperature (37.8 deg C or greater)</li> <li>- loss of, or change in, sense of smell or taste (anosmia)</li> </ul> </li> <li>• A new continuous cough is where you:             <ul style="list-style-type: none"> <li>- have a new cough that’s lasted for an hour</li> <li>- have had 3 or more episodes of coughing in 24 hours</li> <li>- are coughing more than usual</li> </ul> </li> <li>• A high temperature is feeling hot to the touch on your chest or back (you don’t need to measure your temperature). You may feel warm, cold or shivery.</li> </ul>
Medication	<ul style="list-style-type: none"> <li>• Children should keep inhalers in class as per medical plans.</li> <li>• If a child needs other medication, parents must come to school to administer this or discuss with the office staff</li> </ul>

Safeguarding	<ul style="list-style-type: none"> <li>• Safeguarding is everyone’s responsibility and the school’s procedures continue to follow the school Safeguarding Policy, updated for Covid-19 outbreak.</li> <li>• Any concerns must be recorded by staff as soon as possible on <a href="http://myconcern.co.uk">myconcern.co.uk</a>.</li> <li>• The school’s DSL/Deputy DSL must be informed of any concerns as soon as possible.</li> <li>• Any child not in school or uploading work to Seesaw /communicating with their teacher and parents have not informed the office will be texted or called.</li> <li>• Those working remotely must contact the school if their child is ill.</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• All surfaces to be clean with anti-virus cleaner or diluted bleach (this must be made up each day).</li> <li>• Mid-day cleaning of sink areas, tables, chairs, doors, handles etc, areas regularly touched.</li> <li>• When cleaning hard surfaces use disposable cloths/paper towels.</li> <li>• Regular cleaning of toilet areas at 11.45am and 1.30pm.</li> <li>• Tables in the Hall to be cleaned with anti-virus spray before and after use.</li> <li>• Night time cleaning to ensure tables, chairs, doors and door surrounds are cleaned fully; floors to be hoovered or mopped; toilets fully cleaned - bowl - inside and outside, handle and cistern, floors, sinks and taps, doors. Bleach to be left in overnight each day.</li> <li>• All phones to be cleaned with anti-virus spray.</li> <li>• Staffroom - ensure dishwasher is set on for a full wash; sink and surfaces; water boiler.</li> <li>• Classroom resources used cleaned regularly.</li> <li>• Playrun to be wiped daily or hands sanitized before and after use (Toy Box/Cygnets Class staff responsible).</li> <li>• Outdoor gym equipment to be wiped daily or hands sanitised before and after use (Kite Class staff responsible).</li> <li>• iPads and laptops, surfaces wiped with anti-virus spray or wipes.</li> <li>• Front and back doors to be fully cleaned.</li> <li>• All rubbish for classrooms to be bagged at the end of the day.</li> <li>• Classrooms to have pedal bins.</li> <li>• Wear disposable or washing-up gloves and aprons for cleaning.</li> <li>• If an area has been heavily contaminated such as with visible bodily fluids from a person with Covid-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> </ul>



	<ul style="list-style-type: none"> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>• See <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>
<p>Cleaning after a person with known or suspected Covid-19 has been in school</p>	<ul style="list-style-type: none"> <li>• Children may need to be removed to the school Hall or outside while the area is cleaned if someone has suspected Covid-19.</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>• All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:             <ul style="list-style-type: none"> <li>- objects which are visibly contaminated with body fluids</li> <li>- all potentially contaminated high-contact areas such as toilets, door handles, table and chairs</li> </ul> </li> <li>• Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with anti-virus cleaner/wipes or diluted bleach.</li> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</li> <li>• When items cannot be cleaned using detergents or laundered, for example upholstered furniture and mattresses, steam cleaning should be used.</li> <li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li> </ul> <p><b><u>Waste</u></b></p> <ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):             <ul style="list-style-type: none"> <li>- put in a plastic rubbish bag and tied when full</li> <li>- the plastic bag should then be placed in a second bin bag and tied</li> <li>- it should be put in a suitable and secure place and marked for storage until the individual’s test results are known</li> </ul> </li> <li>• Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.             <ul style="list-style-type: none"> <li>- if the individual tests negative, this can be put in with the normal waste</li> </ul> </li> </ul>

- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste