

## DURANTS SCHOOL RISK ASSESSMENT – DURING CORONAVIRUS PANDEMIC (COVID-19)

<b>School: Durants school</b>			
<b>Headteacher:</b>	<i>Rachel Carli</i>	<b>Persons undertaking the assessment:</b>	Headteacher/ Senior Leadership Team/ School Business Manager
<b>Work Activity being assessed:</b>	Risk Assessment for Schools in response to Coronavirus	<b>Risk Assessment Number:</b>	<i>Version 6 Updated July 06th 2020</i>
<b>Date of assessment:</b>	<i>06.07.2020</i>	<b>Date of next review:</b>	<i>15<sup>th</sup> July 2020 sooner if Government advice changes</i>

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p><b>SCOPE OF OPERATION (description of tasks being undertaken):</b> <i>facilities/activities relevant to your school</i></p> <p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to a wider population. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>	<p>NHS 111 <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p> <p>Government guidance: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p> <p><a href="http://www.gov.uk/government/publications/coronavirus-outbreak-faqs">www.gov.uk/government/publications/coronavirus-outbreak-faqs</a></p> <p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p>
<p>Specific groups will not be able to attend school following reopening, the advice from DfE is as follows:</p> <ol style="list-style-type: none"> <li><b>Vulnerable children and young people</b> (0 to 18 years of age) who have been <a href="#">classified as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield. These children should not attend school or childcare, and they should continue to be supported at home as much as possible. (This is unless a BEST INTEREST meeting is held by the Multi-agency team and family supporting the child/YP and it is assessed that the child/ YP should be attending school).</li> <li><b>Vulnerable adults</b> Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> should work</li> </ol>	<p><a href="#">What parents and carers need to know about schools and other education settings during the coronavirus outbreak</a></p> <p><a href="http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</a></p> <p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p>

<p>from home where possible. Clinically vulnerable individuals who cannot work from home, should be offered the safest available on-site roles (staying 2 meters away from others when possible).</p> <p><b>3. Living with clinically vulnerable person.</b> If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting.</p> <p><b>4. Living with a shielded person,</b> as set out in the <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home.</p>	<p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p>
<p><b>LOCATION:</b></p> <p><i>Durants school High Road Southgate N14 6BN</i></p>	
<p><b>WHEN DOES THE ACTIVITY TAKE PLACE</b> (<i>early hours, during normal hours, after 6pm or at weekends</i>)</p> <p><i>Add in any other hours/days</i></p>	

### Risk Assessment Sheet

<b>Activity:</b>	Risk Assessment for Schools in response to Coronavirus	<b>No. of pages:</b>	30	<b>Page number:</b>	
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What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	Risk level scoring (H,M,L)	What more can be done to reduce risk?	Action by whom, by when?
<b><i>Preparation of the school before re-opening</i></b>		Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist) <ul style="list-style-type: none"> <li>• Usual premises checks</li> <li>• Water treatments/checks (eg legionella)</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• Portable Appliance Testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<b>L</b>	Carry out a formal / recorded full pre-opening premises inspection.  <u>Health and safety:</u>  Premises Manager is carry out his usual health and safety checks to ensure the building remains safe.	Kevin Durbin

		<p>Moving desks to allow social distancing</p> <p>Mark out social distancing, one way flows including entrances and exits and queuing arrangements</p> <p>Posters erected about handwashing and persons with COVID symptoms not to enter the school</p> <p>Review evacuation routes and signage</p> <p>Consideration given to premises lettings and approach in place.</p> <p>Consider staffing needed (and cover arrangements in case of staff absence/sickness)</p> <p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p> <p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p> <p>Staff who are not in the high risk groups are returning to work. Those that remain off are adequately covered by those who</p>		<p>Measure classrooms and other available rooms to assess capacity for staff and pupils</p> <p>Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff.</p> <p>Consider if there is space and ability to clean between lettings. Consider if lettings should be suspended at the current time.</p>	
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		have returned. There remain limited number of pupils.			
<p><b>Staff who have a protected characteristic (eg disability, pregnant or new mothers)</b></p> <p><b>Use of the building by staff with protected characteristics (eg disability, pregnancy &amp; new mothers, religion)</b></p>	<p><b>WHO</b> Staff with protected characteristics</p> <p><b>HOW</b> Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p>Will need to consider staff that have protected characteristics.</p> <p>Managers to discuss with and consider needs of staff with protected characteristics and how the adjustments in the school will impact on them or might pose a new or different risk to them.</p> <p>Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation.</p> <p>evacuation procedure for such staff that might be needed in an emergency.</p> <p>Individual staff risk assessments in place</p> <p><u>Staff working at home or school</u> Those staff in the vulnerable category have been identified and asked to provide a letter from their doctor. They should not come to work.</p> <p>Staff absence continues to be recorded as normal with additional daily attendance sheets, covid-19 self-isolating excel spreadsheet and self-isolation notes collected from staff to ensure all staff are accounted for.</p>	<b>M</b>		

<p><b>Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms</b></p>	<p><b>WHO</b></p> <ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Visitors to School Premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc.</li> </ul> <p><b>HOW</b></p> <p>The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<p>Anyone with symptoms of COVID-19 should not attend School and report to their relevant School Liaison.</p> <p>School staff should access NHS 111 online which is an online interactive and personal checklist: <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p> <p><b>Staff/pupils who become symptomatic should self-isolate for 7 days.</b></p> <p><b>If a staff member or pupil is a household contact of someone who becomes symptomatic (the case) the staff member or pupil should self-isolate for 14 days. If the staff member or pupil starts symptoms, they need to self-isolate for 7 days from that date.</b></p> <p>If staff/pupil develop symptoms whilst at work, inform SLT at school and immediately go home. SLT should provide information of a swab test and provide information about returning to work when safe to do so.</p> <p><u>Handwashing</u></p> <ul style="list-style-type: none"> <li>• Stringent hand washing should be taking place with soap and water. Hand sanitiser available in all communal areas and all soaps are antibacterial.</li> </ul> <p>Specific focused lessons on hygiene and hand washing.</p>	<p><b>L</b></p>	<p>Daily Staff Briefings, Internal communication channels and cascading of messages through Senior Leadership Team will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work</p> <p>Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	
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		<p>CPD online training for all staff on COVID19 awareness as well as other health &amp; safety.</p> <p>See hand washing guidance:  <a href="http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</a></p> <p>Drying of hands with disposable paper towels is recommended.  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Pupils encouraged to wash hands after getting off the bus and every time they transition as well as normal times including toilet, meals, etc.  Staff have cleaning equipment to sanitise equipment/tables/light switches/door</p>		<p>Consider making tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	
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		<p>handles/push plates etc, regularly throughout the day.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 1-metre gap recommended by the Government/Public Health England. <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Social distancing also to be adhered to in Classroom, Corridors, Staff Room, School Canteen, outdoor space etc. Where reasonable to do so, safe distancing adhered to, classrooms arranged to maximise the distance between pupils/staff</p> <p>Pupils should stay in their own classes with their own teachers and teaching assistant teams. They should not join other classes for lessons.</p> <p>All visitors to the school have been cancelled. Any annual reviews and necessary meetings are happening via telephone, telephone conference or video conferencing.</p> <p>All out and about trips are cancelled.</p> <p>The hall ways are 2m wide &amp; the school introduced traffic flow measures for</p>			
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		<p>hallways &amp; staircases, corridors everyone will keep to the left and staircases will be one direction only. Coming up stairs main stairs case down flow Read staircase up flow of pupils/staff Outdoor Gym staircase – down flow Staircase near resources room – up flow</p> <p>Lunch/dining – uses of 2 side rooms to minimise number of pupils/staff in the lunch hall. Four reduced classes at any one time so adequate spacing can be adhered to. Staff are encouraged to bring the pupils’ lunch to their class to reduce movement around the school and social distance.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>			
<p><b>Potential transmission of virus from working within enclosed spaces, including</b></p> <p><b>Reception Office</b></p> <p><b>Classroom</b></p>		<p>Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19.</p> <p><u>All pupils:</u></p>	<b>M</b>	<p>Contact cleaning company to discuss cleaning regime.</p> <p>Check capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p>	

<p><b>Staff Kitchen areas/Staff rooms</b>  <b>Printers</b>  <b>Meeting rooms</b>  <b>Toilets</b></p>		<p>All pupils have a COVID19 Risk Assessment. These risk assessments are dynamic and depending on individual circumstances the rag rating may change.</p> <p><u>Pupils at school</u>  Pupil daily attendance data is recorded in the usual way to keep school records up to date. In addition we are completing a daily attendance register and sending it to the DFE. The Head Teacher also alerts the London Borough of Enfield on how many pupils attended daily.</p> <p>Durants keep in daily contact with social services passing on any significant concerns and alerting them to who attended each day.</p> <p>Adhere to PHE &amp; DFE advice regarding vulnerable pupil, those with EHCP, those with a social worker, LAC pupils.</p> <p>Transport contacted and we have been informed busses regularly cleaned &amp; pupils spaced out on busses.</p> <p><u>Pupils at home:</u>  Pupils who have had to/ (or parents) chosen to self-isolate have had school work packs dropped to their homes to ensure they continue to have stimulation and routines in place whilst not at school.</p>		<p>Ensure that soap, sanitiser and paper towels are checked and are replenished regularly</p> <p>Call for assistance buttons remain in use</p> <p>School transport operating as normal or can be adapted if necessary</p> <p>Fire evacuation procedure in place as per normal</p>	
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		<p>Pupils who have had to/ (or parents) chosen to self-isolate and have FSM or identified at risk have had food parcels dropped to their home which will continue weekly/daily.</p> <p>Additional resources have been put onto the school website so parents can access learning materials to use with their children at home.</p> <p>Teachers have been given remote access to all the daily programmes they use at school. This means records, parental communication and general workload can continue.</p> <p>Welfare checks are made on those pupils at home on a daily basis by the class teacher. All calls documented and recorded as appropriate.</p> <p>Enhanced cleaning of school.</p> <p><u>Cleaning</u></p> <p>Additional cleaning measures have been put in place with mid-day cleaning of communal areas and all door handles/push plates. Staff are also regularly cleaning their classrooms/offices.</p> <p>Additional cleaning and personal protective equipment products have been ordered.</p>			
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		<p>The contract cleaners have been supplied with different chemicals at this time (normally used in hospitals), for wiping down with.</p> <p>The contract cleaners are spending more time in the rooms in use, wiping down areas which may get touched/ have been touched (ie door frames and walls next to doors, not just the handles).</p> <p>Classrooms cleared of unnecessary equipment and toys/ resources that cannot be cleaned/ washed easily to be removed.</p> <p>Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.</p> <p>Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>One-way flows should be in place for circulation around the school where possible. Separate entry and exits with</p>			
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		<p>one way in and out. Mark out queuing arrangements.</p> <p>Taking steps to review work schedules including start &amp; finish times/rotas, working from home etc. to reduce number of workers on site to the minimum at any one time.</p> <p>Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room, before eating.</p> <p>Avoid touching people, surfaces and objects where possible and regular handwashing.</p> <p>Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards.</p> <p>If possible open windows to ventilate rooms/corridors.</p> <p>Toilets - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. Maintain hot water and soap at wash hand basins.</p>		<p>If the school cannot achieve these small groups at any point the School should discuss options with the local authority</p>	
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		<p>Staff to refrain from using hot air dryers and use paper towels instead if possible.</p> <p>Meeting rooms – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present.</p> <p>Reduce face to face meetings where possible and use other digital/remote means.</p> <p>Staff Kitchen areas/ Staff rooms - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. Staggered break and lunch breaks for pupils and staff.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Printers - operate on a one-in-one-out basis to keep 2 metre distance. Queues will be managed. Cleaning wipes available at printers for touch points.</p> <p>Restriction of number of people in the office at any one time.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) where possible.</p> <p>Creating additional space for staff (eg for staff rooms) by using other parts of the</p>			
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		<p>building that are vacant or have been freed up by remote working.</p> <p>Regulating use of locker rooms:</p> <ul style="list-style-type: none"> <li>• Access to lockers on one in and out basis.</li> <li>• Encouraging storage of personal items and clothing in personal lockers during shifts.</li> <li>• Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses.</li> </ul> <p>Access class room via outside door if possible using one-way system.</p> <p>Hand washing on entering all class rooms to have soap and sanitiser</p> <p>Classrooms to be re-arranged to ensure social distancing. This would also include other learning environments such as workshops, science labs etc., maintaining space between seats and desks where possible.</p> <p>Class sizes – recommendation is maximum of 4 to 5 initially with desks spaced out,(government recommendation is 15 for mainstream schools)</p>			
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		<p>Where possible windows should be open to keep rooms well ventilated.</p> <p>If there are any shortages of teachers, then teachings assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home.</p> <p>Pupils to be reminded on a daily basis of the importance of social distancing both in the School and outside. In particular, consideration needs to be adopted with pupils in early years groups. How to keep small groups of children together throughout the day and to avoid larger groups of children mixing.</p> <p>Additional support for SEND and children with challenging behaviour may need to be considered.</p> <p>Plan activities which can be undertaken outdoors with the pupils. We are able to consider using some of our outdoor spaces (weather permitting) for lessons/activities where feasible. Including enclosed areas outside art and cookery, canopy area in the main playground and for our more mature groups the grass area at the front of the school.</p>			
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		<p>Reduce One-to-One sessions with pupils. Where unavoidable this to be done outdoors or in well ventilated area maintaining adequate distance. Try to use any digital devices to ensure minimum contact.</p> <p>Regular cleaning regime of classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings, soft toys that are hard to clean.</p> <p>Regular/frequent cleaning of toilets for pupil use.</p> <p>Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.</p> <p>Staff to raise any concerns with the management as soon as possible.</p>			
<b>Potential transmission of virus from pupils presenting challenging behaviours (eg spitting and biting)</b>		<p>Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed. PPE is available as required.</p> <p>Positive Behaviour Support Plan (PBS) in place for all pupils</p> <p>Record behaviours in online behaviour logs</p> <p>Follow pupils Care Plans</p> <p>Any concerns continue to log on cpoms</p> <p>Usual call for assistance system in place</p>	<b>H</b>		

		& support from senior leaders & your Heads of Department			
<b>Potential exposure to Coronavirus – Use of PPE</b>		<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <p>Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. PPE equipment is available as and when required and as per the individual risk assessments. Staff can wear face masks if they wish.</p>	<b>L</b>		
<b>Potential transmission of virus from Welfare office</b>		<p>Staff to adhere to infection control policy.</p> <p>Regular medication protocols to be followed.</p> <p>Washing facility and sanitisers available in the welfare room.</p> <p>Staff to frequently wash their hands.</p> <p>Avoid/reduce close contact with pupils where possible.</p> <p>Use face mask/gloves where appropriate or close contact is unavoidable.</p>	<b>L</b>		

<b>Potential transmission of virus from desks, monitors, keyboards and mouse</b>		<p>Desks to be located so that available desks will be 2 metres apart.</p> <p>Clear desk policy will be robustly applied so as to enable effective cleaning</p> <p>Enhanced cleaning regime - including desks every night.</p> <p>Cleaning wipes available on each desk to clean desks and equipment as needed before and after use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.</p>	<b>L</b>		
<b>Home visits</b>		<p>Staff are visiting pupils on a very regular basis for door step welfare checks, dropping food parcels &amp; giving pupils packs of learning resources New starters, Information about the pupils to be obtained over the phone or other digital/remote means, teachers to do door step visits to introduce themselves, give pupils their social stories.</p>	<b>M</b>		
<b>Kitchen Operations/food preparation</b>		<p>School catering arrangements agreed with the catering provider.</p> <p>Full hot food catering</p>	<b>L</b>	Online refresher training for all staff including food hygiene for kitchen staff	

		<p>When kitchen is operational: Catering staff to wear their usual PPE.</p> <p>Food service over counter to enable 2 metre separation between kitchen staff and pupils (use of trolley for some classes).</p> <p>Food hygiene practices in place as per Better Food Guidance and accurate records maintained</p> <p>No staff are to enter the kitchen. All deliveries and collections of meals are to be over the counter.</p> <p>All packaging to be wiped down using approved methods before storage</p> <p>All cooking items, plates, cutlery to be washed at 60 degrees</p> <p>Trolleys/other surfaces to be regularly cleaned.</p> <p>Staff to wash hands frequently.</p> <p>Staff need to take responsibility for following H &amp; S guidance and for reporting any issues or concerns as they arise</p>		<p>Consistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work.</p>	
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<p><b>Potential transmission of virus during lunch/play breaks / food served in the dining hall</b></p>		<p>Where possible pupils to queue and collect lunch and eat it outdoors. No seating in dining hall unless can maintain 2 metre separation.</p> <p>Lunch/dining – uses of 2 side rooms to minimise number of pupils/staff in the lunch hall. Four reduced classes at any one time so adequate spacing can be adhered to. Staff are encouraged to bring the pupils' lunch to their class to reduce movement around the school and social distance.</p> <p>Tables spaced in rows and pupils sat situated to adhere to safe distancing. Clear signage for queuing &amp; spacing. Distance to be adhered to while queuing.</p> <p>Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements.</p> <p>When Dining hall is operational:</p> <p>Dining hall seating to arranged in line with governments guidance on social distancing.</p> <p>Staggered lunch breaks for pupils and limiting the number of pupils at any one time in the dining hall.</p> <p>Pupils encouraged to dispose of their left- over food in the bins.</p>	<p><b>M</b></p>		
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		<p>Bins provided at various location in the dining hall.</p> <p>Pupils will be supervised as normal.</p> <p>Staggered play/break times.</p> <p>Staggered staff breaks-staff should have one 30 minute lunch break.</p> <p><u>Health and safety:</u></p> <p>No activities excessively exerting.</p> <p>No mass gatherings including, assemblies and briefing. We will not do routine fire drill practice. Again so there is no unnecessary gatherings where social distancing would be difficult.</p> <p>Staggered pupils getting off the bus, unloading one bus at a time.</p> <p>Staff can ring the office when they arrive at work instead of signing in at the office.</p>			
<b>Handling Deliveries</b>		<p>Where possible we are ordering less and in larger quantities to reduce deliveries.</p> <p>Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.</p>	<b>L</b>		

		<p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Wash hands after handling deliveries/packages</p>			
<b>Potential transmission of virus from visitors/parents</b>		<p>Parents to observe social distancing when dropping and picking children from school.</p> <p>Only one parent to pick/drop the children.</p> <p>Staggered school start and finish timings to avoid crowding by the school gates. Parents visiting reception office to wait outside. When queues are likely parents to maintain 2 metre distance.</p> <p>Social distancing arrangements put in place with good signage, floor markings etc</p> <p>Only one parent will be allowed in the reception area at any one time.</p> <p>Fixed/standalone sanitiser stations will be set up at various locations including entry and exit points.</p> <p>Screens already installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at</p>	<b>L</b>	<p>Where parents wish to discuss any concerns with the teacher, this to be done outdoors maintaining social distance.</p> <p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practice social distancing when on school site.</p> <p>Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation.</p>	



		<p>work, after handling parcels/post/books, moving from room to room.</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation.</p> <p>Where it is unavoidable, staff to ensure wash and sanitise hands regularly.</p>			
<b>Potential transmission of virus from contractors attending the school site</b>		<p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</p> <p>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Supervised and limited access to other parts of the building</p>	<b>L</b>	Staff to observe and ask any contractors to leave the building if they have symptoms	

		Regular cleaning regime of public/communal areas.			
<b>Potential Spread of virus from School Library</b>		<p>Library to be closed for time being.</p> <p>Staff to make use of any digital resources for pupils.</p> <p>Once operational only limited number of pupils can attend the library at any one time.</p>	<b>L</b>		
<b>Accidents, security and other incidents:</b>		<p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>first aid and fire safety arrangements remain in place as usual. We have a large number of first aid trained staff even with the number of staff we have off there are many first aid trained staff on site. The system/letters for reporting first aid injuries remain in place, there is adequate provision already on site (plasters, bandages etc) and each class has Fire safety checks continued to be carried out by the premises manager daily/weekly and recorded in the usual way.</p>	<b>L</b>		

<p><b>Potential stress/anxiety caused by COVID-19</b></p>		<p>Reassurance to staff of measures taken seriously to protect their safety.</p> <p>Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.</p> <p>Regular communications from Headteacher.</p> <p>Mental Health Senior Leadership Team will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference – <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p> <p>Regular contact with managers and colleagues</p> <p>One to one supervision meetings with manager</p> <p>Access to Employee assistance line/occupational health service.</p>	L	<p>Regular communication of mental health information should be communicated to all staff.</p>	
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<p><b>Travel between schools or other travel whilst at work</b></p> <p><b>Travelling to and from school</b></p>		<p>Encourage greater use of walking, cycling or own car rather than public transport if possible with staff.</p> <p>Pupils have been arriving at school via their coaches. Some parents drop their pupils off in accordance with the new social distancing rules. Pupils are not using public transport.</p> <p><a href="#">(Coronavirus (COVID-19), safer travel guidance for passengers.</a></p> <p>Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p>	<b>M</b>		

		<p>Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts etc.</p> <p>This is dependent on the pupil needing assistance. It may be necessary to wear total PPE, including gloves, coveralls and face masks. There may be more staff supporting than usual.</p>			
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