


Keystone Academy Trust – COVID-19 Primary Staged Opening Risk Assessment

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| Activity being assessed: | Phased return of pupils | Location(s) affected: | Long Sutton County Primary School |  |
| Person(s) completing assessment: | Bill Lord/Tracey Roscher/Paul Singleton/Claire Carr | Date original assessment completed: | 13/5/2020 | |
| Date of review: | | Review completed by: | | |

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

This is a working document and must be reviewed weekly during the Summer Term. This will be reassessed moving into the Autumn Term

<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#effective-infection-protection-and-control>

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
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| School building not safe for use | <i>Pupils, staff, visitors, and the general public. Harm from Legionella infection,</i> | <i>Ensure any little-used water outlets are flushed weekly and this is recorded. Monthly water hygiene monitoring to continue. Check for evidence of pests, particularly areas of food storage.</i> | | <i>Site Manager</i> | |

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| | <p><i>pests, damaged buildings, missed statutory inspections and fire</i></p> | <p><i>Ensure all statutory maintenance inspections are all up to date.</i></p> <p><i>To ensure fire safety, the following need to be carried out before reopening:</i></p> <ul style="list-style-type: none"> <i>• Fire alarm test</i> <i>• Visual check of fire extinguishers</i> <i>• Emergency light test</i> <i>• Review fire risk assessment – if you are making any changes to the school’s operation ie one way system, using additional areas of the school, you will need to review your Fire risk assessment.</i> <i>• Review fire evacuation plans</i> <p><i>Fire procedure to be reviewed in light of changes and a fire drill carried out week commencing 1st June.</i></p> <p><i>Check your building for any damage/attempted break in in advance of reopening.</i></p> | | <p><i>BL to finalise and share one way system.</i></p> <p><i>DG/TR to review Fire evacuation plan.</i></p> <p><i>ENSURE FIRE DRILL CARRIED OUT DURING FIRST WEEK BACK</i></p> | |

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| <p>Contracting COVID-19 from being in the school environment by contact with an infected person</p> | <p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p> | <p>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period or 7 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff, pupils or visitors living in the same household as a person who has tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.</p> <p>Staff, pupils, and visitors exhibiting classic signs of COVID-19 as detailed (high temperature and a new continuous cough) are requested to stay away from school until well and asymptomatic; Any person arriving at school exhibiting symptoms will be required to return home.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.</p> <p>Government self-isolation guidance</p> | <p><i>Re-send clear guidance to all staff and parents/carers of pupils</i></p> <p><i>Have a procedure in place to isolate pupils that appear symptomatic on site until collected</i></p> <p><i>Refer staff who display symptoms for testing via the Employer Referral Portal</i></p> | <p><i>?</i></p> <p><i>BL/TR to draw up procedure</i></p> <p><i>Paul's office become isolation room (PS to work in Den)</i></p> <p><i>BL and TR will have access to the portal – awaiting log ins</i></p> | |
| <p>Congestion or inability to adequately socially</p> | <p>Pupils, staff, visitors, and the general</p> | <p>Start and finish times staggered to reduce congestion. Families requested to only send one adult per family group to drop off and collect pupils to reduce potential</p> | <p><i>Re-send clear guidance to all staff and</i></p> | <p><i>BL to draw up guidance</i></p> | |

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| <i>distance when accessing or leaving school grounds</i> | public becoming infected with COVID-19: | <p><i>overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</i></p> <p><i>Classes/year groups given clear information about gates/times for drop off and collection.</i></p> <p><i>Line up points with social distancing measures to be put in place on playground.</i></p> <p><i>*Pupils to line up on playground supervised by their teacher, parents to be encouraged to drop off and leave as quickly as possible.</i></p> <p><i>For collection, parents to wait on playground at line up points and staff to bring out children to them for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site immediately by designated gate.</i></p> <p><i>Staff advised to arrive by designated time prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</i></p> <p><i>All staff to enter and exit by the main school entrance.</i></p> | <p><i>parents/carers of pupils</i></p> <p><i>*This may have to be adjusted if heavy rain on arrival</i></p> <p><i>Consider staggering arrival by surname rather than age</i></p> | <p><i>for parents To research</i></p> <p><i>Do we need to buy any signage for this? Site Manager to put in place prior to reopening</i></p> <p><i>BL to cover at full staff Teams meeting/ by email</i></p> | |
| <i>Congestion or inability to adequately socially distance when pupils</i> | Pupils, staff, visitors, and the general public | <i>Teachers to walk their designated group into the building directly into their classroom via each room's external door in a controlled manner and maintaining 2m distance particularly between children and teacher.</i> | | <i>BL to cover at full staff</i> | |

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| <i>accessing or leaving school building</i> | becoming infected with COVID-19: | <i>Under no circumstances are staff to physically assist distressed children to enter the classroom. If children will not leave parent, they must return home. Teachers to walk their designated group in a controlled manner directly from their classroom to the playground line up points to be reunited with their parents/carers for collection at the end of the day, maintaining 2m distancing.</i> | | <i>Teams meeting/ by email</i> | |
| <i>Ineffective personal hygiene measures</i> | Pupils, staff, visitors, and the general public becoming infected with COVID-19: | <i>Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning and then on entering the school building. All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play and after any transition between activities. Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces. Ensure stock of disposable tissues held in each classroom.</i> | <i>Ensure pupils' hands are wet when using soap Ensure sufficient disposable tissues are available in school.</i> | <i>BL to source posters prior to re-opening. Site Manager to put up posters and order lidded bins for classroom and other work areas. Place bins</i> | |

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| | | <p><i>Lidded bins to be available in all classrooms for used tissues and emptied daily.</i></p> <p><i>Posters are displayed by sinks to show how to effectively wash hands.</i></p> <p><i>Catch it, Kill it, Bin it posters displayed around the school.</i></p> <p><i>Hand sanitiser available for staff who are unable to leave classrooms or use sinks in classroom whilst supervising pupils.</i></p> <p><i>Hand sanitiser is available but should be used in addition to hand washing or where handwashing is not accessible rather than a general alternative to handwashing.</i></p> | <p><i>Display handwashing posters by all sinks</i></p> <p><i>Display Catch it Kill it Bin it Posters around school</i></p> <p><i>Ensure sufficient hand sanitiser is available.</i></p> | <p><i>near classroom sinks</i></p> <p><i>Teachers make clear the expectations to children.</i></p> <p><i>Site Manager to ensure sufficient stocks of tissues, hand sanitiser are maintained - ongoing.</i></p> | |

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| Possible contamination in reception areas and office | Pupils, staff, visitors, and the general public becoming infected with COVID-19: | <p>Parents are not allowed into reception area without an appointment. Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and in exceptional circumstances essential meetings will be arranged and accommodated either outside or in a planned manner within the building.</p> <p>Staff to pass through reception one at a time (unless residing in same house). Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway Office staff to work at their designated desks to avoid the need for shared equipment and to be responsible for cleaning shared equipment such as phones after use using recommended cleaning materials.</p> | <p>Can you secure external door into reception? Consider what room could you use for meetings with easy access and sufficient space? All Staff to have designated, socially distanced work space to avoid sharing desks. If this is unavoidable, the work area must be cleaned</p> | <p>BL - Put no entry sign without appointment on main entrance door. Use willow hurdle as additional barrier</p> <p>BL to add 'no admittance to school' to procedure for parents</p> <p>BL to cover at full staff Teams meeting/</p> | |

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| | | | <p><i>thoroughly to disinfect desks between "shifts"</i></p> | <p><i>by email</i></p> <p><i>Who will be responsible for this cleaning?</i></p> <p><i>TR to risk assess individual work areas/ staff roles (list)</i></p> <p><i>Staff to undertake PPA from home</i></p> | |
| <p><i>Possible contamination within classroom/teaching and learning spaces</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p> | <p><i>Ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.</i></p> <p><i>Ensure that the same teacher and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</i></p> | | <p><i>?? to allocate classes of no more than 6/7 pupils to</i></p> | |

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| | | <p><i>Pupils to be given their own designated desk to minimise any potential cross contamination (they could design and create their own name tag)</i></p> <p><i>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</i></p> <p><i>Soft toys removed from all classroom and learning areas.</i></p> <p><i>Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning.</i></p> <p><i>Use of communal equipment will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</i></p> <p><i>Resources available will be limited to what is essential for use on a daily basis and planned in advance.</i></p> <p><i>Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.</i></p> <p><i>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas. All class rooms to have natural ventilation.</i></p> <p><i>Each class to have supply of disposable tissues.</i></p> <p><i>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</i></p> | <p><i>No soft toys should be brought from home.</i></p> <p><i>Teachers will be responsible for the cleaning of equipment and resources used and will use recommended cleaning products. These are to be stored in the classroom out of reach of children. Diluted Milton solution can be used for smaller items.</i></p> | <p><i>distanced circle time</i></p> <p><i>Organise team to assist DG with moving furniture, soft furnishing. Use family groups?</i></p> <p><i>Organise team to set up named pupil packs in wipe down wallets</i></p> <p><i>BL to cover at</i></p> | |

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| | | | | <p><i>full staff Teams meeting/ by email</i></p> <p><i>DG to ensure supply of disposable tissues/ Milton - ongoing</i></p> | |
| <p><i>Possible contamination from use of toilet/welfare facilities</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p> | <p><i>Staff to only access toilet areas one at a time, red card system on outside door to show whether occupied or not. Each child and adult to have their own red card.</i></p> <p><i>Pupil classes will have set toilets designated for their use.</i></p> | <p><i>Consider whether all toilets become unisex if significantly higher ratio of one gender to another. This would solve problem of possible contamination of pupils from 2 'bubbles' mixing. Not ideal for Y6.</i></p> | <p><i>?? to make Velcro red cards for all toilet doors and for each individual in school.</i></p> <p><i>BL to cover at full staff Teams meeting/ by email</i></p> | |

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| | | <p><i>Pupils will be monitored in their use of toilets to maintain social distancing – younger pupils will be supervised to toilet areas; Yr. 6 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.</i></p> <p><i>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</i></p> <p><i>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required.</i></p> <p><i>Only liquid soap is permitted in school.</i></p> <p><i>Hand drying will be by air hand drier or disposable towels only, hand towels have been removed.</i></p> | <p><i>Ensure that there are sufficient stocks of soap available</i></p> <p><i>Cleaning record to be attached to toilet door to detail who last cleaned them and when.</i></p> | <p><i>?? to allocate toilets to classes and number the toilets</i></p> <p><i>?? to draw up procedure for pupils to access toilets</i></p> <p><i>DG ongoing</i></p> <p><i>DG to remove all hand towels and create cleaning records</i></p> | |
| Possible contamination from | Pupils, staff, visitors, and | <i>Pupils to attend in the mornings only and return home with a packed lunch at the end of the session.</i> | <i>Consider and develop plan</i> | <i>?? to draw up plan</i> | |

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| <p><i>inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</i></p> | <p><i>the general public becoming infected with COVID-19:</i></p> | <p><i>Break times staggered with staff and pupils allocated specific break times and areas to be accessed.</i></p> <p><i>Fixed external play equipment to be taken out of use, Only hard equipment that can be sanitised prior and after use to be available to pupils</i></p> <p><i>Activities considered to promote social distancing during break periods.</i></p> <p><i>Staffing ratios assessed and determined – see school-specific plans.</i></p> | <p><i>depending on number and size of playgrounds, fields etc. designate/zones /times and supervisions ratio's</i></p> <p><i>Decide who will be responsible for the cleaning of equipment and resources used and what cleaning</i></p> | <p><i>including toilet breaks for those teachers working with key worker/ vulnerable children all day.</i></p> <p><i>BL to cover at full staff Teams meeting/ by email</i></p> <p><i>Tape off trim trails. DG</i></p> <p><i>Organise team to sort playtime toys which</i></p> | |

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| | | <p><i>If pupils are eating, hands to be washed (see handwashing).</i></p> <p><i>After external activities – staff and pupils to wash hands (see handwashing).</i></p> | <p><i>products will be used i.e. Spray disinfectants, diluted Milton solution etc.</i></p> | <p><i>can be cleaned.</i></p> <p><i>Set of toys per bubble.</i></p> <p><i>TR/DG to review cleaning procedure</i></p> <p><i>Consider preparation of packed lunch for UIFSM/FSM children to take home/eat in school if childcare. FSM packed lunch provided daily.</i></p> | |

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| | | | | <p><i>Other children to order via Parentpay . Continue with food parcels for FSM not in school</i></p> <p><i>School lunches will be brought to each class?</i></p> <p><i>TR to contact Tydd?? Wait.</i></p> <p><i>BL – which kitchen staff are available to work in school?</i></p> | |

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| Possible contamination from inadequate social distancing or cross contamination of equipment | Pupils, staff, visitors, and the general public becoming infected with COVID-19: | <p>Areas used for eating to be set up to maintain social distancing eating.</p> <p>Anticipate that only Key Worker pupils will be in school over lunch time.</p> <p>Fixed external play equipment to be taken out of use, Only hard equipment that can be sanitised prior and after use to be available to pupils</p> <p>Supervised hand washing of pupils prior to lunch (see <i>handwashing</i>).</p> | Consider and develop plan depending on number and size of eating areas, playgrounds, fields etc. designate/zones /times and supervisions ratio's | <i>Children in 'Bubbles' to eat either in class room or in 'bubble' outdoor designate d shaded area. School lunches will be brought to each class.</i> | |
| Possible contamination from inadequate social distancing in other communal gatherings - assembly | Pupils, staff, visitors, and the general public becoming infected with COVID-19: | <p>No communal assemblies will take place. A class 'bubble' assembly will take place daily.</p> <p>Assemblies can be led by other teachers/head teacher via Teams or similar.</p> <p>No PE team games will be taught. All PE will be around individual skills.</p> | | <p><i>BL organise delivery of assemblies</i></p> <p><i>BL to cover at full staff Teams meeting/ by email</i></p> | |

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| <p><i>Insufficient access to first aid</i></p> | <p><i>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</i></p> | <p><i>Sufficient first aid provisions are in place in line with the schools first aid risk assessment.- Trust officer to monitor stock level and place orders in good time</i></p> <p><i>All classes will have an emergency PPE kit in their areas for the teacher to use in case of a sudden critical illness. There will be a red card system to raise paediatric first aider to manage the illness.</i></p> | <p><i>Review first aid risk assessment – with nursery, reception, and yr. 1 pupils in school there must be as an absolute minimum an emergency paediatric trained member of staff on site (ideally a 12-hour paediatric trained first aider)</i></p> | <p><i>Staff who are paediatric first aid trained will have to be on standby as mobile responders for Nursery/ Reception. See note below about volunteers</i></p> <p><i>?? to set up emergency PPE kits and red cards.</i></p> <p><i>BL to cover at full staff</i></p> | |

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| | | | | <i>Teams meeting/ by email</i> | |
| <i>Possible contamination by close contact when providing first aid or care to pupils</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i> | <i>Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. Where it is considered necessary due to the close proximity of care required, visors, face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care. Staff will be shown how to put on and remove and dispose of PPE safely. All visors will be washed and disinfected after use.</i> | <i>Set up a first aid station complete with disposable gloves, apron, face mask and visor. Also set up an emergency cleaning kit for cleaning vomit</i> | <i>Discuss first aid station ?? to organise equipping First Aid station including PPE Use WHO training 'How to put on/ remove PPE' (ER to approve?) Show video/issue guidance, staff to</i> | |

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| | | | <p><i>from classrooms</i></p> | <p><i>sign to say understood</i></p> <p><i>DG to organise Cleaning kit for vomit</i></p> <p><i>Consider having person able to carry out cleaning on site at all times (not necessarily a cleaner)?</i> <i>Yes</i></p> <p><i>BL to cover at full staff</i></p> | |

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| | | | | <i>Teams meeting/ by email</i> | |
| <i>Possible contamination from a symptomatic person on site</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i> | <p><i>Symptomatic person should not be on site – see first section.</i></p> <p><i>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</i></p> <p><i>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a face mask, visor, disposable gloves and apron for the duration of the supervision Parent/carer will be contacted and required to collect pupil immediately. Parent to be advised to have child tested for virus within 3 days.</i></p> <p><i>Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.</i></p> <p><i>Government guidance will then be followed.</i></p> | <p><i>Ideally we need an empty room near an exit, with a window, big enough for 1 staff member and pupil to be 2m apart, ideally with a washable floor.</i></p> <p><i>All potentially contaminated waste/PPE must be placed in a plastic bag and sealed, then placed inside another plastic bag and sealed, then securely</i></p> | <p><i>Isolation room PS office?</i></p> <p><i>Use WHO training 'How to put on/remove PPE' (ER to approve?)</i></p> <p><i>DG to set up secure area outdoors to store potentially contaminated waste for 72 hours</i></p> | |

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| | | | <p><i>stored for 72 hours before placing in normal waste. Eye protection to be thoroughly disinfected using recommended products</i></p> <p><i>Need to consider carefully how we decide who will carry out this role. It is perceived higher risk and 'front line' even though the child will have already been in the classroom potentially infecting others. We need to</i></p> | <p><i>before placing in normal waste</i></p> | |

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| | | | <p><i>ensure staff are satisfied that the safety measures in place are adequate for them to carry out this role. They must not be clinically vulnerable or living with a clinically vulnerable person.</i></p> | | |
| <p><i>Insufficient or inappropriate PPE available or misuse of PPE</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p> | <p><i>Disposable gloves, apron, masks, and visors available for use as identified required. Where PPE is identified as required for a task it must be worn. For general teaching and pupil supervision in line with government guidance PPE is not recommended. Staff will be shown how to safely put on PPE. Staff will be shown how to safely remove PPE and dispose of waste.</i></p> | <p><i>Ensure sufficient stocks of all items are held in school. Supplies are available at Bourne Westfield.</i></p> | <p><i>DG to maintain stocks – Daily check and recorded</i></p> <p><i>See previous notes on PPE and waste</i></p> | |

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| | | | | <i>BL to cover at full staff Teams meeting/ by email</i> | |
| <i>Inadequate management of circulation areas</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i> | <i>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site. See prior notes on fire procedure and fire drill.</i> | <i>Devise one-way system Designate a person to be responsible for this.</i> | <i>See earlier notes Site Manager - ongoing</i> | |
| <i>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i> | <i>Social distancing measures of 2 meters must be observed at all times. Offices will become designated work spaces for named individuals. Other staff not to enter offices without invite/prior planning. 'Occupied' signs to be placed on doors with no glass vision panels when in use. Staff room to be closed or designated for other use. All shared equipment in staff room to be taken out of use.</i> | | <i>?? to organise 'occupied' signs for rooms which need them Decide what staff</i> | <i>BL staff meeting on Teams – don't be afraid to remind colleagues</i> |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|-----------------------|------------------------------|---|--|--|---|
| | | <p><i>Staff to bring in a flask for hot drinks and food can be stored in an insulated lunch bag from home. Staff who wish to safely socialise with colleagues must do so outdoors and at a distance of 2m.</i></p> <p><i>All upholstered furniture to be removed from class rooms and offices.</i></p> <p><i>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using recommended cleaning materials prior to use. Need disinfectant effective against 'enveloped viruses'.</i></p> <p><i>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</i></p> | <p><i>TR checking which cleaning products are effective against enveloped viruses.</i></p> | <p><i>room will be used for.</i></p> <p><i>DG</i></p> <p><i>DG has checked and wipes currently in use will kill Covid-19 – stock ordered 19.5.20</i></p> <p><i>Also trigger sprays of Screen and supply of disposable cleaning cloth or paper towel to</i></p> | <p><i>ues to maintain 2m distance</i></p> <p><i>Staff to use mobile phone to contact front of school colleagues</i></p> |

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| | | | | <p><i>be used on surfaces and equipment</i></p> <p><i>BL to cover at full staff Teams meeting/ by email</i></p> | |
| <p><i>Insufficient or ineffective cleaning</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p> | <p><i>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with recommended cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes. Toilet and washroom areas, food preparation areas are cleaned daily. Staff are expected to keep their area clean and tidy during the day, clearing up after themselves and wiping surfaces with disinfectant spray and disposable tissue as they go along.</i></p> | <p><i>Update cleaning procedure</i></p> <p><i>Detailed school-specific cleaning RA completed 13/5/20</i></p> | <p><i>Site Manager to ensure cleaning staff are fully briefed on expectations for cleaning and have signed to say they have understood</i></p> | |

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| | | <p><i>Areas not in use are closed and locked off so cleaning can be concentrated where required.</i></p> <p><i>Only disposable cloths should be used for cleaning surfaces.</i></p> <p><i>Where non disposable mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use and replaced at least weekly.</i></p> <p><i>Additional cleaning of touch points is taking place daily (all door handles, push plates, window openings, light switches, and handrails).</i></p> <p><i>All internal bins will be emptied daily to external bins.</i></p> <p><i>In the event of a confirmed or suspected COVID-19 case in the school, government guidelines for additional cleaning will be followed.</i></p> | <p><i>Hourly cleaning of touch point, to be recorded.</i></p> <p><i>All toilet/room lights to be left on</i></p> <p><i>Add in any other touch points you may have:</i></p> <p><i>Entry system buttons, gates, nursery.</i></p> <p><i>Visitors to food larder not to handle items</i></p> | <p><i>Cleaning records to be updated and signed by those undertaking cleaning duties</i></p> <p><i>BL to cover at full staff Teams meeting/ by email</i></p> <p><i>Signage</i></p> | |

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| | | | | <i>TR to add to cleaning procedure</i> | |
| <i>Ineffective management of potentially contaminated waste</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i> | <i>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection. Such waste must be securely stored for 72 hours before placing in the normal waste.</i> | | <i>See previous notes</i> | |
| <i>Social distancing on school transport services</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i> | <i>If any schools manage their own school transport -please get in touch or insert your control measures here.</i> | <i>N/A</i> | | |
| <i>Ineffective safeguarding measures</i> | <i>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</i> | <i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately Continue to monitor wellbeing of vulnerable pupils who may not be in school through weekly checks.</i> | <i>Is your DSL in school and available? Yes Second addendum to be added to</i> | <i>A DSL will always be in school and CC will be contact-able if not</i> | |

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| | | | <p><i>Child Protection Policy to reflect partial opening of school and shared with all staff</i></p> <p><i>Ensure online safety of children learning from home</i></p> | <p><i>in school herself. CC – to source online safeguarding awareness update for staff prior to return to school</i></p> <p><i>Online safety?</i></p> <p><i>Pastoral support?</i></p> | |
| <p><i>Increased risk from Covid-19 among BAME staff and children</i></p> | <p><i>BAME staff and children</i></p> | <p><i>Ensure BAME staff and children have priority to natural ventilation. To sit nearest windows to benefit from forward flow of air to push any virus which may be present, away from them.</i></p> <p><i>Sit any BAME pupils at the rear of the class so that they are positioned with the air flow moving away from them.</i></p> <p><i>Increase frequency of handwashing in 'bubbles' where there are BAME staff/children in addition to washing hands on entry to school, after toileting or outdoor activities and before eating and leaving for home.</i></p> | | | |

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| <p><i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i></p> | <p><i>Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence</i></p> | <p><i>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff. SLT regularly checking on staff and have an open door to discuss concerns. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety. Thorough risk assessments carried out and discussed with clinically vulnerable staff, those with childcare issues and any other staff with concerns prior to returning to work</i></p> | <p><i>Review procedures and support available to staff</i></p> <p><i>Display Mental Health Week Poster</i></p> <p><i>All schools have Employee Assistance Programme through Ill Health Liability Insurance.</i></p> | <p><i>Send details of procedures and information to staff CC/TR liaise</i></p> <p><i>BL regular video messages with good practice and learning points</i></p> <p><i>Ensure we do regularly check on all staff!</i></p> <p><i>Risk assess all roles.</i></p> | |

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| | | | | <p><i>Carry out individual RAs for clinically vulnerable staff and those with serious concerns around safely returning to work-TR?</i></p> <p><i>BL to cover at full staff Teams meeting/ by email</i></p> | |
| Signature of Senior Leadership Team: | | | Date: | | |
| Date review required: <i>Weekly</i> | Date review required: | Date review required: | Date review required: | | |

