



# Thakeham Primary School



**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:**

**CORONAVIRUS (COVID-19)**

**Used with Existing Risk Assessments & Government Guidance**

**Affected persons:**

Young People/Clients

☒

Staff

☒

Visitors

☒

Contractor

☒

Others (specify)

**Name of Manager confirming and agreeing Assessment:**

Sam Norton

Date 07.03.2021

**Signature:**

*S. Norton*

In agreement with Government guidance Thakeham Primary School will use reasonable endeavours to be flexible and work together with the Local Authority to ensure our school is supported to stay open wherever possible, taking into account circumstances and cohort.

| RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE |  |               |                |  |                            |   |
|---|--|---------------|----------------|--|----------------------------|---|
| What are the hazards?   | Generic Control Measures   | ✓<br>X<br>N/A |                | Additional Control Measures needed to reduce risk to an acceptable level   | Person to implement        | Date to be actioned from                      |
| Lack of current and relevant information / guidance                               | Headteacher ensures daily checks are made with Government updates and West Sussex County Council (WSSfS) Health and Safety Resources page. Any key changes in information are implemented and shared with all relevant stakeholders (staff, governors, parents and pupils).  | ✓             | SN             | ➤ Headteacher will provide updates to all stakeholders via email.<br>➤ AH/SBM/Premises manager will ensure that school specific issues are reported to the Headteacher so that changes can be made and information disseminated to stakeholders. Monitor weekly. | SN<br>EH<br>GR<br>DM<br>SN | ongoing                                       |
|   | In addition to the Government guidance, TPS will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety, contact is made with the WSCC Health and Safety team directly. | ✓             | SN             | ➤ Updated site-specific guidance has been provided to all stakeholders re guidance for local/tier systems.   | SN (& EH)                  | Staff:26.02.21<br>Parents:01.03.21 & 08.03.21 |
|   | School Website information is automatically updated.   | ✓             | SN / J A / G H | ➤ See visitor guide.   | SN                         | Visitors 08.03.21                             |
|   | All staff and pupils (visitors/contractors) are informed of the rules and procedures for social distancing and hygiene precautions.  | ✓             | SN / J A / G H | ➤ Risk assessment implemented for any individual new staff members/pupils if any adjustments are required.   | SN /G R A M /S N           | Ongoing                                       |

|  | All staff (including new staff) with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher.<br>1 pregnant member of staff in 3 <sup>rd</sup> trimester working from home.  | ✓             | SN                  |   |                     | 08.03.21                                  |
|--|--|---------------|---------------------|---|---------------------|---|
| What are the hazards?  | Generic Control Measures   | ✓<br>X<br>N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level  | Person to implement | Date to be actioned from                  |
| (Continued)<br>Lack of current and relevant information / guidance | Parents are informed of social distancing for adults (and wherever possible for children and particularly in older year groups) and hygiene expectations and for the need to communicate this message in the home environment  | ✓             | SN                  | ➤ Updates provided by email.  | SN                  | Ongoing & ppt 01.03.21                    |
|  | Our Behaviour Policy was updated for 20/21, removing need for Time Out (2) to partner class as children need to remain in class/key stage bubbles. Housepoints resumed. Celebration Assemblies will be held online in classes, SN to visit each class on a rota.<br>All other assemblies held remotely via Google meet in classes (KS) | ✓             | SN<br>CTs           | ➤ Behaviour Policy agreed by Full Governing Body. Procedures communicated to staff and parents.<br>Full policy on website)<br>Parent updates  | SN                  | 17.7.20<br>31.7.20<br>(5.9.20)<br>Ongoing |
|  | Coronavirus posters and/or information posters are posted around school as deemed appropriate  | ✓             | SN                  | ➤ School Websites and answer machine messages will make clear that no-one should visit the school without an appointment.   | KC                  | 03.03.21<br>ongoing                       |
|  | Wherever possible appointments are agreed in advance for contractors and WSCC visitors. On or before arrival they will be informed of our protocols via updated guide to ensure key points of our risk assessment are communicated e.g. procedures for social distancing, face covering and hygiene precautions etc                    | ✓             | SN                  | ➤ Essential visitors e.g. SEND/social workers, play therapists, emergency contractors, ITT students able to visit.<br>➤ Contractors to also have C19 risk assessments in place.<br>➤ All visitors to be sent protocol guide in advance wherever possible. | SN/K<br>C/GR        | ongoing                                   |

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|   |   |   |    | ➤ Parent/community volunteers able to attend site in line with DfE advice, use of LFD tests, protocols, DBS and induction/training, | EH/S<br>N/KC                 | WB<br>22.03.21   |
| Precautionary transmission measures not being followed in school(Continued) | Staff will not report for work if feeling unwell with 1 or more of the current COVID-19 symptoms or if in self-isolation until the full recommended period of self-isolation has expired (10 days). | ✓ | SN | ➤ Spreadsheet log of staff/dates of self-isolation.   | GR                           | ongoing          |
| Illness during the day  | Staff will inform the HT if returning from a country that the government has deemed necessary to self-isolate on return (if the isolation period will affect their contracted hours of work).       | ✓ | SN | ➤ Staff to be informed of need to keep HT updated re foreign travel and need for self-isolation in line with latest guidance.       | SN staff                     |                  |
|   |   |   |    | ➤ Follow isolation procedures for suspected cases during the day; see weekly bulletin for available First Aiders.                   | First Aiders Staff           | ongoing          |
|   |   |   |    | ➤ Keep staff updated re any changes in location of C-19 isolation area.   |                              |                  |
|   | Staff will follow the WSCC 'PPE requirements for staff' guidance where required. <b>Note;</b> DfE advise staff to wear PPE where social distancing with other adults is not possible                |   |    | ➤ Staff ppt outlines use of PPE: face coverings to be worn by adults around school/corridors/meetings/in hall at lunchtime.         | All staff/visitors/pupils GR | 26.03.21 ongoing |
|   |   |   |    | ➤ Adults can choose to wear face coverings in class (not mandatory)   |                              | ongoing          |
|   |   |   |    | ➤ PPE is available for emergency use in line with DfE/WSCC guidelines. Order/replace PPE  | All staff & GR               | ongoing          |
| Risk of virus transmission :Money handling                                  | The school uses a cashless system to limit cash handling wherever possible and practical. Where cash is needed, handlers to wash hands before/after use/wear gloves.                                |   |    | ➤ Any expenses to be paid by BACS   | GR                           | Ongoing          |

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| Staff crockery etc<br>Staff drinks | <p>Staff responsible for loading these themselves into the dishwasher before leaving site.<br/>Premises Manager to empty dishwasher each morning, washing hands before/after putting items away.</p> <p>Staff will not make drinks for each other and will take it in turns to use staffroom facilities where possible, maintaining current social distancing, wherever possible.</p>  |   |    | <ul style="list-style-type: none"> <li>➤ Wash hands before/after handing items and also before/after using communal tea/coffee/milk/touch points in staffroom.</li> <li>➤ Touch surface cleaning in operation during the day (break/lunch) as per allocated list.</li> </ul>  | All staff   | Ongoing   |
| Staff work areas                   | <p>Staff should limit movement from class to class/area to area as much as possible when children present. Always maintain social distancing with other adults and wherever possible with pupils. Refrain from touching pupils (as per DfE advice) unless for safety reasons, this should be brief, hands to be washed afterwards.</p>   | ✓ | SN | <ul style="list-style-type: none"> <li>➤ Shield to clean at lunch at end of school day.</li> <li>➤ Staff are able to move between bubbles but this should be minimised where practically possible.</li> </ul>   | Shield<br>All staff                                     | ongoing<br>08.03.21                               |
| Class areas                        | <p>Adults should not ideally not share, pens, scissors or other equipment with different staff and pupil groups. Where this is necessary adults should wash hands with soap before and after equipment use.</p> <p>Children are not permitted to move between class bubbles and should not enter office/staffroom.</p> <p>Staff workstations/pupil desks being used at the same time will be distanced as much as is possible with 30/32 pupils in the class.</p> <p>See latest DfE guidance.</p> <ul style="list-style-type: none"> <li>• Pupils are seated at the same desk/chair each day (if needed to move, adult in class to clean chair and desk prior to another child using them). Keep seating plan in case of tracing requirements (positive case). (Not Acorns)</li> </ul> |   |    | <ul style="list-style-type: none"> <li>➤ No access to kitchen area except for Barbara designated to that area</li> <li>➤ Staffroom: no more than 2 at longest opposite end of table and 2 on sofa (2m apart); only 2 in PPA room (masks to be worn in PPA room); only 2 in office (masks to be worn) and minimise entry to office. Open windows for ventilation.</li> <li>➤ No entry to SBM office except SBM.</li> <li>➤ Maximum of 2 in HT office (masks to be worn, window open).</li> <li>➤ Adults in class may choose to wear face coverings.</li> <li>➤ Face coverings to be worn by all on site for meetings;</li> </ul> | All staff<br>All staff<br>All staff<br>"<br>"<br>"<br>" | ongoing<br>ongoing<br>ongoing<br>"<br>"<br>"<br>" |

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| Precautionary transmission measures not being followed in school( <i>Continued</i> ) | <ul style="list-style-type: none"> <li>Pupils are seated facing forwards in class in line with DfE guidance (side by side). Not applicable for youngest children (Acorn).</li> </ul>  |  |  | <p>wherever possible staff meetings to be online</p> <ul style="list-style-type: none"> <li>➤ Club leaders working indoors to wear a face covering.</li> <li>➤ Observe current social distancing around school</li> <li>➤ Staff to wash hands before/after using shared resources e.g. photocopier laminator, paper cutter (stored in library to support social distancing). Shared resources are cleaned at break and lunch.</li> <li>➤ Medical room to be moved back to original position but treat pupils in class bubbles/playground wherever possible.</li> <li>➤ Pupils do not bring pencil cases/own resources/toys to school; only bring bag if needed for lunchbox; keep bag in cloakroom. Each child to bring in its own clearly labelled water bottle, sun hat, sun cream (and hand cream if needed).</li> <li>➤ Children will be reminded to keep personalised items to themselves. Children will be gently encouraged not to put things/hands in their mouth.</li> <li>➤ If a laptop/PC needs to be shared then this should be cleaned between use with an antibacterial wipe.</li> </ul> | <p>Club leaders<br/>All adults</p> <p>"</p> <p>CTS/TAs/First Aiders</p> <p>Class based staff to monitor</p> <p>"</p> <p>All adults</p> | <p>"</p> <p>"</p> <p>08.03.21</p> <p>ongoing</p> <p>Ongoing</p> <p>"</p> |
| Classroom resources  | <p>Wherever possible children to have own resources where these are regularly used e.g.</p> <ul style="list-style-type: none"> <li>Pens/pencils/scissors/chalks</li> <li>Individual play dough pots</li> <li>Individual sand tray</li> <li>Paint brushes/pallets/paints/paper</li> </ul> <p>Children sat next to each other may need to share glue and other resources.</p> <p>Resources that we anticipate will need sharing and therefore cleaning between use:</p> <ul style="list-style-type: none"> <li>Numicon</li> <li>Cubes</li> <li>Pizzas</li> <li>Water tray plus plastic/metal water tray resources</li> <li>Garden tools</li> <li>Bikes</li> <li>PE equipment</li> <li>Large equipment</li> </ul> <p>Soft furnishings e.g. cushions, cuddly toys etc. removed from class and First Aid room and Library.</p> |  |  |  |  |  |
| IT equipment   | <p>Adult laptop will be wiped at the start of the day/lunch time and at the end of the day. <b>Children's laptops/chromebooks will be cleaned in between use as they are shared across the school.</b></p>  |  |  |  |  |  |

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| Precautionary transmission measures not being followed in school( <i>Continued</i> ) | Interactive whiteboards should not be controlled with hands; use the pen provided and wipe down pen at end of the day between uses if need to share. |  |  | ➤ Staff IT equipment not to be used by children.   | Class based staff | "        |
| Clothes  | Children to wear clean school uniform.   |  |  |  | "                 | "        |
| Lunchtime/breaktime  | Children play outside in class bubbles in designated areas of the playground.  |  |  | ➤ Children to have their own labelled bike helmet and wellies (from school resources. If items need to be brought in from home these should be kept outside/cloakroom wherever possible. | "/MMS             | "        |
|  |  |  |  | ➤ Equipment will be available for each class and stored in playground shed.  | CTs & TAs         | 08.03.21 |
|  |  |  |  | ➤ At end of KS2 eating lunch (12:45/50) all children to return to class for calm/relaxation time – cannot have whole school on playground at same time.                                  | "                 | Ongoing  |
|  | During food times each class will eat lunch in their class bubbles.  |  |  | ➤ Elder to eat in their classroom  | "                 | 08.03.21 |
|  |  |  |  | ➤ Acorn & Oak at opposite ends of hall   | "                 | "        |
|  |  |  |  | ➤ Maple to eat in the hall on their own.   | "                 | "        |
|  |  |  |  | ➤ Staff in hall to wear a face covering in hall (in class too if they wish).   | "                 | "        |
|  |  |  |  | ➤ Windows to be opened (at height in hall if cold/raining) and wherever possible in class  | "                 | "        |

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|             |  |   |    | <p>break/lunch at least and during day if weather permits.</p> <p>➤ Elder class children to collect lunch from hall on tray and return to class to eat (once KS1 have left hall)</p>  |   | “                             |
| Handwashing | <p>Staff/children/visitors will wash hands regularly including on arrival/leaving site, before and after eating, after break/lunch after the toilet and before and after using shared equipment. Handwashing techniques are explained to all pupils and the supervision of pupils' washing hands correctly is periodically undertaken by staff (for Acorn pupils).</p> <p>All pupils/staff are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> <li>• before leaving home and on arrival at school</li> <li>• after using the toilet and after breaks/lunch and sporting activities</li> <li>• before and after food preparation and eating any food, including snacks</li> <li>• before leaving school</li> </ul> | ✓ | SN | <p>➤ Follow PHE advice (20s with soap).</p> <p>➤ Posters next to wash basins</p> <p>➤ Staff not expected to monitor handwashing in the toilets areas (except Acorn, leave door open) – safeguarding concern, though can remind/check!</p> <p>➤ Teachers to provide daily reminders re handwashing.</p> <p>➤ Hand sanitiser also available in classes and front reception, library and dining hall.</p> <p>➤ For KS2 classes start/end of day can use hand sanitiser to ease congestion as 3 classes only have access to 1 set of girls/boys toilets and sink in class. On entry to hall before eating and on return to class after break/lunch.</p> | <p>All KS2 children use hand sanitiser at start/end of day, after break/lunch.</p> <p>Oak after lunch/break to ease congestion in toilets.</p> <p>Y1-6 pupils</p> | <p>Ongoing</p> <p>ongoing</p> |



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| Precautionary transmission measures not being followed in school( <i>Continued</i> ) |  |   |    |   |          |         |
| Staff toilets  | 3 adult staff toilet areas are allocated for use by specific groups of staff.  |   |    | <ul style="list-style-type: none"> <li>➤ See quoit system in place – only 3 pupils in toilets at one time (use basins at opposite ends of bathroom).</li> </ul>   | Visitors | ongoing |
| Hygiene  | <p>Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;</p> <ul style="list-style-type: none"> <li>• cover your cough or sneeze with a tissue</li> <li>• if you don't have any tissues available, then cough and sneeze into the crook of your elbow</li> <li>• throw the tissue in a bin</li> <li>• wash hands – 20s with soap (see PHE)</li> <li>• avoid touching your eyes, nose and mouth with unwashed hands</li> </ul> |   |    | <ul style="list-style-type: none"> <li>➤ Visitors to use wash hands on arrival or use hand sanitiser on arrival at reception– to be used at reception before entering grey door.</li> <li>➤ Grey door open at arrival time for staff to reduce touch points; staff to wash hands on arrival in their dedicated toilet area.</li> <li>➤ Toilet next to office: Secretaries, HT, SBM, PM (&amp; visitors); disabled toilet: Acorn &amp; Oak staff; Toilet opposite Maple: Maple &amp; Elder staff, Barbara. Posters on doors.</li> <li>➤ Updates/reminders sent to parents as needed re Covid-19 symptoms and action to take.</li> <li>➤ KC to complete daily DfE attendance data maintain spreadsheet log of COVID-19 absence on staff common so all staff can access re attendance</li> <li>➤ Any staff concerned about a pupil's temperature can check temperature using infra-red thermometer stored in isolation area (though temperature reading not essential – person will feel hot to touch on back/chest)</li> <li>➤ Poster around school with C19 information/symptoms.</li> </ul> | Staff    | ongoing |
|  |  | ✓ | SN |   | Staff    | ongoing |
|  |  |   |    |   | SN/KC    | ongoing |
|  |  |   |    |   | KC       | “       |
|  |  |   |    |   | Staff    | ongoing |
|  |  | ✓ | SN |   | “        | ongoing |

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| <p>Precautionary transmission measures not being followed in school(<i>Continued</i>)</p> <p>Touch point transmission</p> | <ul style="list-style-type: none"> <li>• Use own pen for signing in.</li> <li>• Wash hands before and after handling shared resources.</li> <li>• SBM/HT to use own printers in their rooms as much as possible.</li> <li>• See classroom resources and break/lunchtime section</li> </ul> | ✓ | SN | <ul style="list-style-type: none"> <li>➤ Classroom posters up as a visual reminder</li> <li>➤ Pedal bins for classes, cookery room and staff room in place to minimise touch point</li> <li>➤ Staff will monitor if bins are close to overflow.</li> <li>➤ Tissues available in classes.</li> <li>➤ Seating plan on display in case of supply/other adult leading class.</li> <li>➤ Adults to be alert to body fluids on surfaces and anti-bacterial wipe during the day if necessary.</li> <li>➤ Desks and other key touch points cleaned at break/after lunch with anti bac spray.</li> <li>➤ Visual check of pupils on arrival for (cuddly) toys and these to be returned to parent before entering class. Reminders sent to parents via email/newsletters – no toys onsite.</li> <li>➤ At the end of the day all surfaces will be cleaned by Shield.</li> <li>➤ Make use of online reading resources as much as possible: Oxford Reading Tree, Epic etc</li> <li>➤ 3-day book quarantine in operation, including use of library.</li> <li>➤ Shared resources (between bubbles) to be cleaned (Milton disinfectant for smaller items, larger items to be wiped with anti-bacterial spray) at the end of each day or between groups using if shared.</li> </ul> | <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>CTs &amp; TAs</p> <p>Teache rs</p> <p>Shield contrac tors</p> <p>CTs &amp; TAs</p> | <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p> |
|---|--|---|----|---|---|--|

| What are the hazards?   | Generic Control Measures  | ✓<br>X<br>N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level   | Person to implement   | Date to be actioned from                          |
|---|---|---------------|---------------------|--|---|---|
| Precautionary transmission measures not being followed in school( <i>Continued</i> )<br>Cleaning – touch points | Surfaces and key touch points cleaned during break and after lunch. | ✓<br>✓        | All staff           | <ul style="list-style-type: none"> <li>➤ Cleaning of key touch points during after break and lunch is served (each area has staff linked to cleaning areas – see staff PowerPoint) CT to open/close each day</li> <li>➤ Before/after operating burglar/fire alarm use hand sanitiser/wash hands. Antibac wipe the keypad and door</li> <li>➤ CT/adult leading 1<sup>st</sup>/last in the day to open/close blinds in classrooms and HT/SBM in offices each day (not PM/Shield)</li> <li>➤ Wipe down surfaces and key touch points in class areas during break and after lunch is served in class</li> <li>➤ Clean shared resources at the end of each day/between groups</li> <li>➤ Staff to use pass to enter main front door in a contactless way; wash hands in dedicated toilet area</li> <li>➤ Ensure Shield cleaning company are aware of updated requirements and rooms in use and review their risk assessments</li> </ul> | HT/CTs/TAs/MM S/admin<br><br>CT/HT/SBM<br><br>CTs/TAs<br><br>"<br><br>All staff<br><br>Shield | Ongoing<br><br>Ongoing<br><br>"<br><br>"<br><br>" |

|   |  |   |                                     |   |                  |         |
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| Precautionary transmission measures not being followed in school(Continued) | Internal classroom/staffroom/admin doors left open to reduce touch points (not grey secure door during day only until AM staff arrive).  |   |                                     | <ul style="list-style-type: none"> <li>➤ Follow WSCC/DfE guidelines re cleaning products and materials</li> <li>➤ Reminders of COSHH regulations</li> <li>➤ When hall in use keep windows open.</li> <li>➤ External doors and windows are opened to allow additional ventilation, where possible (including offices). During inclement weather – rain/cold temperatures, open windows as much as possible and where not possible open external windows/doors at break/lunch to purge air flow in line with DfE/WSCC advice.</li> <li>➤ Acorn toilet door left open.</li> </ul>          | All staff        | "       |
| Doors/windows   |  |   |                                     |   |                  |         |
| Use of outside space/PE   | Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching.   | ✓ | CTS Sports club leaders & SGS staff | <ul style="list-style-type: none"> <li>➤ Avoid contact sports.</li> <li>➤ SGS staff to be fully briefed on TPS protocols.</li> <li>➤ At end of club Maple and Elder early morning clubs, pupils to line up at internal class doors; (club leader to supervise).</li> <li>➤ Parents must pre book clubs</li> <li>➤ All club leaders must produce robust risk assessment in line with DfE requirements and to fit with school procedures.</li> <li>➤ Risk assessments must be checked and authorized by Headteacher/SBM</li> <li>➤ Club leaders to wear face coverings inside.</li> </ul> | CTs/SGS staff SN | ongoing |
| Clubs   | <p>Usual staffing in place (school staff alongside SGS staff- in line with DfE advice adults can move between bubbles, though restrict wherever possible).</p> <p>Use outdoors as much as possible.</p> <p>Equipment cleaned between class bubble users.</p> <p>No taster/tournament sessions until safe to do so.</p> <ul style="list-style-type: none"> <li>• Clubs split by key stage (KS1/KS2 in line with class bubbles).</li> <li>• Max 15 children.</li> <li>• Must follow TPS and DfE C19 protocols and guidance.</li> <li>• Children experiencing C19 symptoms must not attend.</li> <li>• Club behaviour contract in place.</li> </ul> |   |                                     |   | Club staff       | "       |
|   |  |   |                                     |   | parents          | "       |
|   |  |   |                                     |   | club leaders     | "       |
|   |  |   |                                     |   | SN & GR          | "       |
|   |  |   |                                     |   | Club leader      | "       |



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| <p><i>Social distancing failure</i><br/>(serving/eating lunch)</p> | <p>Children to wash hands before and after lunch (KS2 have hand sanitiser on arrival/exit to/from hall/class. KS1 on exit (wash hands before lunch).<br/>Children seated in rows facing forwards in one direction in hall – class bubbles only.<br/>Children come to collect hot food no more than 4 at a time, with distance in between; leaving a gap before serving point.<br/>Separate waste, cutlery and drinks/dessert areas for both classes. Children served drinks/dessert in their places.<br/>Classes enter/leave the hall through separate entrances.<br/>See break/lunchtime section</p>  | ✓ | SN | <ul style="list-style-type: none"> <li>➤ Gloves and face covering to be worn by cook</li> <li>➤ Face covering to be worn by adults supporting in hall</li> <li>➤ Adult can wear face covering if supporting with lunch in class</li> <li>➤ Adults to use hand sanitiser before/after duty</li> <li>➤ MMS/cook/adults to maintain social distancing with each other</li> <li>➤ Only cook to be in kitchen</li> <li>➤ Maple classes have a lunchbox trolley in the hall -reduces traffic in the corridor</li> <li>➤ Pupils will be placed side-to-side.</li> </ul> | <p>Pupils, MMS, cook, TAs</p> <p>CTS. TAs</p> <p>"</p> | <p>ongoing</p> <p>ongoing</p> <p>08.03.21</p> |
| Music  | <ul style="list-style-type: none"> <li>• Keep singing activities short.</li> <li>• Singing can take place in small groups where each child can be placed 1m apart – the size of the small group is not labelled but I would suggest, half a class at a time following these guidelines currently.</li> <li>• The teacher, who has the children facing them, should have a 2m space between them and the children.</li> <li>• Singers must not raise their voices unduly when singing or chanting.</li> <li>• The room needs to be well-ventilated.</li> <li>• Singing in an outside space, socially distanced, is advised.</li> <li>• The use of masks by the lead adult may be used.</li> <li>• A teacher must not physically correct a singer.</li> <li>• You should keep any background or accompanying music to levels which do not encourage singers to raise their voices.</li> <li>• Wash / sanitise hands after using any percussion instruments.</li> </ul> |   |    |  |  |   |

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|--------------------------------------|--|---|-----|---|-----------------------------|----------|
| Social distancing failure Assemblies | <ul style="list-style-type: none"> <li>To be class based delivered by classteacher remotely to KS classes using Google meet according to rota</li> <li>Celebration Assembly via Google meet</li> </ul>   |   |     | <ul style="list-style-type: none"> <li>Children will face forwards in class.</li> <li>No singing in assemblies.</li> <li>If adult presenting an award, ensure wash hands before/after</li> </ul>  | "                           | 08.03.21 |
| As a class 'bubble'                  | A pupil classroom desk and seating allocation plan is drawn up and on display in each class (Y1-6).  | ✓ | SN  | <ul style="list-style-type: none"> <li>DfE acknowledge social distancing is difficult with younger children.</li> <li>Where possible keep windows/external door open (subject to weather, open at break/lunch to purge air in inclement weather)</li> </ul>                                   | All staff/pupils            | ongoing  |
| At beginning/end of day              | All pupils (Y1-6) to sit facing forwards; adults to aim to maintain social distancing wherever possible from children and from each other.   |   |     | <ul style="list-style-type: none"> <li>Keep internal door open to limit touch points.</li> </ul>  |                             |          |
|                                      | Children in cloakroom at start/end of day are monitored by an adult and only a small group sent at a time to prevent overcrowding.   |   |     | <ul style="list-style-type: none"> <li>PowerPoint explaining protocols sent to staff and parents</li> </ul>   | 26.02.21<br>Staff & parents | ongoing  |
|                                      | Pupils are always in the same class bubble each day.   | ✓ | SN  | <ul style="list-style-type: none"> <li>Parents to wear face coverings and those aged 11+</li> <li>Children must remain with their parents at all times before/after school. They must not ride bikes/scooters etc. until they have left the site. They should not climb the trees.</li> </ul> |                             | "        |
| Around the school as class bubbles   | On arrival pupils and adults will respect social distancing rules and follow instructions communicated in PowerPoint re entrances/exits etc.<br>2m markers are attached to the fence, indicating where pupils/parents should line up. There are staggered starts/ends to the day. Only 1 parent to attend (ideally not with siblings). Only Acorn parents are allowed access to the playground in the mornings and to stay with their child. Only Oak and Acorn parents have access to playground at end of day in their 2 separate collection times (to stay in top 1/3 playground near canopy). Parents discouraged from gathering/mingling. | ✓ | All | <ul style="list-style-type: none"> <li>Reminders of rules via newsletters/texts/</li> </ul>   | SN/KC                       | "        |
|                                      | Movement internally reduced for pupils and congestion eased outside school at end of day: <ul style="list-style-type: none"> <li>Staggered start/end of day for classes.</li> <li>Acorn class to use external door to enter classroom at start/end of day and for break/lunch. Toilets are inside classroom.</li> <li>Oak: Y1 enter/leave via external door. Tues-Thurs Y2 enter via main entrance. Use external door to go to</li> </ul>  | ✓ | SN  | <ul style="list-style-type: none"> <li>Class adult to accompany class wherever possible for transitions and each time at least until routines are re-established.</li> <li>Class adults to monitor corridor traffic and any possible congestion and raise with HT any issues to</li> </ul>    | Class based staff<br>"      | "        |

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| <p><i>Social distancing failure (cont'd)</i></p> <p>Pupil use of toilet during lessons</p> | <p>break/lunch. At lunch bring coats to hall, put on rack and leave hall via main door to playground.</p> <ul style="list-style-type: none"> <li>• Maple class to use 100 square door at start of day and external door/stream west side route at end of day. At lunch, enter hall via 1<sup>st</sup> fire exit. At break exit via external door.</li> <li>• Elder class to use fire exit doors to enter/leave classroom at start/end of day/lunch and <b>internal door for break</b>. Use 2<sup>nd</sup> fire exit doors to enter hall if collecting lunch (sanitise hands).</li> <li>• Only 1 set of girls and boys toilets for Y1-6 so this needs careful management to ensure social distancing with 3 pupils in the toilets at any given time. Quoit system to be used whereby 1 red quoit (for girls) placed outside classroom door by (using foot) when a girl from their class is in the toilet. Blue quoit to be used for boys. Any Y1-6 class based adult can then see by looking up the corridor if a boy/girl is in the toilet.</li> <li>• pupils/adults using toilet at one time are limited each group has a designated set of toilets to use</li> </ul> |   |    | <p>discuss any changes that may be required.</p> <ul style="list-style-type: none"> <li>➤ MMS/TA to wipe down coat rack and lunchbox trolleys after lunch (and box for Oak if lunchboxes used).</li> </ul>  | MMS/TAs   | "       |
| <p>Around the school as bubbles</p>  | <ul style="list-style-type: none"> <li>• Children are not to be sent to the office/other areas of the school for any reason (other than toilet). 2<sup>nd</sup> adult in classroom to be used or contact made from classroom to office by email/walkie talkie.</li> </ul> <p>2<sup>nd</sup> adult to speak to office maintaining social distance.</p>  | ✓ | SN | <ul style="list-style-type: none"> <li>➤ Adults not to enter office unless using medical room, adults present to wear face coverings.</li> <li>➤ 1 at photocopier at any 1 time, stand 2m away if waiting</li> <li>➤ Photocopier wiped after break/lunch.</li> <li>➤ Wash hands before/after handling post/deliveries/unlocking padlock/gate.</li> <li>➤ Barbara to be fully aware of risk assessment and protocols</li> <li>➤ Internal phones wiped with antibacterial wipe between users</li> </ul> | All staff | Ongoing |
| <p>Deliveries/visitors/access to building</p>  | <p>Office hatch to be kept closed at all times; only KC to open/close both blinds in office.</p> <p>Essential visitors by prior arrangement to be allowed access to site and must follow risk assessment protocols. No parent access to building, unless agreed in advance – use excess hall. Acorn/Oak/Maple parents as per protocols on playground at start/end of day.</p>  | ✓ | SN |   | KC        | "       |
|  |  |   |    |   | All staff | "       |
|  |  |   |    |   | SBM       | "       |
|  |  |   |    |   | All staff | "       |



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| Social distancing failure (cont'd) | <p><b>Deliveries</b> will be signed for by courier and left outside main entrance for collection by office staff (communicating via entry phone only).</p> <p>Brakes continue to deliver food round to side entrance doors. Office staff go outside to unlock/lock the gate each time. If there are children using the playground at the time of delivery then staff will need to be advised to move children away from route to access the side entrance doors and maintain social distancing.</p> <p>Barbara (school cook) visitor pass and security card kept in key safe outside kitchen so they only need to be buzzed through to kitchen. No admittance by staff/pupils to kitchen.</p>  |  |  |  | KC/DM   | ongoing  |
| Around the school                  | <p><b>Contact with SBM/HT:</b> Use internal phone for urgent messages, or adult to visit in person, maintaining current social distance.</p> <p><b>Contact with class based adults: Adults can enter different bubbles, though ideally limit visit to doorway).</b> Other non-urgent messages can be relayed by email. <b>Children cannot enter other bubbles.</b></p> <p>Keys for cookery room and cleaning cupboard to remain in key safe outside cookery room as before.<br/>Laptop trolley keys stored in pot in library.</p> <p>See also section Office areas and whole-school shared equipment</p> <p>As much as possible, pupils and staff are spaced apart at all times i.e.</p> <ul style="list-style-type: none"> <li>the use of staff rooms</li> <li>using a one-way circulation direction of travel rule i.e. keep left</li> </ul> |  |  | <ul style="list-style-type: none"> <li>➤ Staffroom: no more than 2 at longest opposite end of table and 2 on sofa (2m apart); only 2 in PPA room (masks to be worn in PPA room); only 2 in office (masks to be worn) and minimise entry to office</li> <li>➤ No entry to SBM office except SBM.</li> <li>➤ Adults in class may choose to wear face coverings.</li> <li>➤ Class doors to remain open to minimise touch points (not cookery room due to it being a fire door)</li> <li>➤ Register must be taken immediately once children are settled in class to avoid office staff having to make journeys to classes</li> </ul> | <p>All staff</p> <p>“</p> <p>“</p> <p>“</p> <p>Teacher /HLTAs</p> | <p>Ongoing</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> |

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| <p><i>Social distancing failure (cont'd)</i></p> | <ul style="list-style-type: none"> <li>• break times are staggered to minimise staff and pupils contact and mixing where necessary due to space restrictions</li> <li>• avoiding unnecessary gatherings</li> <li>• pupils to leave the class, one at a time to manage pinch points.</li> </ul> <p>At break/lunch<br/>Breaktime toilet routines to be used to support social distancing and control flow of pupils around school to/from toilets in Y1-6.</p> <p>Outside play/routes<br/>Breaktimes are staggered with 2 classes on break at any one time; in separate areas. 1 adult to monitor flow of children to/from toilets.</p> <p>Adults on duty monitor number of children using toilets, use quoit system. Handwashing to be done then or hand sanitiser on entry to hall and on return to class.</p> <p>Use of outside playground space during breaks/lunchtimes to be staggered.</p> |  |  | <ul style="list-style-type: none"> <li>➤ Class based staff to open/close blinds and fire exits</li> <li>➤ Avoid sending paper based messages between staff/children – use email</li> <li>➤ Wash hands before/after using key safe/keys.</li> <li>➤ Social distancing signs in corridor</li> <li>➤ Different exits/entrances used to avoid crossing over of classes.</li> <li>➤ Whistle to indicate end of break/lunch. 1<sup>st</sup> stand still, 2<sup>nd</sup> line up. At break come in a few minutes earlier to ease use of toilet for hand washing/sanitising.</li> <li>➤ Acorn class in their own area, 100 square area and last 2/3 of lower playground) whilst Oak on upper playground and other 1/3 of lower playground.</li> <li>➤ Elder on lower playground (last 2/3) whilst Maple on upper playground (with class adult) and remaining 1/3 of lower playground</li> <li>➤ Non-contact play is introduced and a variety of playground games.</li> <li>➤ Cones to separate upper and lower playground, hut out of</li> </ul> |  |  |
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| Social distancing failure (cont'd)   |   | ✓ | SN | use; trim trail used at break/lunch for Oak.   | Cts & TAs  | ongoing                    |
| During administration of First aid   | First Aiders on playground duty can enter other class bubble; ideally use First Aider from same class bubble as priority. <b>Minor first aid</b> (graze), can be administered by non-trained First Aider. |   |    | <ul style="list-style-type: none"> <li>➤ Wherever possible adults to keep social distance between themselves and child and drawing on pupil themselves as age, appropriate to support their own first aid under the adult's direction.</li> <li>➤ Isolation area (excess hall) has full emergency PPE and visors</li> <li>➤ Staff absence may affect provision of First Aiders and risk assessment may need to change dynamically</li> </ul> | First aiders /all staff                                  | ongoing                    |
| Parent and other adult communication |   |   |    | <ul style="list-style-type: none"> <li>➤ No face to face parent meetings unless in very exceptional circumstances as agreed by HT (use excess hall, socially distanced, open windows). Use online means/phone</li> <li>➤ Limit face to face staff meetings, online where possible.</li> <li>➤ Parents to ensure all clothes are named.</li> </ul>  | Parents CTs/TAs<br><br>All staff<br><br>"<br><br>parents | 08.03.21<br><br>"<br><br>" |

|                    |  |   |    |  |         |         |
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| Car<br>Park/travel |  |   |    | <ul style="list-style-type: none"> <li>➤ All clothing to be claimed before leaving playground, adult to check nothing left behind. CTs/TAs to ensure all clothing goes home at end of day</li> <li>➤ Aim to limit use of lost property.</li> </ul> | CTs/TAs | "       |
|                    |  | ✓ | SN | <ul style="list-style-type: none"> <li>➤ Premises Manager and HT to support management of car parking and social distancing</li> <li>➤ Parents reminded to leave site promptly</li> </ul>  | DM & SN | ongoing |

| What are the hazards?                                  | Generic Control Measures   | ✓<br>X<br>N/A | Person to implement | Additional Control Measures needed to reduce risk to an acceptable level  | Person to implement               | Date to be actioned |
|--|--|---------------|---------------------|---|-----------------------------------|---------------------|
| Staff illness/absence from class for training/meetings | Ideally draw on HLTA support from key stage bubbles or other teaching staff linked to school, only use supply in emergency (is permitted in line with DfE guidance).   |               |                     | <ul style="list-style-type: none"> <li>➤ Staff to inform HT ASAP if unwell or need cover (Mon-Thurs), EH on Fri.</li> <li>➤ During holiday period – make contact with leadership team as per rota and weekend, EH on Sat &amp; SN on Sun.</li> </ul>            | SN/<br>EH/<br>GR                  | ongoing             |
|  | If capacity of staff cannot be achieved to keep the school open, then the schools will contact the Local Authority and Chair of Governors for further advice before making decisions to temporarily close on health and safety grounds.    | ✓             | SN                  | <ul style="list-style-type: none"> <li>➤ If staffing and/or capacity issues arise, we will initially review our capacity as a locality.</li> <li>➤ Inform staff and contact parents with WSCC agreed statement if the school is to temporarily close</li> </ul> | SN                                | As required         |
|  | If there is a need to move any pupils, teachers or other school staff to an alternative school, we will liaise with the Local Authority.   | ✓             | SN                  |   |                                   |                     |
| Staff and pupil wellbeing                              | In event of local lockdown workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision. | ✓             | SN                  | <ul style="list-style-type: none"> <li>➤ The design of the school curriculum will be adapted to manage the workload and well-being of staff and pupils</li> </ul>   | Lead<br>ership<br>team<br>&<br>AM | Ongoing             |
|  | Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again.   | ✓             | SN                  |   |                                   |                     |
|  | The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable.                          | ✓             | SN                  |   |                                   |                     |

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|   | All classes must include PSHE activities on each week and be mindful of a range of issues/emotions they may be experiencing/have experienced. Any safeguarding concerns must be referred to DSL/Deputy DSL. Pupils who may require further emotional support to be referred to HT/AH/InCo where referrals/signposting to external agencies may be required. | ✓ | SN | ➤ All stakeholders will be kept informed of the latest testing arrangements   | SN | ongoing              |
|   | Staff well-being contacts/support available on staffroom noticeboard and by email. Supervision (online) to be provided for key staff closely involved in child protection issues (as agreed).   | ✓ | SN |   |    |                      |
|   | Staff to take breaks/lunch as per bulletin.   | ✓ | SN |   |    |                      |
|   | Staff are informed that access to Coronavirus (COVID-19) testing/track and trace is available and to follow our Local Authority procedure.  | ✓ | SN |   |    |                      |
| Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site | When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. And seek a Covid-19 test. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 10 days.  | ✓ | SN | ➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested<br>➤ TPS will ask for all suspected cases to be tested. Once a test shows no case of Covid-19, staff or pupils can return to school. If a case is confirmed, see 'Confirmed Staff or pupil Covid-19 case' section below<br>➤ Office staff to contact parent; where office staff acting as First Aider, HT/SBM to contact parent<br>➤ Communication by walkie talkie<br>➤ Full emergency PPE to be worn<br>➤ In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.<br>➤ Waste double bagged and placed in room off excess area | SN | 12.20<br><br>Ongoing |
|   | Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)  | ✓ | SN |   |    |                      |
|   | Pupil reported to First Aider and Headteacher and taken to isolation area (excess hall) where a pupil can be isolated until parent arrives to collect. Window opened for ventilation. Shield to clean this area – note in communication book and discuss with cleaners.   | ✓ | SN |   |    |                      |

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|  |  |   |    | ➤ Inform DfE of confirmed case  | HT<br>/SB<br>M/A<br>H                        |                         |
|  | A separate toilet (Disabled Toilet) is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else).                             | ✓ | SN | ➤ Use disabled toilet   | Oak<br>/Aco<br>rn<br>staff                   | Ongoing                 |
|  | Enhanced cleaning is undertaken in the excess hall area, classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).   | ✓ | SN | ➤ Shield to provide deep clean if needed  | SN   | “                       |
| Asymptomatic adults on site            | LFD tests offered to all staff and those using site regularly, club leaders, SGS staff, club leaders, JSPC etc   |   |    | ➤ Tests to be completed Sunday & Weds 5-7pm<br>➤ Results reported via google form by 7:30pm<br>➤ KC to schedule text reminder for 4:45pm<br>➤ GR to compile data<br>➤ SN to monitor staff not submitted results on Sun and EH on Weds and text/call<br>➤ All adults to sign for tests<br>➤ SN/GR to order new tests | All<br><br><br>KC<br><br>GR<br><br>SN/<br>EH | “<br><br><br>“<br><br>“ |
| Confirmed staff or pupil Covid-19 case | Where the child, young person or staff member tests positive, PHE will be contacted to advise on test and trace procedures and those identified as a close contact will need to self-isolate for 10 days | ✓ | SN | ➤ All staff and pupils have access to a test if they display symptoms of  | SN   |                         |

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|  | Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'   | ✓ | SN              | <p>coronavirus, and they are required to get tested.</p> <p>➤ DfE and WSCC contacted</p>  |   |         |
|  | Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal   | ✓ | SN              |   |   |         |
| Lack of hygiene provision and effective cleaning | <p>Where safeguarding and security is not adversely affected, all:</p> <ul style="list-style-type: none"> <li>• internal doors that are not designated fire doors;</li> <li>• fire doors with automatic closers;</li> <li>• doors that do not need to be kept closed for security reasons;</li> </ul> <p>are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates. NB in inclement weather these can be opened at break/lunch to purge the room of fresh air.</p> | ✓ | SN              | <p>➤ KS2 pupils to use hand sanitiser under supervision on entering/leaving building to ease congestion in toilets.</p> <p>➤ DM to monitor levels of soap, hand towels in toilets and hand sanitiser CTs to monitor levels of soap/hand sanitiser/tissues/cleaning products in class. Liaise with GR (SBM) for orders promptly</p> <p>➤ Staff to wipe surfaces within their bubble using antibacterial spray at break and end of lunch service</p> <p>➤ Other key areas cleaned after break and lunch – toilets, staffroom, office, photocopier – see staff PowerPoint</p> <p>➤ Resources in their bubble to be cleaned at end of day if shared (Milton disinfectant)</p> | CT/ TAs<br><br>DM , GR, CTs<br>Shield CT S & TAs<br>GR/ SN/<br><br>SN/ GR | ongoing |
|  | Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use. Also available in KS2 classrooms.  | ✓ | JH              |   |   |         |
|  | Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply   | ✓ | JH              |   |   |         |
|  | Additional cleaning requirements will be assessed with SBM and cleaning contractors, lunchtime cleaning provided by Shield.   | ✓ | SN GR           |   |   |         |
|  | Classrooms, tables are cleaned at the end of the of the day. Special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc.   | ✓ | Shield          |   |   |         |
|  | Effectiveness of cleaning to be monitored by HT/SBM/PM and swift liaison with Shield Manager and cleaners where concerns arise. Hours will be monitored closely.  | ✓ | SN GR<br>Shield |   |   |         |



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|   | Deliveries handled – wash hands after handling.   | ✓ | Office   |  | JA/<br>GH |             |
|   | <p>The school/setting would pursue external cleaning services/temporary cleaners/request services of Premises Manager if alternative arrangements cannot be made.</p> <p>In the event the school cannot be cleaned then contact made with WSCC re temporary closure.</p> <p>Text alert and email service to parents to notify them of any exceptional temporary closure due to insufficient staff cover or if the school cannot be cleaned.</p> | ✓ | SN       | Staff and parents are informed with WSCC agreed statement if the school is to temporarily close or move staff and pupils to another school |           |             |
| Site staff absence                                  | Support sought from HT/AH/SBM & SGS Premises staff  | ✓ | SN       |  | SN        | As required |
| Unsafe Buildings                                    | All statutory inspections are up to date and compliant  | ✓ | SN       |  | SN/<br>DM | ongoing     |
|   | Contact is made with Property Services if any problems are identified   | ✓ | SN       | ➤ Office staff will sign visitors in.  | SN        |             |
| Operating in a different manner to normal operation | The operational Fire risk assessment has been reviewed and appropriate controls are in place  | ✓ | SN<br>JH | ➤ All normal evacuation procedures will remain in place. Staff to socially distance as appropriate.  |           |             |
|   | Staff know how the fire alarm system works  | ✓ | SN       |  |           |             |
|   | There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off  | ✓ | SN       |  |           |             |
|   | Leadership Team know where utility isolation points and firefighting equipment are  | ✓ | JH       |  |           |             |
|   | Activities undertaken do not increase the potential for fire  | ✓ | SN       |  |           |             |
|   | Fire drills are undertaken and recorded in usual way.   | ✓ | SN       |  |           |             |
|   | Alarm points and the Fire log book checks are completed   | ✓ | SN       |  |           |             |

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| Travelling to and from work  | Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking and wash hands immediately on arrival in dedicated toilet area.  | ✓ | SN | ➤ Staff should also ensure they wash their hands before leaving home as per current guidance | All staff | ongoing |
|  | Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online  | ✓ | SN |  |           |         |
| Driving to and from work   | If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can.   | ✓ | SN |  | All staff | Ongoing |
|  | Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces.   | ✓ | SN |  |           |         |
| Viability of staff for work/children for school – medically critically vulnerable/vulnerable | Discussion held with every member of staff re health and personal circumstances. Follow DfE guidance re critically vulnerable/vulnerable groups. Personal risk assessments in place for these staff as needed. Risk assessments in place for pupils as needed. | ✓ | SN | ➤ See GP/School Nurse Service/HR advice  |           |         |