

**Risk Assessment Coronavirus – COVID-19**  
**For use by schools during reopening in the autumn term**

<b>Location / Site</b>	GLENFIELD INFANT SCHOOL
<b>Activity / Procedure</b>	Opening school in autumn term 2020
<b>Assessment date</b>	13 <sup>th</sup> July 2020
<b>Assessment serial number</b>	05
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government's <i>'Stay Alert'</i> campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

<b>Identify hazards</b>	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
Contractors expose the school population to the virus.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process.	
Lack of PPE (if required).	

<b>Identify people at risk</b>	Circle boxes where persons may be affected by hazards
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Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

<b>Existing control measures</b>	List controls already in place to reduce risk from of injury
Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).	
School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.	
The DSL must be available on site or via phone.	
No parent must enter the school buildings unless asked to do so or in the event of an emergency.	
The <b>pedestrian path</b> around our site will be one way only and has been reversed due to the wetter weather and the slip hazard on the back path hill. Entry via bottom gates on Glenfield Crescent, exit via main gates on Rossington Way.	
Any staff or pupils with high temperature readings should be sent home and follow coronavirus guidance. Any pupils suspected of having a high temperature, should be also tested and sent home and follow the guidance.	
Staff to use their ID badge to sign in/out. The InVentry touch screen can only be used if hand sanitiser is used before touching the screen and the person using it wipes the screen with the surface cleansing wipes provided when finished.	
Staff can enter at their normal working time and leave by 5.30pm so that surfaces remain clean for the following day. Staff are encouraged to have at least one early exit per week for their own wellbeing.	
All staff and parents are asked to wear a face covering on their entry/exit from the grounds due to the increased levels of Covid-19.	
All staff are to wear a facemask when around other staff (outside of the class bubble teaching time) and visitors. A face visor or shield may be worn in addition to a face covering but not instead of one. Ideally face coverings need to be of a good quality as per government guidance.	
Cleaning and Site staff should wear a face mask when entering occupied rooms. In unoccupied areas of the school they can remove their face coverings during their duty/shift.	
All staff are to wear a face mask when doing a playground/lunchtime duty (unless it is ONLY your class bubble and no other staff/bubbles outside).	
All staff, pupils and visitors should wash/sanitise their hands on arrival to and exit from the building. (Pupils will sanitise their hands on entry to the classroom)	

<p>Pupils will wash their hands with soap and water after using the toilets and use sanitiser at other times, where appropriate e.g. when they return from breaks, when they change rooms, before &amp; after eating etc</p>
<p>Register trays will be collected from classrooms after lunch and taken back to classrooms at 3pm by a member of the office team to reduce pupil movement through the school.</p>
<p>All visitors and meetings will be cancelled or significantly reduced unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.</p>
<p>Regular external support staff and central services staff will base themselves in the small office next to the staffroom. Each person will be asked to wipe down the desk/chair/equipment used when they leave (cleaning products and PPA is available)</p>
<p><b>KEEP LEFT and wear a face mask</b> when moving around the corridors/building and <b>maintain social distancing from each other at all times</b></p>
<p>Staff should remain 2metre social distances wherever possible. The seating is arranged at 2metre spacing and there will be a limit of 8 people in the room at any one time. The dining room can be used as overflow staffroom now that the children will be eating in their classrooms. Class based staff can choose to eat in their OWN classroom (not in another class bubble) and should use lidded cups for hot drinks. Staff working in the staffroom must use one of the three desks (two white ones and the one on the left as you enter) where possible so that the main tables are available for staff to eat and drink at.</p>
<p>Staff should wipe down the area they have used at lunchtime ready for the next person. Use 'Just One' surface spray and a blue cloth/paper towel (see Darren for instruction before doing so) or an anti-bacterial surface wipe.</p>
<p>Staff are encouraged to use their own cup and cutlery to avoid sharing items. Any items used should be washed in the dishwasher.</p>
<p>Staff should wipe multi-touched surfaces and equipment in the staffroom after using ie the toaster, microwave so they are ready for the next person to use.</p>
<p>Staff should keep staffroom work surfaces and kitchen area as clear of items as possible so they can be cleaned thoroughly and efficiently at regular intervals as per the cleaning rota.</p>
<p>Only one member of staff should be in the photocopy area at any one time (unless you are just passing through to another room) due to the limited space. The copier is cleaned as part of the cleaning rota but p</p>
<p>Staff can access welfare resources via the Trust intranet, via the free EAP counselling service, via the school Health &amp; Wellbeing noticeboard</p>
<p>Classrooms are organised so that pupils are positioned side by side and facing forwards. This includes on carpet spaces where possible.</p>
<p>Pupil toilet doors and washroom sinks will be labelled with class picture/name so children know which to use.</p>

Pupil interventions can continue as normal. Staff delivering them can move between settings but should ensure they minimise contact and maintain as much distance as possible. PPE and regular hand washing is required. Any equipment used should be cleaned between groups/children using them.

Staff and pupils are placed in class bubbles which minimises contact and mixing between people and reduces transmission of coronavirus across the school. Staff will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In certain, pre-arranged circumstances, staff may work in a different bubble (please see Co-Headteacher). In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. Some staff will move across school this includes PPA staff, HLTS cover staff, and specialised intervention staff e.g speech and language. Sanitise between groups and surfaces and chairs cleaned between groups. Staff to maintain distance as much as possible and rooms ventilated.

Children are to eat their lunch in their classroom so there is no mixing of bubbles. Staff will bring children's packed lunches to their class and distribute to the children.

- All external meetings to be held via zoom where possible.
- Ensure staff meetings are via zoom and not in the school hall/ classrooms. This includes year group meetings.
- No social 'catch ups' to see other staff, particularly in the staffroom, in each other's classroom at the end of the day, small office areas and walking out of school together at the end of the day.
- Rooms must be well ventilated, top windows open cause less draught. If the room becomes empty open more windows to allow complete air flow
- We advise that you do not work across bubbles if at all possible (supply staff and those delivering interventions can do so when authorised). PPA can be done in the classroom bubble where possible or alternatively in the staffroom using one of the three desks. Can consider Zoom or MS Teams if meetings/discussions are required
- Staff seem to be presenting differing symptoms recently, like sore throat, achy joints, tiredness and colds. In addition, of course, some people remain asymptomatic. Please be extra vigilant as it could be covid? If you are unsure do not come into school but phone first to discuss with your School Leader.
- Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.
- Any resources, such as PE equipment, that will need to be shared across bubbles, will be cleaned with disinfectant at the end of a lesson and left to dry.
- Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books

Other:

- Stop hand shaking of pupils and visitors;
- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups;
- Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. Use disposable cups where you can.
- ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive in school
- ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school and coming in kit on PE days.

<p>-choirs and orchestras will not reconvene unless significant space, natural airflow and strict social distancing and mitigation can be maintained.</p> <p>-peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible</p>
<p>Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.</p>
<p>All staff are aware of what to do should they feel unwell, Notify SLT immediately if you feel unwell at any time during the day and follow guidance. See <b>Appendix C</b></p>
<p>All staff in school are aware of what to do in the event of a fire and have had appropriate training.</p>
<p>Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.</p>
<p>During class time teaching staff can contact the Co-Headteachers via email and or text using mobile phones for social distancing/preserving bubbles. Staff must follow IT guidelines and policies and be in line with GDPR and data protection regulations (policies available via school website/school server/main office.</p>
<p>SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.</p>
<p>School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils.</p>
<p>As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times. Medicines will be administered in the classroom where possible to prevent too many children coming to an office. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.</p>
<p>If a pupil becomes unwell with signs of coronavirus, PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 meters cannot be maintained. Pupils will be moved to a space away from other pupils and a separate area to be allocated for use during that time. Schools will aim to secure three contact numbers for every child in case of this emergency</p>
<p>Staff who have chosen to participate should continue to do twice weekly LFD home testing</p>
<p>Staff members are aware of the NHS Test and Trace process and are ready and willing to 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, and self-isolate if they have been in close contact with someone who develops coronavirus.</p>
<p>The government advise against all educational visits at this time.</p>
<p><b>Extended Day Clubs</b></p> <p>Creative Kidz breakfast and afterschool clubs, and our extra-curricular clubs, can re-open from 8<sup>th</sup> March 2021. These will be delivered in year group bubbles only. Club staff will keep 2meter distance wherever possible and follow all other government guidelines.</p>
<p><b>Physical Activity</b></p>

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
- maximising distance between pupils is particularly important due to the way people breath during exercise;
- pupils are kept in consistent groups (bubbles);
- pupils to wear PE clothing on PE days to avoid changing clothes during the day;
- sports equipment is thoroughly cleaned between each use by different individual groups;
- contact sports are avoided.

-the adventure playground will be used on a strict weekly rota basis with a 3 day (72 hours) period gap between each bubble as follows:

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1
Class	Moles	Woodpeckers	Rabbits	Owls	Hedgehogs	Ducks

- small playground equipment will be issues to each group and will be cleaned each day. Equipment must not be shared between groups unless it is cleaned immediately after use;
- the school will closely follow England grassroots guidance.

### School transport

- pupils where possible are grouped together on transport in the bubbles that are adopted within school;
- hand sanitiser is used upon boarding and/or disembarking of the vehicle;
- additional cleaning of the vehicle takes place;
- organised queuing and boarding is in place;
- distancing of occupants within vehicles should take place where possible;
- pupils over the age of 11 should use face coverings where appropriate i.e. if they come into very close contact with people of their group or who they do not normally meet.

### Communication to parents

When parents drop off and pick up the pupils they must enter the site via the back gates on Glenfield Crescent and follow the one-way system to the main playground. Exit is via the main gates on Rossington Way.

Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend. Appendix A

Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). **Appendix A**

Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

All information needed to be given to parents must be done via text, email or phone call.

### Deliveries/Waste collection

If practicable drivers should wash or clean their hands before unloading goods and materials.

Do not approach delivery staff, allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste to bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

## Cleaning & Hygiene

Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

Disposable gloves and aprons are available for cleaners to wear and can be thrown away after cleaning each 'bubble'

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. **Appendix B**

Equipment that is shared across bubble must be cleaned meticulously before used by another set of children

Once products begin to run low, Site Manager will notify the estates officer (Graeme Staddon) who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact the EO estates officer (Graeme Staddon)

Inform parents of hygiene expectations and discuss with pupils.

Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Darren Farminer to use fogging machine where possible, class staff to continue to wipe tables and chairs.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

**Darren Farminer to use fogging machine before and after school and a member of the cleaning team will assist Darren to follow the cleaning rota mid-morning and after lunch.**

**On wet play days class staff will be required to clean the classrooms at morning breaktime/mid-morning.**

Ensure that bins for tissues are emptied throughout the day. Darren Farminer to do where possible.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Darren Farminer to open site windows first thing in the morning.

**During the colder winter months windows should be kept open as much as possible and staff and children are encouraged to wear warm layered clothing every day.**

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire risk assessment to include which fire marshal will shut which door in case of emergency.

Year 1 corridor door – Julia Clarke to close in emergency

Staffroom door and main office corridor door – Darren Farminer to close in an emergency

## Contractors and visitors

Only contractors and visitors carrying out essential maintenance/statutory testing/duties deemed necessary to the safe running of the school/education of the children are to be allowed on site and will read and comply with good hygiene.

Staff and contractors/visitors are to maintain a safe distance between themselves and others (2 metres).

All contractors/visitors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

Visitors should inform office staff if they require a place to eat lunch/take breaks. Office staff will then designate a specific area for the visitor to use.

Contractors and visitors can use the staff toilets, if required, but MUST wipe down the area after use, using the anti-bacterial wipes located in each of the two toilets.

The contractor/visitor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

<b>Existing level of risk</b>	Consider current level of risk with existing controls in place
<b>Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.</b>	

<b>Additional control measures</b>	List any additional control measures that are required
<p>Classes will be a maximum of 30 children and children will remain in their Year group bubble for playtimes and lunchtimes.</p> <p><b>Appendix A</b> shows the lunchtime rota detailing the timings for year groups to have their lunch and playtimes. The playground will be split into two halves with a maximum of two year groups out at any one time.</p> <p><b>Appendix B</b> shows the staffing schedule for January 2021. Where possible children will remain within their classes, in their year group bubbles.</p>	
<p>First aid will be dealt with in the classroom where possible to minimise movement of children into another bubble environment. Class staff will refer any more major first aid incidents/accidents to one of our four First Aiders at Work (Julia Clarke, Darren Farminer and Claire Honan). Lunchtime basic first aid to be dealt with in year group bubble areas using smaller first aid kits. Each bubble will have three lunchtime staff (one per class) which will enable one MDSA to deal with a first-aid incident leaving two MSDAs to watch all other children in their bubble playing.</p>	
<p>Emergency exit procedures remain the same with a Covid-19 addition that the Fire Marshalls will close the internal doors that are propped open, on their exit as follows:</p> <p>Year 1 corridor door – Julia Clarke to close in emergency</p> <p>Staffroom door and main office corridor door – Darren Farminer to close in an emergency. Fire drills will be completed during the first few weeks of term.</p> <p><b>See Appendix E</b></p>	
<b>Prevention is still the best approach:</b>	

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school
  - 2) clean hands thoroughly more often than usual
  - 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
  - 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
  - 5) minimise contact between individuals and maintain social distancing wherever possible
  - 6) where necessary, wear appropriate personal protective equipment (PPE)
- Numbers 1 to 4 must be in place in all schools, all the time.
- Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

<b>School leader's comments</b>	Insert comments relevant to findings as appropriate

Name of school leader	Signature of school leader	Date

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
11 <sup>th</sup> September 2020	Lois Gennings and Elizabeth Carrie		Amendments/additions highlighted in <b>blue</b>
21/10/2020	Lois Gennings, Elizabeth Carrie and Jo Dorricott		Amendments/additions highlighted in <b>green</b>
8 <sup>th</sup> December 2020	Lois Gennings and Jo Dorricott		Amendments/additions highlighted in <b>pink</b>
6 <sup>th</sup> January 2021	Lois Gennings Jo Dorricott and Liz Carrie		Amendments/additions highlighted in <b>yellow</b>

<b>26<sup>th</sup> February 2021</b>	<b>Lois Gennings, Jo Dorricott and Liz Carrie</b>		<b>Amendments/additions highlighted in <b>red</b></b>
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## RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

<b>Low Risk</b>	Acceptable – Monitor. See note 1 below.
<b>Moderate Risk</b>	Acceptable - subject to guidance. See note 2 below.
<b>High Risk</b>	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is reasonable practical’**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **‘so far as is reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.

## Appendix A

January 2021

### Timings

	Start time	Playtime	Lunchtime and staff All windows open in the eating rooms	Finish time
Year R	9.00	10.40	12.00-1.00 12.00-12.30 eat inside 12.20-1.00 play outside Lisa G, Gemma, Cris  Room to be cleaned and sanitised after use ready for after school club	3.10
Year 1	9.10	11.00	12.30-1.30 12.30-1.00 eat in classroom 1.00-1.30 outside Radia, Julie, Emily, Terri Anne, Louise  Room to be cleaned and sanitized after use ready for clubs	3.15
Year 2	8.50	10.20	12.00-1.00 12.00-12.30 play outside 12.30-1.00 eat Claire H, Clare N, Lisa W  Lunch staff to go outside when bubbles is mostly finished eating  Cris A to clean classroom tables and chairs.	3.05

### Notes

- Class teachers to welcome children at the door and sanitise hands on entry
- Staff can arrive any time and leave any time during opening hours (obviously doing contracted hours)
- Darren to agree a routine for cleaning so staff can vacate room for this period each day – Darren to put in staff room times and rooms. **Staff to leave by 5.30pm each day for cleaning (but are encouraged to have at least 1 early finish a week for wellbeing)**
- All interventions and current staffing structure is shown in Appendix B
- staff to wash hands on leaving each bubble, wear any appropriate PPE and any other mitigation they feel necessary depending on who they are working with and what they are doing
- Bubbles on playground for lunch in year groups (playground split into 2 halves YR half and Y2 half using dividers from an entry – see staggered times for lunch as a guide a degree of flexibility will need to be used.) Children must wash hands when just about to eat. **Darren need to redo lines**
- Must do all teaching hours we cannot change lunch hours/playtimes to make shorter or longer as out teaching hours have been worked out

## Appendix B

### Class Staffing January 2021

Class	Teacher	TA
Moles	Mrs Graham/Mrs Gadd	Mrs Syvret
Rabbits	Miss Cooke	Miss Guy
Hedgehogs	Miss Beckett	Mrs Richards
Badgers	Mrs Anderson	Mrs Sabeur Mrs King
Deer	Miss Collins	Miss Hull
Foxes	Miss Kent	Mrs Webster Miss Jones Miss Marsh
Woodpeckers	Mrs Glasspool	Mrs Honan Mrs Walne
Owls	Miss Douglas	Mrs Wood
Ducks	Mr Little	Miss Roe

PPA staff – Hayley Price, Trish Kerr

Specialist teaching support

Julia Clarke – Speech and language

Helen Robinson/Emily Webster - ELSA

## Appendix C

### FIRST AID AND MEDICAL

- All procedures for dealing with and reporting of first aid incidents remain the same. Each class will have their own small first aid pack to deal with minor scrapes to be recorded in usual way with each first aid kit having its own record of first aid administered. If the injury is more significant send a child in with an older child from same bubble or get another adult on playground to look after your bubble while you bring child to office/seek advice of First Aider at Work.

### Summary for suspected and confirmed COVID-19 cases in schools – government guidelines

#### If someone becomes unwell at school:

- If anyone becomes unwell at school, they must be sent home and advised to self-isolate for 7 days. The rest of their household should self-isolate for 14 days.
- Take them to an unused room (**not the first aid/medical room**)
- while awaiting collection, the person should be moved to an isolated room or 2 metres away from others
- if they need to use the bathroom, use a separate one and clean and disinfect before it is used by anyone else
- staff caring for the person while awaiting collection should wear PPE if a distance of 2 metres cannot be maintained
- in an emergency, schools should call 999 if they are seriously ill
- clean the affected area once the person has left the building

#### Staff members who helped the person:

- Do not need to go home, unless they display symptoms (or unless the person tests positive)
- wash hands for 20 seconds

#### Testing and Trace:

- All staff and pupils in schools have access to a test and should be tested if they have symptoms. Please also use the NHS Test and Trace service to report cases. Parents will be able to use the 111 online coronavirus service. Staff can book a test through
- <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

#### If a person tests negative:

- Where the person tests negative, they can return to their setting and the fellow household members can end their self-isolation.

**If a person tests positive:** Where the person tests positive, the rest of their class or group within their school should be sent home and advised to self-isolate for 14 days. The other household

members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

- schools should close for 24 hours and conduct a thorough deep clean **continued.....**  
**Appendix C continued.....**
- if more than one person in school is confirmed as a positive case, please contact Nikki Thorne, Head of Estates (will need to get Public Health advice as part of the test and trace)

These guidelines are also detailed on the staff noticeboard.

### **Medicines**

Inhalers and medication will be kept in each classroom in a clearly labelled box kept out of the way of pupils, so that the pupil won't have to leave the bubble.

## Appendix D

Cleaning Log	Week Beginning:				Room:
	Monday Time done & initials	Tuesday Time done & initials	Wednesday Time Done & Initials	Thursday Time Done & Initials	Friday Time Done & Initials
<b>7am-8am</b>					
Multi-Used Surfaces Wiped					
Door Handles Wiped					
Class sinks					
Class soap dispensers					
Toilets					
Toilet sinks					
Toilet soap dispensers					
<b>Before lunch</b>					
Multi-Used Surfaces Wiped					
Door Handles Wiped					
Class sinks					
Class soap dispensers					
Toilets					
Toilet sinks					
Toilet soap dispensers					
Wipe chairs					
Empty bin					
<b>After lunch</b>					
Multi-Used Surfaces Wiped					
Door Handles Wiped					
Class sinks					
Class soap dispensers					
Toilets					
Toilet sinks					

Toilet soap dispensers					
<b>4-6.30</b>					
Multi-Used Surfaces Wiped					
Door Handles Wiped					
Class sinks					
Class soap dispensers					
Toilets					
Toilet sinks					
Toilet soap dispensers					
Wipe chairs					
Mop hard floors					
Hoover class carpets					
Wipe entry keypads					
Wipe bannister rails					
Hoover corridor carpets					
Empty bins					

## **Appendix E Evacuation During Covid-19**

- A fire is signified by a continuous alarm which is heard throughout the school building, including kitchen.
- All members of staff (and work experience students) have a responsibility to ensure that they know where all fire exits are located.
- Fire doors must never be wedged open, locked or obstructed during opening hours.
- Escape routes are signified by the 'running man' symbol.
- Fire notices are situated on walls around the building next to the fire activating alarms (red boxes). Please ensure you read the notices and are clear on procedures to be followed.
- Fire assembly points are:
  - The back playground
  - The front playground (if you are unable to get to the back, for instance during lunch period)
- Fire drills are carried out termly. During each fire drill one fire exit will be assumed to be unavailable. You will be notified of this exit. All staff should take part in a minimum of two fire drills per year.
- The building must be evacuated quickly and calmly (within 3 minutes).
- Teaching staff will take their children calmly through the nearest exit and assemble them on the back playground, taking with them the 'number of children in class today' sign where possible. Do not stop to collect belongings. Windows and doors should be closed where practicable.
- Fire Marshalls will exit checking the building is empty en route.
- During Covid-19 pandemic some internal doors are held open to stop pupils and staff having to touch them. During an emergency exit the following Fire Marshalls will close doors as follows: Julia Clarke will close the Year 1 Corridor door
- Darren Farminer will close the main office corridor door and the staffroom door
- The School Business Manager (or Admin Assistant in her absence) will print the evacuation sheets from the electronic sign-in system, InVentry, and collect the staff Emergency Contact file.
- Teachers will do a head count of children first to check it matches the 'number of children in class today' sign. Any discrepancies can be checked with Admin Staff using the InVentry evacuation registers.
- Registers will be handed to class teachers at the assembly point and all children confirmed as present. Teachers must hold up their hand to show all children are correct.
- The Admin Assistant will check that all visitors and late comers are accounted for.
- The School Business Manager will check that all staff/students are accounted for.
- **No-one is to return to the building until directed by the Headteacher.**
- Any matters arising from the evacuation will be noted in the Fire Log Book by the Caretaker and counter-signed by the Headteacher.

### **Evacuation outside of School opening hours**

Staff and visitors who are onsite outside of School opening hours should follow the above instructions but with the following changes:

- The Site Manager will collect the staff sign in sheet and Visitor's Book.

- The Site Manager will check that all staff and visitors are accounted for.
- Contractor Foreman will check that all contractor staff are accounted for and report this to the Site Manager.
- Extended Day Club Playleader will collect Extended Club registers.
- Extended Day Club Playleader will check that all Extended Day Club staff and children are accounted for and report this to the Site Manager.

### **Fire Precautions**

- Fire doors must not be locked, wedged open or obstructed during opening hours.
- Ensure you are aware of emergency exits and fire alarm points.
- Ensure you have read fire procedures notice.
- Escape routes must be kept clear at all times.
- Keep the school tidy. Rubbish (such as empty boxes) is not to be accumulated but must be disposed of promptly.
- Do not have storage areas adjacent to fire doors (especially flammables such as paper).
- Combustibles, such as cleaning fluids, to be stored securely.
- Follow security procedures against intruders
- Supervise outside contractors' working procedures.