

PILGRIMS PRE PREP SCHOOL

RISK ASSESSMENT for OPERATING DURING CORONAVIRUS PANDEMIC

Published to website on 29/05/2020



Risk Assessment of:

Operating during coronavirus pandemic.

Who Might be Affected?

Staff, children and visitors

Date of Assessment: May 2020

Name of Assessor: Lucy Nightingale

NB: These control measures are in addition to site-wide and departmental risk- assessments.

This risk assessment has been based upon the Government's aim to allow pupils from Reception and Year 1 and all EYFS pupils to join Key Worker and "at risk" children at the school's premises from Monday 1 June. It will require re-evaluation before other year groups return. It assumes the approximate maximum number of pupils on site at Pilgrims at/or around Monday 1 June will be 130, increasing to 260 by Monday 15 June.

This is a live document and will be under continuous review. Version control will be utilised. Any changes will be made within the document and highlighted at the end of the document

Hazards Considered: Coronavirus COVID-19

Who might be harmed and how:

Most people are at risk from infection (staff, children, visitors, etc.). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with specific chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.

Link to NHS guidance on specific chronic underlying health conditions: [NHS list of vulnerabilities](#)

Control Measures currently in place

Government Advice:

Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice

Documents include:

- [Implementing protective measures](#)
- [Guidance to educational settings about Covid 19](#)
- [Preparing for the wider opening of schools from 1 June](#)
- [Safe working in education, including PPE](#)
- [Actions to prepare for wider opening from 1 June](#)
- [Covid 19 decontamination in non-healthcare settings](#)
- [Covid 19 early years and childcare](#)
- [NHS Covid 19](#)
- [Planning guide for Early Years and Child Care settings](#)

In addition:

- All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing, etc.
- All staff are encouraged to work from home unless it is impossible for them to do so
- All meetings on site will be observing 2m social distancing rules where possible or conducted utilising technology

Additional Control Measures that Should be Considered or Further action and investigation required.

- All staff to be reminded how the virus spreads
- All members of the school community reminded to follow government guidelines and not to attend school if they are displaying symptoms of Covid 19
- All staff to be issued with guidance on social distancing
- All staff on site to complete iHASCO training module on how to reduce the risk of transmission of coronavirus and /or given a toolbox talk on how to reduce the risk of transmission of coronavirus
- All training that requires congregations, fire drills and group exercises have been suspended within the business and adapted all work to avoid social contact where possible
- Poster material related to social distancing has been applied throughout the school and staff are reminded regularly of the importance of social distancing
- Staff are encouraged to not turn up at the same time and finish work to prevent congregations and avoid public transport on route to work where possible
- The school will consider plan adjusted working hours or work patterns for individual staff in order to facilitate this
- Staff and children to be reminded that clothes should be washed daily. Clean clothes should be worn each day
- School organisation and routines adjusted to accommodate guidance and any further H&S requirement deemed necessary

<ul style="list-style-type: none"> All non-essential appointments on site have been postponed and necessary appointments will be evaluated considering current guidance as they occur 	
<p>School Opening</p> <ul style="list-style-type: none"> Full and thorough review of all current practises and routines School closed to all children apart from those belonging to Keyworker groups as identified in the Government Guidance 	<ul style="list-style-type: none"> To allow the school to open in a safe and considered manner, we will be phasing the return of our year groups: <ul style="list-style-type: none"> Phase 1: Reception and Year 1, Phase 2: Pre-school, Phase 3: Little Pilgrims, Phase 4: Year 2 School opening hours will be reduced to support staffing requirements and impact on mixing of 'bubbles' Key worker provision will be reviewed as Year groups reopen to ensure groups are not mixing outside of their 'bubble'
<p>Travel to & from school AM: Drop off</p>	<ul style="list-style-type: none"> Staff and children should be encouraged wherever possible to travel to school by foot or bicycle or alone/isolating family groups using their own transport. Where this is not possible and public transport is used, government and social distance guidelines should be followed Parent drop off protocols to be reviewed and guidance provided to parents Utilise different entry / exit points to the building for different groups of people to aid separation and the promotion of social distancing Additional buzzer systems installed to support parent entrance Staff will supervise the car park to provide support to children and parents Mark 2m intervals for parents to queue whilst waiting to drop their child off Staff will be positioned to assist the children to the relevant entrance points Information to parents that they are not allowed to use our car park to park and then leave site e.g. to walk around the neighbouring park Information to parents that they are expected to drop off quickly and leave – no gathering at the gate Parents informed not to bring siblings to school drop off unless this is completely unavoidable Create one-way systems for parents dropping off children Phased return of the school to ensure parents are familiar with the set up until greater numbers are coming into school Drop off routines for very young children in Little Pilgrims to be reviewed.

<p>PM: Pick up</p>	<ul style="list-style-type: none"> • Arrangement to support the handing over of very small children: Plans to support children who require additional support when arriving to school. When a child is upset? • Parent pick up protocols to be reviewed and guidance provided to parents • Parents informed not to bring siblings to school drop off unless this is completely unavoidable • Parents must wait in their car until the gate is open for their allocated time to collect their children • Mark 2m intervals for parents to queue whilst waiting to collect their child • For parents collecting from classrooms on the playground – do not open the gate until children are ready to be dismissed to minimise waiting time on the playground • Parents are asked to leave the school directly with their child/children, children must not use the school equipment as they exit • Staff will supervise the school car park and playground to provide support to parents and staff • Utilise different entry / exit points to the building for different groups of people to aid separation • Create one-way systems for parents collecting children • Phased return of the school to ensure parents are familiar with the set up until greater numbers are coming into school • Collection routine for very young children in Little P's to be reviewed
<p>Personal Hygiene and belongings Staff:</p> <ul style="list-style-type: none"> • All members of staff have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis • Staff to wash / sanitise their hands-on arrival and reminded to wash their hands on a regular basis (after being outside, after using the toilet, before eating) - 20 seconds with warm water and soap and the importance of proper drying • Reminded to catch coughs and sneezes in tissues. Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands 	<ul style="list-style-type: none"> • Drinks fountains to be isolated and remain unused • If washing facilities are not close to teaching areas provide hand sanitising areas in class rooms • Personal belongings to be kept to a minimum (essential items only). Lockers and cupboards used to store personal items and bags

<ul style="list-style-type: none"> • Gel sanitisers available at communal IT reprographics equipment • Supervise and assist young children to wash their hands thoroughly <p>Children:</p> <ul style="list-style-type: none"> • All children, young people and staff should wash their hands-on arrival at the school, after play times, after using the toilet and before eating • Hand washing facilities with soap and hot water in place in every classroom, pre-school and every children's room in Little P's • Gel sanitisers available in any area where washing facilities not readily available, on all main entrance points, reception and the dining room • Tissues/paper towels will be made available throughout the classrooms and at hygiene stations • Children reminded to catch coughs and sneezes in tissues – following the Catch it, Bin it, Kill it advice • Younger children will be supervised and assisted where necessary during the handwashing process • Good hand-washing practices will be encouraged during lessons. Refer to Implementing protective measures 	<ul style="list-style-type: none"> • Staff to increase monitoring and encouragement of hand washing – key times in the day appointed to undertake handwashing i.e. arrival, toileting. Coughs, sneezes, using equipment, outside play • Additional external hand washing facilities to be provided • Children only bringing in their cap, rain coat and water bottles to school • Children to be dressed in appropriate clothing (i.e. PE kit) so they do not need to change during the day • Children to be dressed in clean clothes each day • Drinks fountains to be isolated and remain unused • If washing facilities are not close to teaching areas provide hand sanitising areas in class rooms • Spare clothes may be brought into school in case a child has any accident that requires a change of clothes, but these will remain in school until used and not sent home on a daily basis unless they require cleaning. • Intimate care policy to be reviewed to ensure it is in line with government guidance around Covid 19
<p>Class / rooms organisation:</p>	<ul style="list-style-type: none"> • Identify the most appropriate buildings and rooms to occupy in terms of social distancing and on-site movement. For example: Accessible directly from outside • Identify the most appropriate hygiene facilities (e.g. toilet / sink / hand sanitiser) for both staff and child use and assess to ensure social distancing can be practiced • All staff on site to be informed of the specific teaching areas allocated to them and the children within their 'bubble' • Classrooms to be assessed to ensure they are naturally well ventilated. Staff will be encouraged to leave windows / doors open where comfort levels can be maintained • Main school teaching areas will be extended to include the class decking areas and library spaces

Grouping:

- It has been acknowledged by the government that it is difficult to enforce / expect social distancing within the age groups that we teach at Pilgrims, so we will be creating “bubbles” of staff and children who will stay together and will socially distance between each bubble
- These bubbles will have their own dedicated space to use and, where possible, dedicated washroom facilities to minimise the shared use of these
- Government advice can be obtained here:
- [Implementing protective measures](#)

Resources & Equipment:

- Y1 and Reception classes to extend the outside decking areas to include part of the playground
- Rooms where air is recirculated will be avoided until such time as there is confirmation that in some circumstances these can be used i.e. if air is only recirculated within one room.
- Bubbles to use the same class/room/areas throughout the day, with a thorough cleaning of the rooms at the end of the day, including tables, chairs, cupboards, door handles / push plates, work surfaces
- Each classroom will have a dedicate “hygiene station” which will include tissues, soap, cleaning products, gloves, blue roll, aprons to be available for use if required
- Each classroom will have a dedicated first aid station so most minor first aid issues can be dealt with by a staff member within the bubble in situ

- Class / group sizes should be reduced to allow adequate spacing of children and teaching staff. The Government recommend a max of 15 in a teaching group (bubble). For our Early Year provision and in line with the Early Years Guidance 'Keeping group sizes to a maximum of 8 children, while adhering to EYFS ratios', is preferable so groups are as small as possible. Providers are expected to ensure that there are no more than 16 children in a group in early years settings'.
- Where a child plans to attend more than one setting, parents will be advised that this is only possible if they have no other alternatives
- Parents will be expected to communicate to both settings that their child will be attending more than one setting
- Pilgrims will require a copy of the alternative setting's risk assessment for review before we will confirm the place at Pilgrims is available
- No clothing or other personal items are allowed to be brought into Pilgrims if they are also being sent to the alternative setting – this includes comforters

- Class / room spaces have been increased to ensure maximum room to support social distancing as advised.
- Ensure that children are in the same bubble at all times each day, and different bubbles are not mixed during the day, or on subsequent days

<p>Room / class layouts:</p> <ul style="list-style-type: none"> Children should use the same work area / desk each day where possible and appropriate if they attend on consecutive days <p>Routines:</p> <ul style="list-style-type: none"> Children and staff wash their hands-on arrival 	<ul style="list-style-type: none"> Staff allocation limited to one bubble. Where staff cover is required a rota will be used to limit exposure to staff and children Specialist curriculum lessons will be streamed into the classes Contingency plan to be made to cover staff absence, giving appropriate consideration to the bubbles within school Where staff require cover, an appropriate member of staff who is not attached to a bubble will be allocated to cover. They will then not be introduced into another bubble for at least 7 days, and if a member of that bubble tests positive for coronavirus, they will be expected to isolate with that bubble Remove any unnecessary soft furnishings and all soft toys from all areas in use Remove unnecessary items within teaching spaces if storage is available elsewhere. Staff belongings to be taken home where they are not directly required Each child will be provided with their own pack of stationery and their own pack of regularly used resources including pencils, rulers, white board, number line, unifix etc. Teaching equipment such as pens and pencils should not be shared Lidded pedal bins, with bin bags that can be tied off at the top, will be provided in every teaching area to allow immediate disposal of tissues, and these will be collected at least daily for disposal Classrooms and other teaching areas and Pre-school / LPs rooms to be re-organised to promote social distancing. Desks will be spaced further apart or marked not to be used to promote separation Increased cleaning – responsibility of all staff to ensure work /class areas remain clean and safe as part of cleaning routine Where different bubbles need to use the same room, a thorough clean will happen before the second bubble enters Staff members to clean and disinfect their equipment at the beginning and end of each day Re-evaluate school timetables to assist social distancing
<p>Staff work areas</p> <ul style="list-style-type: none"> Staff work areas to be re organised to promote social distancing 	<ul style="list-style-type: none"> Discourage staff from using other workers' phones, work tools and equipment, cups and drinking/eating vessels when possible. If necessary, clean and disinfect them before and after use Where staff use shared computers in staff workrooms, cleaning materials will be available and staff must clean their station before and after use

<p>Use of outside spaces:</p> <ul style="list-style-type: none"> • Consider outdoor teaching and learning where practical. 	<ul style="list-style-type: none"> • Gazebos will be erected in the grounds for use • Each bubble will be allocated their own ground sheet • Continuous provision will be taking place in individual class decking and playground areas • As far as possible external routes around the site to be used • Playground and field to be zoned to ensure each bubble has access to their own areas. Areas to rotated weekly so children have the opportunity to play in other areas safely • During hot weather parents will be asked to ensure they have applied sun cream to their child before attending school. Children will be expected, where possible, to re-apply their own sun cream throughout the day. For very young children and where help is required staff will wear gloves to support the application of cream. • Staff will ensure the use of sunhats and will stay mainly in the shade in hot, sunny weather. • Pre-school and Little Pilgrim's gardens to be zoned for different bubbles to utilise different spaces.
<p>Break / Play time General:</p> <p>Staff:</p>	<ul style="list-style-type: none"> • Break and lunch times will be staggered if needed to reduce numbers moving within buildings or within halls and dining areas. • Timetable adjusted to reduce the need for children to move. • Additional staff allocated to each bubble to support breaks – these staff will support one bubble only. • Break time provision will be reviewed to ensure that all children and staff can remain within their bubble to eat, and that each bubble remains socially distanced from every other bubble. • Monitor children during break times and whilst moving about the site to promote social distancing. Each bubble will play in their designated area and must remain separated from all other bubbles • External play equipment to be used by one bubble of children at a time and cleaned with appropriate viricidal cleaner between bubbles

<p>Children:</p>	<ul style="list-style-type: none"> • External play resources will be allocated to each bubble. These resources will be rotated between year groups following thorough cleaning / 72 hours out of use • Remain in their bubbles in their designated play areas as directed by staff • Only to play with the resources allocated to their bubble
<p>Moving around the school:</p> <ul style="list-style-type: none"> • The building work that is currently underway doesn't impede the routes that can be used within the school. <p>Routes around the school:</p> <p>Internal signage and marking:</p>	<ul style="list-style-type: none"> • Children will not go from room to room for specialist subjects, instead they will stay in one room for the school day • Break times & lunch times will be staggered to minimise the number of people that are moving at the same time • Routes will be identified through the school to minimise contact between children from separate bubbles, making as much use of external routes as possible • Separation within corridors, other circulations area and welfare facilities will be promoted, where possible, by the use of floor markers • Corridors will be marked with arrows to ensure children walk on the correct side of the corridor and the distance between the arrows will assist with social distancing • Routes will be clearly sign posted
<p>Lunch Time and Catering Arrangements</p> <p>General:</p> <p>Children:</p>	<ul style="list-style-type: none"> • Lunch time provision will be reviewed to ensure that all children and staff can remain within their bubble to eat, and that each bubble remains socially distanced from every other bubble • Consideration to be given to eating in classrooms. Dinners to be dish up by the catering team to a location and then retrieved from there by a member of staff in each bubble to minimise the risk of contact between the catering team and the rest of the school population • Lunch time will be staggered to minimise the number of bubbles eating in the dining room at the same time • All children and staff to wash their hands or use hand sanitiser to clean their hands before eating

<p>Staff:</p>	<ul style="list-style-type: none"> • Pre-school children will eat in the dining room in their bubbles. Tables and benches will be thoroughly cleaned between each sitting in the dining room • Lunches will be pre-plated by the catering team and made ready for staff from the bubble to collect and distribute to their children. Staff must pay particular attention to dietary requirements • Pre School and Reception bubbles will be separated within the dining room to ensure bubbles do not mix • Year 1 and Year 2 children will eat their lunch in their classrooms. • Bubbles will remain socially distanced from each other in the dining room <ul style="list-style-type: none"> • Lunches will be pre-plated by the catering team and made ready for staff from the bubble to collect and distribute to their children. Staff must pay particular attention to dietary requirements • Appropriate trolleys will be used to transport hot food to classrooms to ensure safety, staff will distribute to their bubble to minimise risk of spilling food • Appropriate cleaning products will be available in each room to deal with any spillages and to wipe down tables after eating • Catering for staff will be in line with the children's and served at this time. Where staff bring their own lunch into school this should be in line with necessary guidance in relation to food allergies – ie no nuts.
<p>Whole school / Large group events: Assemblies, Trips, Clubs and School Events</p> <ul style="list-style-type: none"> • School trips, visits and off site sports activities have been cancelled until October ½ term 2020 • External Hirers cancelled till the end of the Summer Term 	<ul style="list-style-type: none"> • Assemblies will not be held during the COVID-19 pandemic – they will be streamed into classrooms • School events may take place within bubbles and can be filmed for parents (see further information in our safeguarding policy) • Where events cannot take place within bubbles they must not go ahead • Clubs will not run as bubbles cannot be maintained • Individual music lessons are not taking place in school
<p>Staff Meetings</p>	<ul style="list-style-type: none"> • Staff meetings to take place by Microsoft Teams or other phone / video conferencing method • Where face to face meeting must take place, 2m social distance between all staff must be maintained at all times

<p>Out of School Meetings and Travel for staff</p> <ul style="list-style-type: none"> • Unnecessary travel to other schools will be avoided and where possible meetings will be held via telephone calls/web conferences • Only if absolutely necessary participants should attend in person • Attendees should be two metres apart from each other • Rooms should be well ventilated/windows opened to allow fresh air circulation • Consider holding meetings in open areas where possible. 	
<p>Staff Working from Home</p> <ul style="list-style-type: none"> • Harpur Trust guidelines issued to all staff 	<ul style="list-style-type: none"> • PC users classed as habitual to complete a Display Screen Equipment Assessment whilst at their temporary workstation outlining the principles of good workstation set-up • IHASCO work station training module to be completed by all staff home working
<p>Medical & First Aid</p> <p>Standard practises:</p> <ul style="list-style-type: none"> • All medical waste disposed of safely in medical waste bin • School nurse advising on protocols alongside government guidelines 	<ul style="list-style-type: none"> • A first aid needs assessment will be undertaken to determine the specific needs of the school during this period of reduced hours and reduced staff • A 3-months extension for first aid certificates which expire on or after the 16th March 2020 can be used when re-training cannot be accessed. (advice from Southalls) • Wherever possible when giving first aid, 2m distance will be maintained • A review of first aid procedures in light of social distancing requirements will be undertaken • Review suitability and quantities of PPE for first aiders to utilise including gloves and disposable aprons, face coverings as required. • When dealing with first aid incidents, always be aware of the risks to yourself and others • In most situations it would be expected that a staff member from within the bubble attends to the first aid needs of the child. Where this is not possible the attending first aider should use PPE – disposable apron, gloves & face covering • Basic first aid equipment available in every class to facilitate staff being able to carry out minor first aid within the bubble • Clear communications to parents around the expectations that they do not use calpol to lower temperatures before bringing children into school

	<ul style="list-style-type: none"> • Where the first aid room is being used for the purposes of isolation – additional first aid equipment and resources will be available with the school meeting room. • Thermometers will be available to enable staff to accurately take a child's temperature.
<p>Covid 19 related:</p> <ul style="list-style-type: none"> • The Government have confirmed that the wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings Implementing protective measures • The health and safety at work act 1974 requires employers to do all that is reasonably practicable to provide a safe working environment for their staff and this could include the use of PPE. 	<ul style="list-style-type: none"> • Adequate PPE to be identified and provided for core groups including: <ul style="list-style-type: none"> ○ Medical Staff ○ Cleaning Staff ○ Staff who are required to carry out intimate care • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE will be available from the school in the following instances only and a guide will be issued on how to ensure the masks are fitted correctly: <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult • For face coverings, these are a personal choice and whilst the guidance states that these are not required in school settings, if staff feel more comfortable wearing one then please collect from the school office. For fitting please ensure that it covers your nose and mouth
<p>Suspected or Confirmed case of Covid 19 within School</p> <ul style="list-style-type: none"> • Follow government guidelines implementing protective measures • The school will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus. • Children or staff who begin to display symptoms of the virus (continuous cough or fever or loss/change of sense of smell or taste) whilst at school will be sent home and isolated until they can be collected. Supervising staff are 	<ul style="list-style-type: none"> • Review pre-lock down procedures including facilities, resources etc. and update risk assessment • Clear communication to parents that they are expected to be able to arrange for their child to be collected within a reasonable timeframe should their child begin to display symptoms of Covid 19

<p>to maintain a 2m distance and where this is not possible, should wear apron, gloves and a fluid resistant surgical mask.</p> <ul style="list-style-type: none"> • Other children or staff within the bubble do not need to isolate at this point but will be written to, confirming there is a suspected case within the bubble • If a positive test result is received then at that point the entire bubble will be sent home to isolate for 14 days in line with government guidance. 	
<p>Isolation</p> <ul style="list-style-type: none"> • The school is following government guidance on self-isolation. In the event of any child or staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here: https://www.nhs.uk/conditions/coronavirus-covid-19/ • Staffing levels will be assessed to operate the school with a reduced capacity to accommodate essential tasks only 	<ul style="list-style-type: none"> • The school will make efforts to survey all staff asked to return to determine if they are High Risk (clinically extremely vulnerable) or Moderate Risk (clinically vulnerable) <p>High Risk Staff should provide a copy of a letter from the Government, should be Shielding and should not be physically in work. The School will liaise with these staff to assist working from home</p> <p>Moderate Risk Staff will need to identify their qualifying condition based on a health surveillance questionnaire, which will be kept confidentially by HR. Individual Risk Assessments will be undertaken for these staff to identify any additional safeguards and controls that can be put in place to protect these staff – e.g. if possible, supported to work from home, or additional social distancing measures or PPE</p> <ul style="list-style-type: none"> • The school will ensure staff self-isolating are made aware of the importance of social distancing in line with current government guidelines • Appropriate arrangements will be made with individual families where they highlight that they have a child or family member who is High Risk or Medium Risk
<p>Cleaning and maintenance Responsibilities: Everyone is responsible for monitoring and encouraging clean working environments. All staff are responsible for cleaning equipment and resources after use</p>	

<p>Cleaning and maintenance routines:</p> <ul style="list-style-type: none"> • Increased cleaning and disinfection of frequently handled or touched surfaces within classrooms, teaching areas, common rooms, entrances, and dining halls • School building thoroughly fumigated on Friday 17th April to ensure it would be “clean” for children returning after Easter. Since then, only limited areas of the school have been used • Door handles and touch points cleaned on a daily basis as per government guidance • Cleaners follow the COVID-19: cleaning of non-healthcare settings guidance <p>Covid 19 decontamination in non-healthcare settings</p> <p>All staff:</p>	<ul style="list-style-type: none"> • Additional targeted COVID 19 cleaning expectations communicated to cleaning team • Additional mid-day cleaning to be carried out in the toilet facilities <ul style="list-style-type: none"> • Toys and equipment should be cleaned daily using viricidal cleaning products, or used on rotation allowing 72 hours between use as studies have shown that the virus can remain on surfaces for up to 72 hours – these will be clearly labelled • Where there is the requirement to share equipment, e.g. ICT or Music equipment, this will be cleaned and disinfected following use or alternative teaching practices followed • Cleaning team management will carry out regular checks on cleaning practices • Additional mid-day cleaning to be carried out in classrooms • Additional cleaning throughout the day implemented in Little P's
<p>Mental Health Staff:</p> <ul style="list-style-type: none"> • Communications to staff to ensure they feel supported through the changes that are being made • Reorganisation of work areas to better facilitate social distancing to ease anxieties • Counselling available through Westfield for staff • All staff have access to support through the Employee Assistance Programme • Regular contact with staff working from home and those who are furloughed 	<ul style="list-style-type: none"> • Review and update current advice to staff, the support available and how to obtain it • Inductions carried out for returning to work • Reduction to normal curriculum monitoring and evaluation to allow staff to prioritise our new routines to ensure everyone feels safe and settled • Outdoor work spaces to be created for staff • Guidance and resources available for staff to enable them to support children through bereavement

<ul style="list-style-type: none"> • Mental health first aider available on site <p>Children:</p> <ul style="list-style-type: none"> • The Trust and school will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Wellbeing blog issued weekly • Records of concerns raised by parents/staff being logged and 1-1 teacher time with children and parents taking place • Recording and sharing of appropriate pastoral support materials for children 	<ul style="list-style-type: none"> • Look at ways to reduce normal workload to allow time to adjust to new ways of working – e.g. what necessary comms need to go out in terms of end of years reports • Review current resources and support available for children and parents • Weekly Casey Time and PSHCEE lessons • Use of outdoor spaces for teaching as much as possible to aid wellbeing • Children’s personal and social development will be a priority on return • Support available for children in terms of bereavement • Continued phone calls / video conferencing to families working at home with children
<p>Communication of plans</p> <p>Everyone:</p> <p>Parents:</p>	<ul style="list-style-type: none"> • Open and transparent communication to all key stakeholders about all of our plans • Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Communicate reviewed timetables, operational changes to parents and all staff • Parents to be informed that if their child needs to be accompanied to school only one parent should attend • Communications will be sent to parents and carers to let them know of the control measures that are in place; advice will be given on temporary collection and drop off procedures at the school; gatherings of parents and carers at the school gates will be discouraged • Clarify to parents and children drop off and collection procedures including protocols for minimising adult to adult contact (for example, which entrance to use) • 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)

<p>Staff:</p> <p>Wider: Other Trust School, HT Office, Trustees, Prospective Parents, Governors, Local Community</p>	<ul style="list-style-type: none">• Ensure parents and young people are aware of recommendations on transport to and from school. Refer to government guidance on safe travel. Covid 19 safer travel guidance• Parent induction for returning – video• Discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this• Communicate reviewed timetables to parents and all staff• Clear signage across school site and throughout the buildings• talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful• Staff induction for returning• Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers• Communicate with wider groups that would usually expect access to the school that this is no longer possible and that video conferencing will be utilised
<p>Health & Safety Requirement General</p> <ul style="list-style-type: none">• All current H&S procedures remain in place <p>Fire Safety</p> <ul style="list-style-type: none">• Interim measures addressing fire safety management will be of a temporary nature in response to the current Covid-19 situation. Once school returns as usual the fire safety measures should again be reviewed, and normal procedures• Fire alarm/emergency lighting will continue to be in use• Fire doors will not be propped open, even as a measure to minimise surface contact unless they auto close when the fire alarm is activated	<ul style="list-style-type: none">• Planned 6 monthly fire drills will be postponed until more Government guidance is given on the COVID-19 situation. All staff will be advised on any changes to fire evacuation procedures• New fire evacuation procedures developed to allow for some distancing between bubbles at the assembly point• Teachers to remind children of nearest and secondary fire exits on a regular basis particularly if children are taught in unfamiliar rooms.• Building Fire risk assessments will be reviewed• Fire Marshall Provision will be reviewed. If additional Fire Marshals are required, newly appointed Fire Marshals will be asked to undertake the e-learning

<p>General Social Distancing Staff:</p> <ul style="list-style-type: none"> • Non-essential physical work that requires close contact between members of staff will not be carried out e.g. manual handling of large objects • Work will be planned to minimise contact between staff members • Social distancing (2m apart) in staff welfare areas. And limit the amount of staff allowed into these areas • Avoid physically greeting others for example by shaking hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the 2-metre clear social distancing measures 	<ul style="list-style-type: none"> • Line managers and Dept Heads to ensure social distancing can be practiced and that adequate welfare facilities are available on sites • Signage in shared toilets on the back of cubicle doors promoting responsible Social Distancing
<p>Visitors Deliveries, H&S maintenance, Prospective Parents, Supply staff,</p> <ul style="list-style-type: none"> • Visitors not allowed into the building unless to carry out maintenance required for Health and Safety purposes 	<ul style="list-style-type: none"> • Recruitment process will be separately risk-assessed before any further recruitment takes place to ensure the safety and wellbeing of all parties • Prospective parents will have alternative arrangements so that they do not come into the school • Where governors need access to the school for accountability, this will be planned to keep it to a minimum and strict social distancing will be adhered to at all times • Visitor / Contractor Covid 19 specific risk assessment to completed
<p>General Site Safety</p>	<ul style="list-style-type: none"> • Review site wide risk assessment • Review statutory and general servicing and testing records and regimes to ensure compliance • Turn off all Air Conditioning units in populated rooms where they use recirculated air until further guidance is received • Where air conditioning units must be left on – in server rooms for example – Clear signage to be displayed on the entrance to the room that recirculated air is in use and that the air conditioning should be switched off temporarily to allow for occupation
<p>General Policies</p> <ul style="list-style-type: none"> • All current policies still stand, staff are reminded of this, specifically including Safeguarding, SEN, Inclusion, Disability, Behaviour, Whistleblowing and HR 	

Building Site

- Builders do not access the school building whilst occupied unless pre-planned and completely necessary
- Where builders do come into the building they are accompanied for safeguarding and social distancing will be maintained at all times
- The current building work does not impede the children's ability to move safely around the school site