


Directorate	<input checked="" type="checkbox"/> Children and Young People <input checked="" type="checkbox"/> Schools		Risk Assessment - Education	Purston Infant School		
Risk Assessment for	COVID-19 Secure - Schools	Ref no	C19SCS	Date completed	September 2020	
Occupation/activity/task	Education	Location	Infant School 3 - 7	Review date	Within one month of the school opening	
Assessor name(s) Philip Barnett (HT), Leanne Earley (COG), Alison Gascoyne (DHT). In conjunction with Corporate Health & Safety Adviser, Education & Inclusion						

SECTION 1

1.1 Risk Matrix

		Severity				
		1	2	3	4	5
Likelihood	Very low Insignificant injury	1	2	3	4	5
	Low Minor injury Verbal abuse	2	4	6	8	10
	Moderate Threatening behaviour Serious injury	3	6	9	12	15
	Severe Physical abuse Multiple injuries Serious injury requiring hospital treatment	4	8	12	16	20
	Very severe Extensive multiple injuries requiring hospital treatment Life changing injuries Fatality	5	10	15	20	25
	1 Extremely unlikely	1	2	3	4	5
2 Remote possibility	2	4	6	8	10	
3 Possible occurrence	3	6	9	12	15	
4 Will probably occur	4	8	12	16	20	
5 Almost certain	5	10	15	20	25	

Use of the 5 x 5 risk matrix will provide an overall risk score of between 1 (very low) and 25 (very severe) which helps to determine the appropriate response based on the following:-

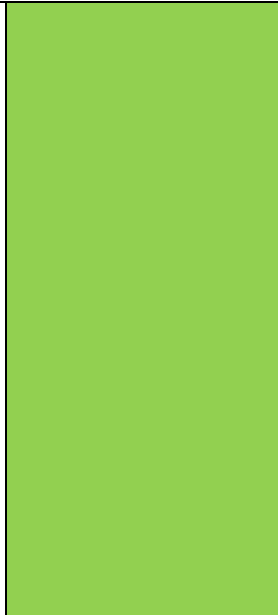
Risk score 1 - 3	Low risk
Risk score 4 - 9	Moderate risk
Risk score 10 - 16	High risk
Risk score 20 - 25	Very high risk

1.2 Persons/groups at risk

The following are individuals/groups of people who may be at risk from your undertakings. This list is not exhaustive:-

- Employees
- Apprentices
- Young People
- New or Expectant Mothers
- Work Experience
- Contractors/Sub Contractors
- Pupil(s)
- Service Users
-
- Volunteers
- Members of the public

SECTION 2

What are the hazards <i>Identify hazards (relevant to occupation/ activity/task)</i> <i>Risk rating prior to actions taken.</i>	Those at risk	How they might be harmed? <i>e.g. sprains, strains, lacerations etc.</i>	What are you actions already doing/ your existing control measures <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	Risk Rating Severity x Likelihood Using colour indicators above. <i>Colour red or purple will require further action. See section 3</i>	
<p>This risk assessment has been developed by the LA / Unions and then has been adapted to the individual circumstances of Purston Infant School. It was created using the Government guidance documents – Guidance for full opening - schools – Published 2nd July 2020 updated -28th August 2020 -03/09/20- 17.09.20 Action for schools during the coronavirus outbreak – Updated 3rd June 2020 https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing Implementing protective measures in education and child care settings Updated 1st June 2020 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 Alongside Union checklists published July20 It is for each school to use this over-arching assessment as a basis to develop a COVID-19 Secure risk assessment for their school.</p>					
1.	Building Management & Readiness	All employees Children	Acquire COVID-19 Viral infection. Refer to the national guidance for the case definition https://www.gov.uk/government/publications/wuhan-novel-coronavirus-initial-investigation-of-possible-cases/investigation-and-initial-clinical-	<u>Inspect the site for:</u> <ul style="list-style-type: none"> • Damage to asbestos containing materials e.g., these may have been damaged by rodent activities during the closure • Damage to the building and fixtures and fittings • Damage to grounds, playgrounds, outdoor play equipment, fencing, trees • Rodent activity and/or infestations – commissioning of pest control may be required <u>Operational checks (to ensure good working order) to be carried out on:</u> <ul style="list-style-type: none"> • Fire alarms/smoke alarms/panic and accessible-toilet alarms • Fire door mechanisms 	

[management-of-possible-cases-of-wuhan-novel-coronavirus-wn-cov-infection](#)

- Emergency lighting
- Gas supplies including science laboratories and kitchens
- Kitchen equipment
- Ventilation systems including LEV in kitchens and classrooms
- Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy
- Water systems to look for leaks and ensure there is provision of hot water
- Windows, door and gates including electronic gates and doors
- Equipment used on site e.g., floor cleaners, photocopiers, white boards (servicing should be in line with the manufacturer'/providers requirements)

Ensure Statutory Inspections are up to date for:

- **Pressure systems** (if the scheduled inspections have not taken place in the last 12 months)
- **LEV** (if scheduled inspections have not taken place in the last 12 months)
- **Gas supplies** (if the scheduled inspections have not taken place in the last 12 months)
- **Fixed wiring** (if the scheduled tests required by the regulations have not taken place)
- **PAT** (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)
- **Asbestos Management Plan** (if the plan has not been re-assessed in the last 12 months)
- **Sports Equipment** (if the scheduled inspections have not taken place in the last 12 months)
- **Fixed Outdoor Play Equipment** (if the scheduled inspections have not taken place in the last 12 months)

				<p><u>Cleaning the premises</u></p> <ul style="list-style-type: none"> • Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces • If the school has been partially opened, then effective/appropriate cleaning of the premises may not be necessary unless it has been required by Public Health. • All touch surfaces should be given priority for cleaning, as should have been the case for partial opening <p><u>Supplies</u></p> <ul style="list-style-type: none"> • Ensure you have adequate supplies of soap and hand towels/drying facilities in kitchens, toilets and sinks 	
2.	System of Controls			<p>System of controls</p> <p>This is the set of actions schools must take and are outlined in more Prevention</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2) Where recommended, use of face coverings in schools. Year 7 children and above. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 	

				<p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>Numbers 1 to 5 must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances. Response to any infection</p> <p>8) Engage with the NHS Test and Trace process.</p> <p>9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>10) Contain any outbreak by following local health protection team advice.</p> <p>Numbers 8 to 10 must be followed in every case where they are relevant.</p>	
3.	Covid-19 – Response to any infection			<p>All Employees to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms</p>	

[coronavirus \(COVID-19\) symptoms](#)

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#),

<https://www.gov.uk/coronavirus>

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

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).

School leadership should contact – the DfE’s helpline – **0800 046 8687**

and you will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.

This service can be reached by calling DfE’s existing helpline on **0800 046 8687** and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.

This is only select this option if you have a **confirmed** case of coronavirus (COVID-19) within your nursery, school or college.

You will be put through to a team of advisors who will inform you what action is needed based on the latest

public health advice, and work through a risk assessment to identify close contacts.

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

[testing and tracing for coronavirus website](#),

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2m away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained (such as

for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

Contact within school.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 6 of the system of control](#) for more on grouping pupils). This should be a proportionate recording process.

			<p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Testing</p> <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole class or year group if necessary.</p>	
4.	High Risk Employees		<p>Where schools apply the full measures in DfE guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.</p> <p>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p>	

- School leaders try to be flexible in how those members of staff are deployed to enable them to work remotely **where possible** or in roles in school where it is possible to maintain social distancing.
- where a role may be conducive to home working for example, some administrative roles, school leaders should consider what is feasible and appropriate.

[clinically-vulnerable, including pregnant women](#)

- Where it is decided that workers should come into their place of work then this will need to be reflected in the risk assessment and actions taken to manage the risks of transmission in line with this guidance.
- Individual risk assessments for vulnerable staff undertaken. X3 completed by 8/9/20

[Self-isolating Employees.](#)

- Any employee required to stay home under [existing Government guidance](#), for example due to having Covid19 symptoms or contact with a Covid-19 case, must inform their headteacher following sickness reporting procedures.
- The employee must self-isolate and not attend the workplace for the proscribed period determined in the Government Guidance.
- Employees self-isolating and who are fit to work, may work from home in agreement with their headteacher, subject to an appropriate home working risk assessment.

Black, Asian & Minority Ethnic (BAME) Employees

- Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#).

				<ul style="list-style-type: none"> • School leaders should try as far as practically possible to accommodate additional measures where appropriate. • Public Health England have published a report that looks at the disproportionate impact of COVID. This includes a section on ethnicity. The report is clear that the COVID-19 pandemic has had a disproportionate effect on BAME people. The report did not analyse the effect of occupation and acknowledges this is a significant shortcoming. The disproportionate impact of COVID-19 on the BAME population is worrying and will cause anxiety. Headteacher should be aware of this and be pro-active in encouraging safe working practices and direct BAME employees to support for their health and wellbeing – for example NHS 111, GP or OHU referral. If guidance to protect the health of BAME populations changes this will be circulated and risk assessments may need to be reconsidered. <p>Expectant Mothers</p> <ul style="list-style-type: none"> • Expectant mothers are identified in the Moderate risk group category and should have an Expectant Mother’s risk assessment, which includes any additional Covid-19 control measures (see new and expectant mothers procedure) 	
5.	Pupil Transportation, travelling in vehicles			<ul style="list-style-type: none"> • See COVID-19 Secure Vehicle Risk Assessment • For dedicated school transport:- • Day educational visit trips <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking 	

				<ul style="list-style-type: none"> • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible 	
6.	Visitors / parents and pupils accessing the site dropping off / collecting pupils			<ul style="list-style-type: none"> • No one should enter the School premises if they are displaying symptoms of covid-19 e.g. employees, parents, pupils, contractors etc. • Stop all non-essential visitors entering site • A clear demarcation line is in place around the reception areas so that 2 metre social distancing can be maintained • Where possible a visual screen / barrier is in place to protect office staff • Where possible introduce staggered start and finish times to reduce congestion and contact at all times, with no reduction to overall teaching time for any group • Manage external site access points to enable social distancing • Where electronic / touch screen “signing in” systems are used – ensure these are cleaned / wiped down after every person has used the system • Allow plenty of space (two metres) between people waiting to enter site • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. • Where visitors are expected to sign in at reception – ensure this is carried out by office staff and no pens are visible • Regularly clean staplers, hole punchers, “touch screen” photocopiers, marker pens & whiteboards • The handling of cash is discouraged from parents and where possible online / contactless payments are made 	
7.	Cloakroom Areas Circulatory Areas / staircases			<ul style="list-style-type: none"> • Communication with parents parentmail –letter-4/9/20. Hard copy first day. • Allocation of drop off and collection times to be 	

				<p>arranged with parents/guardians. Instructions sent out to parents and on staggered start and finish times.</p> <ul style="list-style-type: none"> • Clear communication to parents including gathering on premises and at the school gates and otherwise coming onto the site without an appointment is not allowed. Appointments by phone. Pre 8.45 or after 3.30pm • Parents coming on to school site advised to wear masks. • Limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, book bag / books and PE kit. • Employees to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes by lining the children up distanced and at end of the School day in class places to minimise contact and maintain social distancing where possible • Movement between classrooms / on corridors should be done in a phased way to minimise contact and maintain social distancing where possible. • Three lunchtime sittings year group bubbles. • Support pupils with correct removal and storage/disposal of face coverings if required 	
8.	Teaching & Learning in the Classroom environment-			<ul style="list-style-type: none"> • Strict hygiene rules to be implemented, all employees and pupils to be asked to do the following • Ensure hand sanitizers / gels stand available for staff and pupils at each entrance and at each classroom entrance <p><u>Copy of below to all staff and displayed all rooms.</u></p> <ul style="list-style-type: none"> • Clean hands thoroughly more often than usual upon entering or changing locations/classrooms or moving to new activities after handling equipment. • Ensure sufficient hand cleaning and sanitiser points are available for staff and pupils • Wash hands if face, mouth or eyes are touched 	

- **Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – ensure availability of tissues and bins.**

- Empty bins regularly in line with 'double bag' guidance
- Bins to be open topped unless the bin is a peddle bin, all waste to be double bagged
- Put in place a schedule for enhanced cleaning, including cleaning frequently touched surfaces often, using sanitiser or the usual cleaning products.
 - All high contact surfaces to be cleaned throughout the day
 - More frequent cleaning of rooms / shared areas that are used by different bubbles eg hall, nursery
 - All pupils to have their own pencil, ruler etc. that is personal to them and should not be shared with any other pupil
 - All resources, equipment etc. should be cleaned on a daily basis with an antibacterial cleaning product
 - Where resources are shared between groups they will be thoroughly cleaned after use or put out of use for at least 72 hours
 - All Computers / ICT equipment should be cleaned after every session with an antibacterial spray / wipe-laptops tablets etc.
 - Pupils and teachers can take books and other shared resources home that contribute to pupils education and development. Eg home reading books-once returned form home these should be changed and then removed for 72hrs (3 days)

Minimise contact between individuals and maintain social distancing **wherever possible**

- When entering / leaving the classroom this should be on a phased "one person at a time" basis
- **Where possible** employees are to maintain a

- safe distance between each other (2m)
- Pupils must be encouraged **where possible** to do the same
- Limit the number of persons in each room/area to follow social distancing guidance.

Schools to insert measures that will be taken to limit contacts between groups or bubbles/cohorts/families, including the maximum numbers in line with Government guidance.

- Groups will be located predominantly in a consistent classroom with their own resources
- If staff are to work with more than one group they will maintain social distancing **where possible** with pupils and other staff – ideally 2m
- Pupils will be seated side by side at desks facing the front
- Maintain 2m distances **where possible**.
- Avoid **close** face to face contact between pupils and staff
- Minimise time spent in close contact under 1m
- Timetable groups to be in different parts of the school site as far as possible for as much of the time as possible

Educational Visits

- Ensure protective measures are in place and adhered to for non-overnight domestic visits
- Each visit risk assessment to include Covid precautions and arrangements.

Management of returned home reading and library books

All returned equipment and books to the library will be quarantined for 72 hours-(3 days) before being allowed back into the system for pupils to use and stored securely throughout this time.

Items that can be cleaned will be done so using sanitiser or the usual cleaning products. PPE is not necessary for this task, regular handwashing will suffice and minimise the risk of cross contamination.

9.	Foundations Stage pupils – including free flow play <ul style="list-style-type: none"> Nursery- Crocodiles am/pm sessions. Reception class x2 Elephants and Monkeys. 			<ul style="list-style-type: none"> All items which can be cleaned after each, to be sanitised, otherwise all equipment is to be sanitised at the start and end of each day as a minimum Where classes share the same outdoor space, free flow is phased, for example “one in and one out” to minimise contact and maintain social distancing where possible. This is managed effectively by employees to ensure equal entitlement to outdoor provision for all children-timetabled for each group. Encourage social distancing as is reasonable practicable Supervision is key at all times 	
10.	Educating pupils on the risks of covid-19			<ul style="list-style-type: none"> There is a concern that different age groups of pupils, or pupils with different needs will interpret the information differently on the risks of covid-19. Therefore:- Employees should consider delivering the information in different formats pitched at the right level for the age groups. This could include, for example, social stories Reminders consistently and regularly. Hands etc Toilets allocated to bubbles- stagger use between classes and number of children at once. Break and pre dinnertime. 	
11.	Welfare			<ul style="list-style-type: none"> Ensure that toilet times are staggered where possible to minimise contacts and to avoid congestion different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet Promote good practice to build and remind awareness of: <ul style="list-style-type: none"> Good hand hygiene regularly each session Frequency of hand washing/hand sanitisation Avoidance of touching face Rules around coughing and sneezing into a tissue or arm 	

- All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention to the toilet seat, flush, door handles, sinks etc.

Safeguarding

- Usual safeguarding procedures should be followed within school at this time. Cpoms recording system should be used following training 07/09/20. Lead DSL PB must be informed of any concerns / worries.
- Schools must have regard to the statutory safeguarding guidance, **Keeping children safe in education. All staff to have read and signed to say read and understand by 14/9/20**
- Designated safeguarding leads (and deputies) may need more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.
- Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.

Attendance

School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- schools' responsibilities to record attendance and follow up absence

				<ul style="list-style-type: none"> the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct school will communicate and work with parents at every opportunity to ensure childrens attendance at school. 	
12.	Assemblies			<ul style="list-style-type: none"> Assemblies take place Monday Autumn 20 Year 2- 10.15-10.25 am Year 1- 10.30-10.40 am During each others playtime. They take place where everyone can maintain a safe distance between each other (2m) or to be undertaken in bubbles/cohorts/families Limit the number of persons in the Hall to follow social distancing guidance Ensure hand sanitizers / gels stand available for staff and pupils at each entrance and at each classroom entrance. Wash hands before and after new activities/locations 	
13.	Break times			<ul style="list-style-type: none"> To be staggered to allow bubbles/cohorts/families to be maintained Restrict the number of pupils accessing the toilets at any one time monitored by support assistant. Large fixed equipment and outdoor playground equipment should be more frequently cleaned. Sports equipment to be cleaned between bubbles/cohorts/families All footballs, play equipment should be cleaned on a daily basis with an antibacterial spray Each bubble to have own bag of equipment. 	
14.	Dining Room – lunch times			<ul style="list-style-type: none"> Where catering is provided on site, must comply with guidance for food businesses on coronavirus (COVID-19). All catering staff should wear gloves when passing pupils utensils, cups etc. Teaching staff to spend 15 minutes with own class when they are entering and settling in the dinner hall. 	

				<ul style="list-style-type: none"> • All persons should be required to stay on site once they have entered the School premises - access to the local shops is discouraged. • Lunchtimes to be staggered to minimise contacts and congestion at any one time-3 sittings. Staggered times for each class entering the hall avoid long lines and congestion on hall entrance. • Packed lunch children immediately sit down when entering hall. • Food and drink should only be consumed in dedicated areas- hall. • Hand cleaning facilities or hand sanitiser to be available at the entrance of the dining room where still used for bubbles/cohorts/families to eat and should be used by all persons when entering and leaving the area • All food displays –salad bar should be protected against contamination by coughing, sneezing, etc.) • Tables and chairs should be cleaned between each sitting • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, • Parents must inform any changes to their child’s dietary requirements via email to the Headteacher – if parents don’t have access to email / a telephone conversation / zoom call to be arranged 	
15.	Breakfast and after School clubs			<p>Any before or after school provision must align with protective measures in place and meet guidance Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</p> <ul style="list-style-type: none"> • Carefully plan the number of pupils attending the clubs so that contacts are minimised and social distancing is maintained where possible and kept in bubbles/cohorts/families where possible • Purston and St Thomas children sat separately on different tables. Purston children sat on bubble tables for each year group. 	

				<ul style="list-style-type: none"> • Entering and existing the club is done in a phased way “one in one out” Children left at the door by parents / guardian. • All food items are taken to the pupils seating area by a member of staff • All food items and utensils are collected by staff and handed over to the catering staff • All tables, chairs, hard surfaces etc. are cleaned with an antibacterial spray after use 	
16.	Music lessons			<ul style="list-style-type: none"> • Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. • Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to a class in hall(high ceiling and well ventilated) positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly. <p>Any instruments must be cleaned thoroughly between classes/ sessions.</p>	

17.	Physical Education			<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent bubbles, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces eg hall used where it is not, maximising distancing between pupils and paying scrupulous attention to ventilation, cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>	
18.	Staff, Governors Meetings, SEN meetings with parents, CP meetings etc.			<ul style="list-style-type: none"> • Staff meetings will take place in classrooms on a rota. • Where possible employees are to maintain a safe distance between each other in the meeting room / office environment • Arrange online conference call facilities/virtual meetings where possible • Meetings with parents should be pre-arranged in a setting where social distancing can be maintained. If this is not possible then the meeting can take place 	

				over the telephone or via online call facility.	
19.	Conflict management between pupils and parents			<ul style="list-style-type: none"> • Staff only to intervening if pupils if there is a serious risk of injury or damage to property • De-escalation techniques should be used to try and calm situations • Restraint should only be undertaken as last resort • Parents are regularly reminded of their responsibilities and behaviours on the School site 	
20.	Teaching staff marking homework from pupils			<ul style="list-style-type: none"> • Where appropriate, homework should be set and marked online to avoid the use of handling books etc. • Pupils and teachers can take books and other shared resources home where appropriate to the childrens education and learning • When marking a book, gloves should be worn by employee to avoid cross contamination / risk of transmission 	
21.	Administering First Aid			<ul style="list-style-type: none"> • PPE appropriate to the circumstances would only be required if first aid was required for someone with Covid-19 symptoms. e.g. gloves, face masks and eye protection (if necessary) should be provided • Wash hands before and after and ensure the affected area is cleaned upon completion • All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste • First aid boxes accessible to first aiders. For injuries and ill health that is beyond basic first aid, 111 to be called and 999 in an emergency. • https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm 	
22.	Administering Medication			<ul style="list-style-type: none"> • School set procedures should be followed • PPE appropriate to the circumstances would only be required when administering medication for someone with Covid-19 symptoms PPE appropriate to the circumstances e.g. gloves, face masks and eye protection if necessary should be provided • Wash hands before and after and ensure the affected area is cleaned upon completion 	

				<ul style="list-style-type: none"> • All clinical waste and PPE should be disposed of by double bagging and put in the clinical / external waste 	
	23. Providing intimate care			<ul style="list-style-type: none"> • Gloves, masks and aprons available where needed • The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces. • If you are not providing intimate care to someone, PPE is not needed. • Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. • Employees should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils. 	
	24. Fire Drills / Activation of the fire alarm			<ul style="list-style-type: none"> • During an emergency if it is unsafe to maintain the social distance guidance measures, then they do not apply • When undertaking a fire drill minimise social contacts and maintain social distancing where possible at all times • Wider split lines at the assembly area / muster point to avoid congestion • A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing • Headteacher to have reviewed and amended all PEEPs (3 children) to ensure all those under their duty of care that require assistance can evacuate have a trained buddy/ support within the workplace when they are in attendance. 	

25.	Cleaning			<p>A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting • A combined detergent disinfectant solution or chlorine-based cleaner is to be used • Extra attention is to be given to frequently • “Touched” areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc. • Hand towels and hand wash area to be • Checked and replaced as needed by the Cleaning and Caretaking staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used • All bins to have double liners <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	
26.	Home Visits to be undertaken by staff			<ul style="list-style-type: none"> • Home visits should only be undertaken if absolutely necessary, these are to be conducted on the doorstep • Employees should use their own vehicle to get to the visit (private vehicles should be insured for business use) • Once they arrive they must knock on the door and step back to maintain social distancing • It may be possible to have a conversation with parents and pupils via an open window 	

				<ul style="list-style-type: none"> Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School 	
27.	Deliveries			<ul style="list-style-type: none"> When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries 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 e.g. main entrance Employees should not sign for deliveries Hands are to be thoroughly washed after handling all deliveries Keep deliveries to a minimum with essential items only Under no circumstance should any personal deliveries or collections be made to or from the work place 	
28.	Contractors / essential repair work			<ul style="list-style-type: none"> Only contractors carrying out essential maintenance work are to be allowed on the School site and to be arranged where ever possible out of hours when children not on site. Employees and contractors are to maintain a safe distance between themselves and others (2m). All contractors are to wash their hands upon entering the site <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. Site inductions are to be carried out following social distancing principles (2m separation). 	
29.	Information to employees, pupils & parents			<ul style="list-style-type: none"> Posters to displayed in the main entrance, staff room and in suitable places around the School site Regular meetings with employees will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available Regular updated information will be shared with parents via either a letter, email, newsletter, school 	

				<p>website etc.</p> <ul style="list-style-type: none"> • Parents/guardians to be provide with information on including protocols for contact for example, which entrance to use) • Request parents/guardians not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) 	
30.	Personal Protective Equipment			<ul style="list-style-type: none"> • PPE protects the wearer against health or safety risks at work. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. • When managing the risk of COVID-19 for employees in the workplace, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. <p>Note: PPE is only effective when combined with: hand hygiene (cleaning your hands regularly and appropriately); respiratory hygiene and avoiding touching your face with your hands, and following standard infection prevention and control precautions, including putting on and taking off PPE. Being bare below the elbows e.g. no watches, long sleeves or false nails is key to successful hand hygiene.</p> <p>Face coverings do not protect the wearer, but may protect others if you are infected, and have not developed symptoms.</p> <p>A face covering can be simple and worn in communal spaces where social distancing is not possible, it must cover the mouth and nose.</p>	

				<p>Face coverings are not PPE and are not to the specifications of face masks or respirators and should not be used in place of PPE where face masks/respirators are required.</p> <p>Wearing gloves outside of clinical setting is not recommended or a substitute for frequent hand washing.</p> <p>It is not compulsory law to wear a face covering in the work place, it is an <u>employee's choice</u>. Employees should be supported to use face coverings safely as per the national guidance.</p> <p>https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</p> <ul style="list-style-type: none"> • A small number of pupils may present an additional risk due to spitting, excessive saliva production/drooling, biting. These pupils will have an individual Risk Assessment documenting the additional measures and PPE to be used and when. Face Shields will be available, will be part of the risk assessment, and are to be used in place of face masks where possible (unless the pupils is exhibiting symptoms of Covid) 	
31.	Communications and training – returning to work and on-going			<ul style="list-style-type: none"> • Development of communication of the risk assessments in place and procedures, this must be available to employees prior to returning to work (Emailed to staff W/B 31/8/20 . The communication including: <ul style="list-style-type: none"> • Staff handbooklet • Induction(for anyone joining the staff.) • Emails • Posters • Whattsapp. • Whiteboards/notice boards 	

Supporting children.

- Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood.
- This may particularly be the case for vulnerable children, including those with a social worker and young carers. **It is important to contextualise these feelings as normal responses to an abnormal situation.** Some may need support to re-adjust to school, others may have enjoyed being at home and be reluctant to return, a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.

The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing.

- [Wellbeing for Education Return programme](#), will provide training and resources for teachers and staff in schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school. Further details to follow from Govt September 20

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Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:

- support the rebuilding of friendships and social engagement
- resilience to equip pupils to respond to issues like and linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing.
- School may need to provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support

where necessary and possible. Access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff.

Supporting staff

- Governing bodies and school leaders have a responsibility to staff (including the headteacher) regarding work-life balance and wellbeing.
- Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.
- School has a duty of care to their employees, and this extends to their mental health. Mechanisms to support staff wellbeing and these are particularly important, as some staff may be particularly anxious about returning to school.
- DfE is providing additional support for both pupil and staff wellbeing in the current situation. Information about the [extra mental health support for pupils and teachers](#) is available.
- The [Education Support Partnership](#) provides a free helpline for school staff and targeted support for mental health and wellbeing.



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.


- 2 Put on your surgical face mask, if tied, make sure it is securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.


- 3 Put on your eye protection if there is a risk of splashing.


- 4 Put on non-sterile nitrile gloves.



- 5 You are now ready to enter the patient area.





Doffing or taking off PPE


Surgical masks are single session use, gloves and apron should be changed between patients.


- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.



- 3 Snap or unfasten apron ties the neck and allow to fall forward.


- 4 Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.
- 5 Once outside the patient room. Remove eye protection.


- 6 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 7 Remove surgical mask.


- 8 Now wash your hands with soap and water.



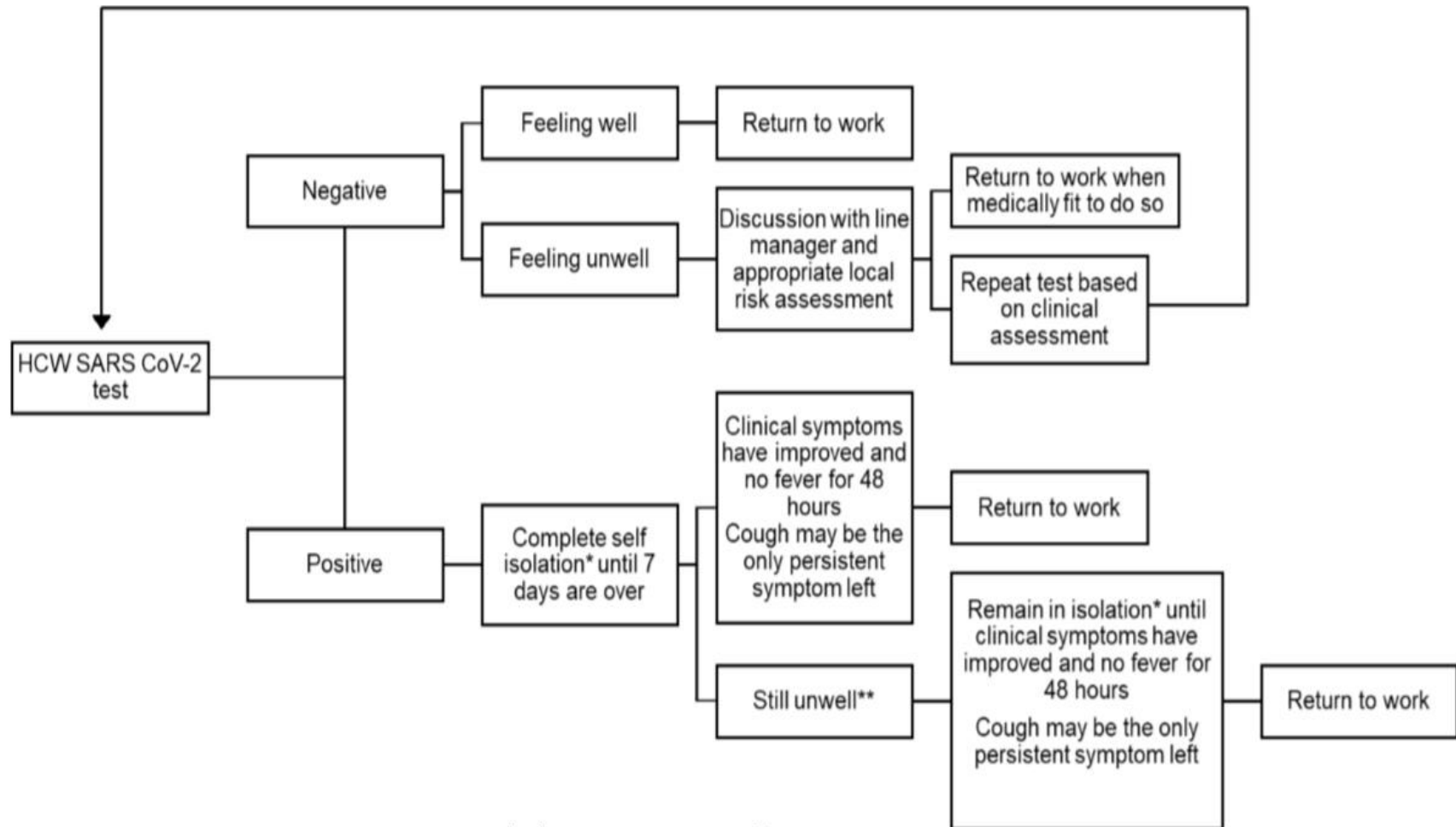
Please refer to the PHE standard PPE video in the COVID-19 guidance collection:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

Terms/definitions/clarifications etc.		
i	Hand washing protocol	Attached at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6
v	Prolonged / Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, and feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures https://www.youtube.com/watch?v=-GncQ_ed-9w
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Single use	Refers to disposal of PPE after each client interaction.
ix	PHE Covid-19 IPC	https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate



Flowchart describing return to work following a SARS-CoV-2 test



*Refer to [Stay at Home Guidance](#)

**Consider contacting the [NHS online coronavirus service](#), or in a medical emergency dial 999.