

## Mrs Bland's Infant and Nursery School Schools Risk Assessment

School		
Job, Activity or Task	Opening schools for key workers and vulnerable children in lock down beginning January 2021	
List of Hazards	What are you already doing to lower risks? Below are possible control measures, you will need to work out what is applicable to your school, further ideas are in the end column.	Things to consider when deciding on appropriate additional control measures for your school. If applicable add these to the control measures column
<b>Contact with a person who has Covid symptoms</b>	<ul style="list-style-type: none"> <li>Staff and pupils who have Covid symptoms must not attend school until they have completed their 10 day isolation period from symptom onset, or if they receive a negative test and are well.</li> <li>Staff and pupils who have tested positive for coronavirus must not attend school for at least 10 days from the start of their symptoms and until their symptoms have resolved; or if asymptomatic, 10 days after their test date and until symptoms have resolved (other than cough or anosmia which can last for several weeks) .</li> <li>If a member of a staff or pupils household tests positive for corona virus they must not attend school until the 10 days self-isolation period is over</li> <li>Staff or pupils who have someone in their family who has symptoms must not attend school until they have had a test and it is negative.</li> <li>Understand the test and trace system <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> </ul>	<p>If a child in school shows symptoms and is sent home the rest of the children in that bubble/group will only need to be sent home to self-isolate for 10 days after the last contact with the confirmed case if the child subsequently tests positive.</p> <p><a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</a></p>
<b>Suspected cases of Covid 19 in the school day</b>	<p>If a person displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should:</p> <ul style="list-style-type: none"> <li>Notify the Headteacher immediately.</li> <li>Avoid touching anything.</li> <li>Move pupil to a separate room with good ventilation (open windows) and contact parents for immediate collection.</li> <li>If a staff member needs to stay with them then they must</li> </ul>	<p>If a child or member of staff shows symptoms, they will be isolated in the small meeting room in Little Acorns and parents will be contacted for immediate collection. Appropriate PPE will be kept in there for this use only. After the adult or child has vacated the room, the PPE and cleaning materials used in the room will be bagged up. A sticker will be added to the bag with the date and time and will be kept in the welfare room and will then be disposed of after 72 hours in general waste.</p>

**10/07/2020**

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	<p>remain 2m away.</p> <ul style="list-style-type: none"> <li>• If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances.</li> <li>• Follow guidance on safe fit, use, removal and disposal of PPE and RPE.</li> <li>• If a staff member shows symptoms they must go home immediately.</li> <li>• All other persons are to maintain a safe distance from affected individual.</li> <li>• If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected.</li> <li>• They must then follow the guidance on self-isolation and testing.</li> <li>• They must not return to school until their period of self-isolation has been completed or if negative test result and they are well.</li> </ul> <p>A list of all persons who the affected person has been in contact with should be made, and these are to be monitored for symptoms throughout the following two weeks.</p>	<p>If someone develops symptoms of coronavirus (COVID-19) whilst in school, we will follow the guidelines set out in the following guidance: <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</a></p> <p>Please watch the following PPE video which shows how to safely don (put on) and doff (take off) Personal Protective Equipment (PPE):</p> <p>PPE video: <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a></p>
<p><b>Contact between individuals</b></p>	<ul style="list-style-type: none"> <li>• The offices in both buildings will only have one member of staff working in them at one time.</li> <li>• PPA time will be taken by teachers at home,</li> <li>• Children are grouped together in bubbles</li> <li>• Bubble of children should not interact with each other and must be kept apart</li> <li>• Where possible limit the sharing of rooms and maintain social distancing spaces between bubbles</li> </ul>	<p>Year group bubbles will be implemented and children taught in one class in each year group.</p> <p>The children and adults will be in year group bubbles to limit the number of pupils and staff in contact with each other</p> <p>Year group bubbles are segregated from each other to reduce social interaction and will not mix</p> <p>Bubbles will use their own year group toilet and staff room facilities only, including at lunchtimes when the children are in the hall</p>

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<p><b>Access to and egress from site</b></p>	<ul style="list-style-type: none"> <li>• Everyone must wash their hands or use appropriate hand sanitiser on entering the building.</li> <li>• Stop all non-essential visitors entering site</li> <li>• Encourage social distancing of people waiting to enter site via use of signage.</li> <li>• Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible.</li> <li>• Staff to wear face coverings (unless exempt) when manning entry and exit points and when leaving their classroom to walk around the school</li> <li>• Parents requested to wear face coverings at drop off and pick up unless exempt.</li> <li>• If pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing.</li> </ul>	<p>All persons entering the school site will wash their hands in the staff toilet before going any further into the school building.</p> <p>Parents and visitors will not be allowed to enter the site</p> <p>Parents have been informed of the start and finish times. A letter has been written to parents to communicate these times and to request that parents do not arrive too early, that only one parent can drop off/collect and that parents cannot gather at entrance gates or doors.</p> <p>Each year group bubble will enter the school through a different door. The one way system that has been set up to keep parents moving through the site upon entering and exiting the site will continue.</p> <p>All staff to download the Inventory Staff App on mobile phones and sign in and out using this or to use the stylus provided to sign via the screen, without touching it.</p> <p>Desks, screens, keyboards, phones to be cleaned with cleaning wipes at the end of each day.</p> <p>Masks should be worn by staff when on duty at the front of the site and for adults supervising drop off or collection at the beginning or end of the school day.</p>
<p><b>Communal areas/Offices</b></p>	<ul style="list-style-type: none"> <li>• Try to avoid having too many staff in any area e.g. staff rooms etc. at any one time, unless appropriate social distancing can be maintained.</li> <li>• Try to avoid hot desking if possible. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day.</li> <li>• Bubble/groups are segregated from each other to reduce social interaction</li> <li>• Regularly clean with normal household detergents/cleaners common contact surfaces in reception, office, access control, delivery areas, screens,</li> </ul>	<p>Staff room facilities have been made available in each year group to avoid congregating Staff room out of use for staff other than Y1 who will use this as their refreshment zone.</p> <p>Hot seating to be avoided but where this cannot happen all touch points should be cleaned and area left vacant for 72 hours.</p> <p>Bubbles will be kept separate and not interact.</p> <p>staggered break times which will be staffed by the adults within their bubble.</p>

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	<p>telephones, desks, particularly following peak times.</p> <ul style="list-style-type: none"> <li>• Assemblies to take place in class and remotely.</li> <li>• Maintain increased cleaning of frequently touched surfaces</li> <li>• Maintain more frequent cleaning of rooms/shared areas that are used by different groups.</li> <li>• Increase the cleaning of frequently touched surfaces</li> <li>• More frequent cleaning of rooms/shared areas that are used by different groups</li> <li>• Timetable to keep bubble/groups apart, reduce movements around the school and avoid creating busy corridors / entrances / exits</li> </ul>	<p>The end of session times for nursery and school have been adjusted. All of the sessions will finish earlier to allow for the additional cleaning that is required.</p> <p>Bubbles will use their own year group toilet facilities only, including at lunchtimes when the children are in the hall.</p> <p>Whole school assemblies will not take place. Instead, daily assemblies will take place in the classrooms and will be led by the class teachers. Assemblies will also take place via Teams for remote learning.</p> <p>The children will eat their lunches in the hall. Lunchtimes will also be staggered:</p> <p><b>Reception – 11.30-12.30 (11.30-12.00 - hall)</b></p> <p><b>Year 1 – 12.00-1.00 (12.15-12.45pm - hall)</b></p> <p><b>Year 2 – 12.30-1.30pm (1.00-1.30pm - hall)</b></p> <p>The lunchtime carers will be allocated to a year group bubble and will come in for the hour the children have lunch. Lunch staff will be allocated a class each.</p> <p>The tables will be cleaned between each year group bubble and the kitchen staff will place the cutlery in the children's trays.</p>
<p><b>Staffing</b></p>	<ul style="list-style-type: none"> <li>• Staff should discuss any medical needs with the Head Teacher prior to them entering the school. Relevant guidance for those who are clinically vulnerable and clinically extremely vulnerable must be followed</li> <li>• Staff classified as Clinically Extremely Vulnerable (CEV) <b>must</b> work from home and not in the school.</li> <li>• Staff classed as Clinically Vulnerable (CV) should work from home where possible.</li> <li>• Any existing individual risk assessments (CEV, CV,</li> </ul>	<p>Staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>All staff are to maintain social distancing between each other wherever possible as if there is a confirmed case amongst a staff member, it has the potential to seriously impact the operation of the school if it leads to a number of staff members having to self-isolate for 14 days</p>

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	<p>disability, young persons or new/expectant mothers) should be reviewed, any changes must be recorded including any new controls.</p> <ul style="list-style-type: none"> <li>• Suitable and sufficient provision must be made for the provision of first aid, physical intervention and emergency procedures for the pupils in school.</li> <li>• There is an emphasis on ensuring social distancing, therefore the fewest staff possible for education and safety should be allocated to classrooms. An assessment of pupil needs will be undertaken to establish required staffing levels.</li> <li>• Those running remote learning from school should maintain social distance with as few staff as possible per classroom.</li> <li>• Staff working from home should be asked to complete a DSE self-assessment.</li> <li>• If staff travel abroad they should inform the Head Teacher as they will need to follow appropriate quarantine arrangements subject to destinations.</li> </ul> <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> <li>• No physical contact.</li> <li>• It is important to maintain social distance for staff.</li> <li>• No close contact activities.</li> <li>• Consider restricting the use of staff rooms. Set maximum numbers permitted in staff rooms at any one time. Removing seating or mark off seating (DO NOT SIT) to maintain social distancing. Ensure staff rooms are well ventilated.</li> </ul>	<p>Adults should avoid face-to-face contact with children and minimise time spent within 1 metre of anyone.</p> <p>Staff will not report for work if feeling unwell and will notify CN/SW before 7.30am. Staff will participate in the 'test, track and trace system'. Staff will remain in self-isolation until they receive the results back. If staff test positive, staff will remain in self-isolation until the recommended period has expired. If staff test negative, they will return to work.</p> <p>Text alert service to parents to notify them of any exceptional temporary school closure due to insufficient staff cover.</p> <p>Visitors will be limited to professionals seeing children from children's services and the SEN team where required for assessment purposes.</p> <p>Mixing of volunteers across groups should be avoided and they should maintain social distance from staff and pupils where possible.</p> <p>Covid Secure precautions have been added into our induction check lists and visitor information.</p> <p>Staff should work from home when not teaching.</p> <p>Staff should wear face masks when stood at the door or gate greeting children and parents at drop off and collection and for office staff greeting visitors outside the main door.</p> <p>DSE assessments can be a self-assessment (WBC H&amp;S Team can provide a template form).</p> <p>Completed DSE self-assessment should be reviewed to ensure it is safe and appropriate for the person to work from home.</p>
<p><b>Classroom usage</b></p>	<p>Where possible Staff are to maintain a safe distance between each other and pupils.</p> <ul style="list-style-type: none"> <li>• Adjustments to seating arrangements so pupils are sitting side by side and facing forwards towards the teacher.</li> </ul>	<p>All staff will wash their hands upon arrival to the school, prior to entering classrooms.</p> <p>The teacher should put a marker on the carpet to ensure tables are</p>

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<ul style="list-style-type: none"> <li>• If smaller numbers in class distance where possible.</li> <li>• Limit the number of staff (where possible) in each room/area to enable them to follow social distancing guidance.</li> <li>• Bubble/groups should stay together all of the time and not interact with other bubbles.</li> <li>• Classrooms must be kept well ventilated. Windows should be kept open where possible although this will depend on thermal comfort. On colder days the windows and doors will be opened at break times to allow full ventilation of the room.</li> <li>• Frequently used items such as pens and pencils should not be shared and should be kept for individual use.</li> <li>• Classroom based resources such as books and games can be shared by that bubble/group but should be cleaned frequently or should be left unused for 48hrs (72hrs for plastics).</li> <li>• If resources are moved between bubble/groups they should be meticulously cleaned or left for 48hrs (72hrs for plastics) before moving to another bubble/group.</li> <li>• Limit the amount of equipment that children are permitted to bring into school to essential items only.</li> <li>• Resources such as library books that are taken home should be treated as above and either cleaned on return or left unused for 48hrs (72hrs for plastics) before being re-allocated.</li> <li>• Where one to one support is required and social distancing is difficult then the pupil and support staff should be socially distanced from others in the class.</li> </ul> <p>Strict hygiene rules to be implemented</p> <ul style="list-style-type: none"> <li>• Establish a routine for hand washing. Prior to or upon entering classrooms, at break times and before and after eating.</li> <li>• Use alcohol-based hand sanitiser where hand washing facilities are not available.</li> </ul>	<p>2m away from teacher's chair.</p> <p>Year group bubbles to remain separate during teaching time and outdoor activities.</p> <p>As a school we will be following the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Each classroom to be given their own cleaning kit to use to minimise risk within classrooms.</p> <p>Open one or two windows for ventilation in colder weather and air the classroom <b>fully</b> whilst the children are out of the classroom.</p> <p>All adults and children will frequently wash their hands – on arrival to the setting, before and after eating, before and after outdoor play/sporting activities, after sneezing or coughing and at the end of the day.</p> <p>A member of staff will greet each child and ensure they wash their hands immediately on arrival.</p> <p>Handwashing must be supervised as the children must wash their hands for 20 seconds and dry them thoroughly.</p> <p>Desks must be front facing in order that the children are sat side by side and facing forwards.</p> <p>Surfaces that the children are touching, such as classroom based resources, toys, computer keyboards, books, desks, chairs, doors and light switches must be cleaned more regularly than normal.</p> <p>Each child will have their own set of equipment e.g. pencils, scissors and will keep these in a zip lock bag which will be cleaned at the end of each day.</p> <p>All equipment and resources will be cleaned at the end of each day</p>
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	<ul style="list-style-type: none"> <li>• Display PHE handwashing posters around school.</li> <li>• Implement catch it, bin it, kill it approach.</li> <li>• Ensure that there are enough lidded bins, tissues etc. in classes.</li> </ul>	<p>(inside and outside). Staff will be provided with a cleaning checklist to highlight what is required. Y2 Children can be involved in the cleaning of their equipment using antibacterial wipes, if they are supervised.</p> <p>Soft furnishings (e.g. rugs, drapes, cushions etc.), soft toys, shared resources and toys that are hard to clean will continue to be out of use. Resources such as dolls clothes, puppets may be used by one bubble if they are washed in the washing machine at least weekly and before another bubble uses them.</p> <p>Books brought in from home will be placed in an allocated box. Whilst they can be given the next book in the scheme, the books from home will be left for 72 hours, cleaned and then placed back in the reading scheme. The same procedure will be followed for the library books.</p> <p>Each classroom will have their own book corner. The children will need to sit on items that are easily washable e.g. sofas in Reception, chairs in KS1. The books within the book corner must be changed half termly (where possible linked to the current topic/learning) and be thoroughly cleaned before they are placed back into the library system, following the above procedure. Each class will be responsible for putting their own books away.</p> <p>Classrooms will have their own role-play area. The equipment within the role-play area will need to be cleaned at the end of each day. Computers will be available for the children to use. The keyboards will need to be wiped with alcohol wipes at lunchtime and at the end of the day.</p> <p>Each class will have a bin with a lid on it for tissue waste. These will need to be emptied at lunchtime and at the end of the day. Classes must be well ventilated. Weather permitting, windows will need to be opened and doors will need to be propped open, where safe to do so (including offices).</p> <p>If intimate care is required, staff will wear PPE provided by the school. In the event PPE is required, it is important that it is both put</p>
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		<p>on and taken off correctly for it to be effective.</p> <p>Fruit will not be provided by our supplier. Children may bring in their own piece of fruit for snack.</p>
<b>Use of outdoor areas and play equipment</b>	<ul style="list-style-type: none"> <li>Outdoor equipment to be cleaned between uses by separate bubble/groups.</li> <li>Where cleaning is not possible it should be left for 48 hours (72hrs if plastic) before use by another bubble/group.</li> </ul>	<p>The outdoor areas will be available throughout the day and where possible, most of the day will be spent outside.</p> <p>Each group will have their own outdoor space to utilise during the school day.</p> <p>Outdoor equipment will not be shared during the day and will all be cleaned at the end of each day.</p> <p>Break times and lunch times will be staggered and equipment will not be shared between the different year group bubbles. Each bubble will have a box of resources to use during these times.</p> <p>The KS1 equipment will be used on a week on/week off basis e.g. Year 1 will use it one week and Year 2 will use it the next week. The equipment will be left for 48 hours (over the weekend) before use by another bubble so will not need to be cleaned.</p> <p>Plastic or metal play equipment that lends itself to cleaning should be cleaned between use by each bubble by spraying with a combined detergent disinfectant solution and then wiping off any residue with paper towels which should be disposed of in general waste bins. The cleaning solution should either be wiped off with paper towels or adequate time should be allowed for the cleaning solution to evaporate prior to the equipment's next use.</p> <p>Where fabric is used in class e.g. dolls clothes or puppets – they should be washed at the end of the week on a 60 degree wash and left to dry over the weekend.</p>
<b>Physical education</b>	<ul style="list-style-type: none"> <li>Pupils are to be kept in consistent bubble/groups</li> <li>Cleaning of shared changing areas between bubble/groups</li> </ul>	<p>Outdoor sports will be prioritised.</p> <p>Children Each class in Reception and KS1 will have a weekly outdoor</p>

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	<ul style="list-style-type: none"> <li>Equipment thoroughly cleaned between groups</li> <li>Contact sports to be avoided</li> </ul>	<p>sports session. These will be recorded on line by the sports coach and the class teacher will supervise the children's lesson.</p> <p>Sports coach will work remotely and not be in school.</p> <p>equipment should be cleaned after use and before putting away.</p>
<p><b>Access to staff toilets, rest rooms and changing facilities</b></p>	<ul style="list-style-type: none"> <li>Staff rooms should be set up to maintain social distancing.</li> <li>Based on the size of each facility, determine how many people can use it at any one time and maintain a distance of two metres from others.</li> <li>Introduce enhanced cleaning of all facilities throughout and at the end of each day.</li> <li>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal of waste.</li> </ul>	<p>Break times and lunch times will be staggered which will reduce congestion and contact for the children and the adults in school.</p> <p>Areas for staff to make refreshments will be set up for each year group to avoid staff mixing</p> <p>Little Acorns – own kitchen Acorns – own kitchen YR – welfare room Y1 – staff room Y2 – Y2 kitchen Bumblebees staff – bumblebees kitchen area</p> <p>Bins should be available in each area and emptied daily.</p> <p>Staff will either need to eat in their classroom with the adults in their bubble or in an outdoor space. Social distancing must be maintained.</p> <p>Toilet areas are only to be used by 1 member of staff at a time. If a member of staff is in the toilet, please wait at a 2 metre distance.</p>
<p><b>School meals</b></p>	<ul style="list-style-type: none"> <li>Food and drink should only be consumed in areas that are suitable and can be easily cleaned.</li> <li>Break times should be staggered to reduce congestion and contact. Bubble/group/group groups should not mix.</li> <li>Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area.</li> <li>Food displays should be protected against contamination by coughing, sneezing etc.</li> </ul>	<p>Dolce should complete an appropriate risk assessment according to the guidance published for the operation of food premises under Covid 19. <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses</a></p> <p>Dolce should provide a copy of their risk assessment to the operations manager, and be provided with a copy of the school risk assessment to ensure that it does not clash with their own.</p>

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<b>Wrap around care</b>	<p style="text-align: center;"><b>See separate risk assessment</b></p> <ul style="list-style-type: none"> <li>• Resources used in wrap around care settings will be treated the same as in classrooms with increased cleaning or isolation of 48hr (72hrs for plastics).</li> <li>• Children should be kept within bubble/groups but it is recognised that this will not always be possible to maintain the bubble/groups used in the school day. In this instance groups will be kept small and consistent.</li> </ul>	<p><b>Due to the low number of critical workers requiring wrap around care, the children will be in one group from across the school, but will be based in their own room with their own resources.</b></p>
<b>Offsite trips</b>	<ul style="list-style-type: none"> <li>• No off site trips will take place at this time.</li> </ul>	
<b>Cleaning</b>	<p>A cleaning schedule will need to be implemented throughout the site, ensuring that contact points e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned prior to disinfecting.</li> <li>• A combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million</li> </ul>	<p>Cleaning during the school day will be targeted at the frequently touched surfaces such as doors/handles/sinks/taps/tables etc.</p> <p>A cleaning schedule has been written for the staff in class and for the school cleaner to ensure all protective measures are implemented. School cleaner hours will continue to be reviewed to meet the cleaning requirements.</p> <p>Staff will be provided with sufficient supplies of cleaning materials and will be trained in the use and storage of these.</p>

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	<p>available chlorine) is to be used.</p> <ul style="list-style-type: none"> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be regularly checked and supplies replaced/replenished.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.</li> <li>• Only cleaning products supplied by the school should be used.</li> <li>• Bin liners should be used in all bins</li> </ul>	<p>Use a combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine).</p> <p>Schools should discuss options for cleaning solution with current suppliers and ensure that manufacturer's safety data sheets, coshh assessments and guidelines are followed for safe use, dilution ratios, contact times and rinsing requirements.</p>
<b>First aid provision</b>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Wash hands before and after giving first aid and ensure the room/area is cleaned on completion.</p>	<p>Each bubble will have at least one member of staff who is first aid trained.</p> <p>Whilst administering first aid, staff will wear PPE provided by the school. This will need to be put on and taken off correctly for it to be effective.</p> <p>After administering first aid, staff must wash their hands.</p>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Bubble/group/groups should assemble together and not mix with other groups.</li> <li>• <b>In the event of an unplanned emergency evacuation, life safety takes priority over social distancing.</b></li> </ul>	<p>The fire evacuation points remain the same. Staff to be notified of their fire evacuation points.</p> <p>Each year group bubble will need to observe social distancing in the assembly areas and will need to line up 2 metres apart from each other in the line and from the other groups.</p> <p>Fire safety plans will be communicated to all staff, pupils and visitors.</p> <p>Fire practice to be carried out on the first week back.</p>
<b>School travel arrangements</b>	<b>Not applicable</b>	
<b>Deliveries and waste collection</b>	<ul style="list-style-type: none"> <li>• If practicable drivers should wash or clean their hands before unloading goods and materials.</li> <li>• Do not approach delivery staff, allow packages to be left in a safe place.</li> </ul>	<p>Delivery staff to leave packages outside the main reception.</p> <p>Office staff to bring in packages and wash hands after handling them.</p>

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	<ul style="list-style-type: none"> <li>Hands are to be thoroughly washed after handling deliveries or waste materials.</li> <li>Waste bags and containers to be kept closed.</li> <li>If possible, waste collections to be made when the minimum number of persons are on site (i.e. before or after normal opening hours).</li> </ul>	
<b>Visitors to site</b>	<ul style="list-style-type: none"> <li>Non-essential visitors should not be allowed onto the school site.</li> <li>All visits to site are by appointment only</li> <li>All visitors to be made aware of site rules</li> <li>Only visitors carrying out essential maintenance and other site visits that are deemed essential and necessary to the safe running of the school are to be allowed on site.</li> <li>Any site visitor should be required to wash or sanitize hands before allowing entry to the site.</li> <li>All visitors details must be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number.</li> <li>These records should be kept for 21 days after the visit and stored/disposed of according to GDPR <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>	<p>Access to the school site will be restricted to pupils and staff only (and other professional agencies by appointment only).</p> <p>Restrict access to reception/offices/classrooms and all interactions with parents and any other should ideally be by phone, email or other virtual solution such as MS Teams or Zoom etc.</p> <p>Tuesday midwife appointments- patients must scan the track and trace QR code or the midwife will collect t track and trace sign in sheet and post this in the post-box at the end of her working day. All patients must wear masks. The room will be locked at the end of the day on Tuesday and the consulting will then be deep cleaned each Wednesday morning.</p> <p>Visitor welcome to be revised to reflect new controls in place.</p>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>No volunteers currently allowed on site</li> </ul>	
<b>Professionals visiting the site</b>	<ul style="list-style-type: none"> <li>Other agencies supporting the school may visit by prior arrangement</li> <li>In order to safeguard the pupils at Mrs Bland's – these professionals should not be visiting any other school / family on the same day to minimise the spread of infection</li> <li>Any site visitor should be required to wash and sanitize hands before allowing entry to the site and immediately on arrival to the school site.</li> <li>All visitors details must be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number.</li> </ul>	<p>Visitors (including parents) will only be able to enter the site if they have a pre-arranged appointment and the appointment is necessary e.g. a social worker visit or EP for an EHCP application</p> <p>On arrival, visitors will be informed of the site rules/protective measures in place.</p> <p>Where face to face meetings are required then social distancing must be maintained and a mask worn.</p> <p>Meetings will take place in well ventilated areas.</p>

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	<ul style="list-style-type: none"> <li>• These records should be kept for 21 days after the visit and stored/disposed of according to GDPR <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> <li>• Professionals visiting pupils will not cross over bubbles within the school – but make separate appointments on different days to visit multiple pupils</li> </ul>	Visitors should not come onto the site if they develop any of the symptoms of coronavirus or if they should be quarantining or isolating.
<b>Contractors</b>	<ul style="list-style-type: none"> <li>• Contractors carrying out essential maintenance deemed necessary to the safe running of the school should be allowed on site and must be informed of your covid secure measures and comply with good hygiene.</li> <li>• Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>• All contractors are to wash their hands upon entering the site.</li> <li>• Strict hygiene rules to be implemented, all contractors are to be asked to do the following:             <ul style="list-style-type: none"> <li>○ Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>○ Repeat the hand washing/sanitising every hour.</li> </ul> </li> <li>• Site inductions are to be carried out following social distancing principles (2m separation).</li> <li>• The contractor to be shown to the work area/s and ideally supervised.</li> <li>• Contractors must only access the area/s of work as shown.</li> <li>• Contractor to request permission if access to other areas is required.</li> <li>• All areas accessed by contractors should be thoroughly cleaned.</li> </ul>	<p>Contractors' checklist to be updated to include the school precautions.</p> <p>Contractors to be contacted prior to arriving onsite to discuss the school precautions and added expectations.</p> <p>Contractors to notify office staff of all areas visited in order that they can be thoroughly cleaned.</p>
<b>Weather</b>	<ul style="list-style-type: none"> <li>• All persons to dress appropriately for the weather.</li> <li>• Facilities are provided to shelter from the elements.</li> </ul>	<p>Where possible and weather permitting, outdoor spaces will be maximised for teaching and learning.</p> <p>Parents to be advised that schools will not be able to apply sun cream and that spare clothing/hats will not be available.</p>
<b>Lack of</b>	<ul style="list-style-type: none"> <li>• Posters will be displayed in the welfare areas and in</li> </ul>	Posters provided by Public Health England will be used across

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<b>awareness</b>	<p>suitable places around site.</p> <ul style="list-style-type: none"> <li>“Toolbox talks” will be carried out for all staff on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</li> </ul>	<p>school to promote good hygiene in pupils.</p> <p>Handwashing and hygiene measures, such as ‘catch it, bin it, kill it’ will be taught daily in PSHE sessions through the use of games, songs and repetition.</p> <p>Hand washing will be established as a routine in classrooms. All adults and children will frequently wash their hands – on arrival at the setting, before and after eating, before and after outdoor play, after sneezing or coughing and at the end of the day.</p> <p>Behaviour policy to be updated with any new rules in relation to covid control measures and communicate those with parents and staff.</p>
<b>Hand sanitiser</b>	<ul style="list-style-type: none"> <li>To be effective on viruses hand sanitiser must be a minimum of 60% alcohol.</li> <li>When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces.</li> <li>Do not use near heat sources.</li> <li><b>Note:</b> it is preferable to use soap and water before resorting to hand sanitizer.</li> <li>Hand sanitiser must be stored in accordance with the manufacturer’s instructions</li> <li>Use of hand sanitiser by pupils must be supervised</li> <li>A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school.</li> </ul>	<p>70% alcohol gel hand sanitiser to be available in every class for adult use only. Hand sanitiser to be kept at all times in the class cleaning cupboard.</p> <p>Hand sanitiser is extremely flammable – store away from heat sources and areas that may have sparks or naked flames.</p> <p>Children to use bars of soap and water to clean their hands. Hand sanitiser COSHH assessment shared with all members of staff.</p>

<b>Risk assessment completed by</b>	S. Williams	<b>Signature</b>	S. Williams
<b>Risk assessment sponsored by</b>	C. Nisbet	<b>Signature</b>	C. Nisbet
<b>Date assessment completed</b>	13.7.2020 4.9.2020 4.1.2021		
<b>Risk assessment communicated to relevant staff by</b>	Briefing <input type="checkbox"/> Email <input checked="" type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

Review Date	Assessor	Signature	Sponsor	Signature
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9.10.20	C Nisbet		S Williams	
13.11.20	C Nisbet		J Dell	
04.01.21	C Nisbet		J Dell	

### Additional guidance documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

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