



## Schools COVID-19 Risk Assessment Checklist

(Infection Protection & Control – based on Government Guidance for Schools)



### How to use the Risk Assessment Checklist

The checklist below brings together COVID-19 guidance from Government and LCC health and safety team to assist Schools when considering all aspects of school life and the practical measures that can be taken to mitigate the risk of infection from COVID-19.

In preparation for re-opening or opening to a wider cohort of pupils in line with Government guidance, schools should work through this checklist and guidance, identifying areas that need to be addressed and taking action as necessary.

Actions taken and the control measures put in place must then be documented on the schools risk assessment and which must be in place prior to schools opening to wider groups of pupils.

The health, safety & quality team has produced a [general risk assessment](#) that schools can use as a template. The general risk assessment must be amended to reflect the local controls that the school has put in place. The risk assessment must be reviewed periodically to ensure that the controls remain suitable and sufficient as the situation progresses and to take into account any changes to government guidance.

The checklist and risk assessment process must be carried out in consultation with staff and the completed risk assessment shared with anyone affected by the outcomes. The risk assessment should be published on the School's web site.

[Coronavirus \(Covid-19\): guidance for schools and other education settings](#)

### General Principle – Government Guidance for Schools

Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, the Government are taking this into account. Schools should therefore work through the principles of measures set out below:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

Topic	Cleaning
<p><b>Objective:</b> To keep the School clean and prevent transmission by touching contaminated surfaces. Government guidance recommends frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>The World Health Organisation recommends high-touch surfaces be identified for priority disinfection including door and window handles, kitchen and food preparation areas, counter tops, bathroom surfaces, toilets and taps, touchscreen personal devices, personal computer keyboards, and work surfaces.</p> <p><a href="#">Government Guidance – COVID-19: cleaning in non-healthcare settings</a></p>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Decide what an enhanced cleaning schedule looks like taking into account the high-touch areas and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with additional provision of cleaning and PPE supplies.</li> <li>• Staff to be engaged with and familiar with the risk assessment and guidance from 1<sup>st</sup> June.</li> <li>• Staff to be updated on guidance, systems and trial runs to take place during the first week after notification from the PH adviser to LCC of reopening date.</li> </ul>
Decide who will be responsible for what elements of cleaning. E.g will frequent wiping down of surfaces & objects be carried out by teaching staff and/or by cleaning staff.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider documenting the cleaning regime to make clear the requirements, as a check that it is being followed and as a method of reassurance for staff & parents.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations needed before more children brought in.</li> <li>• Areas of the building that are in use will be subject to frequent cleaning by employees.</li> <li>• Cleaning hours will be extended if necessary to allow for the new cleaning regime to be implemented.</li> <li>• All work-spaces, regularly used areas and surfaces will be cleaned regularly during and after use by the adults in class and by the cleaning staff at the end of each day.</li> <li>• All staff in each bubble will have access to full cleaning equipment, hand gel etc in order to clean and disinfect equipment and areas as they work.</li> <li>• Cleaning and disinfection of frequently touched objects and surfaces will be carried out by the cleaning staff, e.g. door and window handles, taps, table-tops, bathroom facilities, food preparation areas.</li> <li>• Doors will be propped open during periods of higher traffic, e.g. when children are arriving in or leaving the classroom together, to minimise the touching of handles and push plates. As most of the internal doors are fire doors, they should only be propped open as groups of children are passing through them and</li> </ul>
Discuss with cleaning contractors or staff about additional cleaning requirements and agree additional hours to allow for this as necessary.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Discuss cleaning supply requirements with your cleaning contractor and/or supplier. Ensure suitable quantities of cleaning supplies are ordered ahead of time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If resources need to be shared with other class groups ensure items & surfaces are wiped down beforehand.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Consider limiting or restricting use of high-touch items and equipment, for example, printers.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Groups should be kept apart as much as possible and tables & high contact areas should be cleaned between each group.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If not possible to designate toilets to each group a frequent cleaning regime must be implemented with frequent wiping down of high touch surfaces such as taps, toilet flush, dryers and door handles.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Consider how sanitisers will be dispensed. Decanted spray bottles must be clearly labelled to identify the contents and must be kept out of the reach of children at all times.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Play equipment must be cleaned between different groups of children using it.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Electronic entry systems and keypads must be regularly sanitised particularly first thing in the morning and where possible after each use.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<p>closed afterwards. External doors can remain propped open once the school gates have been locked.</p> <p>All children will be allocated a group with consistent staff. Due to the set up of our school and outside area access, we think it is probably best to split into 4 groups of no more than 12 children with 2 staff. These groups will then spend a week in each area:</p> <ol style="list-style-type: none"> <li>1. Hedgehogs and outdoor sensory yard</li> <li>2. Squirrels and front garden</li> <li>3. Owls and back yard</li> <li>4. Robin room and forest school</li> </ol> <p>This means that the children will continue to have access to a variety of areas on a rota, but with the same children and staff.</p> <p>As per recommendations from Danish experiences, if one person is diagnosed in a group, the whole group is isolated for 14 days.</p> <p>To reduce risks and ensure areas are accessed on a rota with cleaning completed in between, the school will be opening Monday to Thursdays from 8:30 am to 3:15 pm to allow for deep cleaning on Fridays so that there is 72 hours between the access to areas from one group before the new group moves there on the Monday. It also allows for more thorough cleaning each night.</p> <p>We will be removing the soft furnishings and other equipment that is difficult to regularly clean over the next week or so and completing this on 1st June which is our normal inset.</p>
Ensure that COSHH risk assessment are in place for cleaning products and that all staff are instructed in the safe use of chemicals and PPE requirements. ( <a href="#">LCC COSHH Guidance</a> )	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Following a suspected case of COVID-19 on site familiarise yourself with the Government Guidance 'Cleaning in Non-Health Care Settings'.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Procure suitable quantities of PPE (disposable gloves and aprons) to clean areas following a suspected case of COVID-19.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Ensure there are adequate disposal arrangements in place for cleaning materials used in areas where there has been a suspected case of COVID-19.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Waste should be double bagged and securely stored for 72 hours, after which time it can be disposed in the general waste.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<ul style="list-style-type: none"> <li>• Bathroom doors will also be propped open.</li> <li>• Waste bins will be emptied daily, and the contents disposed of safely, by tying bin bags and placing in the outside bin.</li> <li>• Personal Protective Equipment will be provided for employees to wear during cleaning activities which involve contact with bodily fluids and must be worn as instructed e.g. gloves, aprons, face masks, etc (see PPE advice sent to staff via ParentMail).</li> <li>• All office equipment including the photocopier, phones and computers will be wiped after every use, using disinfectant spray and disposable tissues.</li> <li>• Good house-keeping and standards of tidiness will be maintained to reduce the risk of the spread through paper and other objects left lying around, and to support the ease of cleaning.</li> <li>• Cleaning materials in use throughout the day will be accessible to staff but kept out of reach of children in the store areas for each allocated bubble room.</li> <li>• The site will be closed for a deep clean to take place should a case of COVID-19 be confirmed within the school population.</li> <li>• All employees, pupils and visitors are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry;</li> <li>• All employees and pupils wash their hands more frequently, particularly before eating and drinking,</li> </ul>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<p>applying first aid, before and after playtime and after using the toilet;</p> <ul style="list-style-type: none"> <li>Adherence to the use of cloths and mops etc follows the strict colour coding system is in place to reduce the risk of cross contamination;</li> </ul> <p>Note: For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with the guidance COVID-19: cleaning in non-healthcare settings.</p>

Topic	Hygiene
<p><b>Objective:</b> To help everyone keep good hygiene throughout the day</p> <p>Decide the approach to enhance hygiene (for example, toilet use, hand washing) and policy related to usually shared items (for example, books, toys, practical equipment). (Key Action from Government Framework)</p>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Review information posters on site and ensure there are sufficient posters in place appropriately sited to promote hygiene messages on handwashing and 'catch it, bin it, kill it', including in reception areas to remind visitors and contractors.</p> <p><a href="#">Coronavirus (COVID-19): guidance for educational settings (poster)</a></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li><a href="#">LCC Health &amp; Safety COVID-19 web page</a></li> <li>Headteacher or other senior person keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required;</li> <li>The HT and Site Supervisor will undertake a health and safety check of the areas of the building that have not</li> </ul>
<p>Ensure there are sufficient stocks of disposable tissues for use in each classroom for both staff and pupils.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
	Partial <input type="checkbox"/>	
Put in place a system for more frequent and routine handwashing. - Hands must be washed thoroughly for 20 seconds with running water and soap and then dried thoroughly.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• been in frequent use during the closure to the majority of children prior to reopening.</li> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> </ul>
Consider the need to provide more waste facilities and in particular the need to increase the frequency of emptying hand towel bins in the toilets. Ensure that hand drying facilities are maintained and well stocked. (Either paper towels or electrical dryers).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> </ul>
Consider the most appropriate locations to place hand sanitiser where hand washing is not practical, for example in reception and near high touch areas such as the printer.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations needed before more children brought in.</li> <li>• Adjustments will be made to the evacuation drill to reduce contact from the new “bubble” rooms and it will be practised regularly throughout the phased re-opening.</li> <li>• Prior to formulating a plan, rooms and outdoor areas will be examined to ascertain the number of pupils that can be contained with each one, with due regard to DfE advice that no more than 16 children should be in each group as per guidance for EY and childcare settings.</li> <li>• Each bubble group will have their own stock of sanitiser, soaps, towels, tissues, mops, disinfectant etc in their bubble area.</li> <li>• Corridors will be examined to ascertain whether they are wide enough. DfE guidance states: brief, transitory</li> </ul>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<p>contact, such as passing in the corridor, is low risk. Passing on the spiral staircase is to be avoided.</p> <ul style="list-style-type: none"> <li>• Potential contamination and transmission of Covid-19 due to age of children have not developed the self-regulatory skills required to remember to cough/sneeze into their elbow or not to touch their faces.</li> <li>• Children and adults will wash their hands on entry to school</li> <li>• Each group of children will be collected at the gate by one of their group adults. They will be immediately taken to wash their hands for 20 seconds in their designated room.</li> <li>• Each child will provide their own wellies, coat and change of clothes so that there is no risk of cross-contamination. These must be labelled, but can remain at the school and moved around each week to the new bubble zone.</li> <li>• Children and adults will wash their hands before and after using any shared equipment</li> <li>• Children and adults will wash hands before and after going outside to play</li> <li>• Children and adults will wash hands before and after eating.</li> <li>• Children will be taught and reminded regularly to wash their hands for 20 seconds, whilst singing Happy birthday or equivalent.</li> <li>• Children and adults will be encouraged to use hand sanitiser throughout the day and before and after</li> </ul>



Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<p>coming into contact with frequently touched objects, e.g. door handles, light switches, laptop.</p> <ul style="list-style-type: none"> <li>• Children to be taught how to cough/sneeze into their elbow if there is not time to get a tissue.</li> <li>• Children and adults will use the ‘catch it, bin it, kills approach’ of using tissues to catch coughs and sneezes if time allows</li> <li>• Posters are displayed on general hand hygiene;</li> <li>• Tissues will be available in all areas being used with spare boxes readily accessible in the storage area of each new room base.</li> <li>• The Site Supervisor will ensure there are sufficient supplies of hand-sanitiser, soap, paper towels and tissues in each classroom at the start of each day.</li> <li>• Children will be reminded to avoid touching their faces with unwashed hands.</li> <li>• PPE such as aprons, gloves and face masks will be available for staff who are providing intimate care, cleaning bodily fluids or looking after a child who has become unwell. These will be stored in the storage room near each new classroom base.</li> <li>• A set of simple, easy to remember rules will be devised with and for the children and will be displayed around their rooms.</li> <li>• All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, before and after playtime and after using the toilet;</li> </ul>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<ul style="list-style-type: none"> <li>Adherence to the use of cloths and mops etc follows the strict colour coding system is in place to reduce the risk of cross contamination;</li> <li>The conservatory will be used for isolation of any child or adult awaiting collection following suspicion that they might be showing symptoms. This will be well ventilated with door and windows open and thorough cleaning once they have left. Guidance on notification systems</li> </ul>

Topic	Class Cohort - mixing
<b>Objective:</b> To reduce the likelihood of spreading the virus from person to person by limiting contact between people	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant).	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>Staff to be trained and familiar with revised safety procedures and policies throughout first notified week</li> </ul>
If there are any shortages of teachers, teaching assistants can be allocated to lead a group, working under the direction of a teacher.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 16. Desks should be spaced as far apart as possible and spaced to ensure the required 2 metre distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>• Review on going through this week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations needed before more children brought in.</li> <li>• Children will be allocated to a bubble group of no more than 12 children and 2 staff.</li> <li>• Initially the children who will be asked if they wish to return will be the school leavers. These, alongside the existing vulnerable and critical worker children already attending will be allocated to a bubble.</li> <li>• This set up and bubbles will be review after 3 weeks to reassess any issues, risk increase or cases. It will also be reviewed following additional guidance from the DfE, LCC or government ie if the legal situation changes or the R level is considered too high.</li> <li>• If the situation remains stable, the next group of children will be approached in turn to return ie EYPP 3 year olds, FEE2s next, then remaining children.</li> <li>• These bubbles will be consistent so that any cases of Covid-19 can be tracked and isolated.</li> </ul>
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, that these stay the same during the day and on subsequent days.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If possible different toilets should be designated to different groups. However where this is not possible a frequent cleaning regime must be implemented (see cleaning).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Put procedures in place to prevent toilets becoming crowded by limiting the number of children who use the toilet facilities at one time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their Chair of Governors and the local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>teachers or staff to supervise the groups. Solutions might involve children attending a nearby school</p>		<ul style="list-style-type: none"> <li>Children and staff will remain in these bubbles and play, eat and arrive and leave together.</li> </ul>
<p>If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children’s early learning, settings should prioritise groups of children as follows:</p> <ul style="list-style-type: none"> <li>early years settings - 3 and 4 year olds followed by younger age groups</li> </ul>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>To support the children’s returning needs for personal, social and emotional support, the children will , as much as possible, be allocated to their key worker’s group and joined with another key worker’s group so as to provide support and cover for the bubble and each other.</li> <li>Each group will have access to a classroom, outdoor area and bathrooms.</li> <li>The bubbles will be collected and returned to parent/carers at the gate at staggered times by the bubble group staff: <ul style="list-style-type: none"> <li>8:30 (12:15) – 11:00 (2:40)</li> <li>8:40 (12:25) – 11:10 (2:50)</li> <li>8:50 12:35) – 11:20 (3:00)</li> <li>9:00 12:45) – 11:30 (3:10)</li> </ul> </li> <li>The teaching pairs are socially distancing themselves from each other, other pupils and parents/carers at all times;</li> <li>Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict handwashing and social distancing guidelines</li> <li>Children will be encouraged to remain within their bubble and not to engage with other staff and children outside of their bubble.</li> </ul>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<ul style="list-style-type: none"> <li>Room layouts and equipment has been reviewed, soft furnishings and toys removed and any equipment it is not possible to thoroughly clean will be removed.</li> <li>It is not possible to ensure that younger children remain 2 metres apart from other children and staff, however staff will try to modify their way of working as much as possible to minimise close physical contact with children, being aware that this is difficult given the age of our children and the intimate care needs.</li> </ul>

Topic	Circulation around school
<p><b>Objective:</b> To reduce the likelihood of spreading the virus from person to person by limiting contact between people</p> <p>Decide the physical and organisational structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, staggered starts and break times, class sizes, lunch queues, use of communal staff areas). Agree how safety measures and messages will be implemented and displayed around school. (Key Action from Government Framework)</p>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider if it is possible to access rooms directly from outside where possible without the need to go through other parts of the School.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> </ul>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider if it is possible to have one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.
Breaks should be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations
It is recognised that some children will need additional support to follow these e.g. routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	• As above, each bubble will be self-contained and access their area from a different external door (except for Robin room bubble once in play)
While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Breakfast and After School Club provision will not restart to reduce pressure on the children to maintain social distancing beyond the hours of the school day.</li> <li>• Staggered breaks will not be needed as different areas can be used.</li> <li>• Staff will stagger lunch times so that they are able to take a break safely while there are a smaller number of children in their bubble.</li> <li>• Staff will support their bubble to move around and socially distance as much as is possible with young children.</li> <li>• PPE will be available to staff who are working or caring for children at close proximity, e.g. comforting, administering first aid.</li> <li>• This Risk Assessment will be shared with all staff via email and virtual meetings to ensure that all staff are aware of the measures in place and their own responsibilities.</li> </ul>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<ul style="list-style-type: none"> <li>Passing points such as the office, staircase, yard and gates should be noted, but the transitory risk is low.</li> </ul>

Topic	Lunchtime
<b>Objective:</b> To reduce the likelihood of spreading the virus from person to person by limiting contact between people	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Lunch breaks should be staggered.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	See above. <ul style="list-style-type: none"> <li>Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>Children who stop for lunch will bring their own lunch boxes, labelled and take them into their bubble classroom on arrival each day. They will remain there</li> </ul>
If a shared area such as dining hall is to be used for lunches then it must only be used at half capacity.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	
Children must enter and leave the dining area in the groups they are already in.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	
If such measures are not possible, children should asked to bring their lunches into their classrooms.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Discuss catering arrangements with your catering provider and consider how lunchtime supervision will be managed.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	until eaten then returned with the child, at the gate on hand over to the parent at the end of the day.

Topic	Classroom Environment
<b>Objective:</b> To prevent transmission by touching contaminated surfaces. To prevent transmission via airborne particles.	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>• See above, soft furnishings, toys and equipment not suited to regular cleaning will be removed and stored.</li> </ul>
Remove soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<b>Fire Risks</b> The School must take into account fire risks when considering storage options for furniture & resources. Items should not be stored in higher risk areas such as the boiler room.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Ensure that stored items are not blocking fire exits, access to fire extinguishers or limiting access to utility cut off points. <a href="#">Fire Safety for schools during Covid-19</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
	Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>The HT and Site Supervisor will undertake a health and safety check of the areas of the building that have not been in frequent use during the closure to the majority of children prior to reopening.</li> <li>Adjustments will be made to the evacuation drill to reduce contact from the new “bubble” rooms and it will be practised regularly throughout the phased re-opening.</li> <li>Ventilation in each room will be in place at the start of each day. This will be dependent on the room eg windows and doors in Hedgehogs, Squirrels, Robin, and doors in Owls due to sash windows.</li> </ul>
<b>Manual handling</b> When moving furniture & resources ensure that you have considered the risks associated with manual handling, assessing the task, the capabilities of individual carrying out the task, the load & the environment before moving, lifting or carrying items. Heavy and/or bulky items should not be stored at height. <a href="#">LCC Manual Handling Guidance</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<b>Ventilation</b> Establish systems to enable the school to be well ventilated with fresh outdoor air, for example the opening of doors and windows. Switch air handling units with recirculation to 100% outdoor air.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Outdoor Provision
<b>Objective:</b> To limit the transmission of the virus by being in the open air in wide open space.	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
The use of outdoor provision is encouraged as this can limit transmission and more easily allow for distance between children and staff. Outdoor areas should be used for exercise, breaks & outdoor education where possible.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>See above</li> <li>Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>Staff to be trained and familiar with revised safety procedures and policies throughout first notified week</li> </ul>
However, outdoor equipment <b>should not</b> be used unless the setting is able to ensure that it is appropriately cleaned between groups of	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
children using it, and that multiple groups do not use it simultaneously.	Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>Each group has access to its own outdoor area. This reduces these risks.</li> <li>Deep cleaning of all areas on Fridays by all staff will allow the area to be left for 72 hours afterwards to ensure it is clean and safe for the next group to move into it on the following week.</li> </ul>
Schools should implement staggered break times to reduce the number of children in a shared outdoor space at one time.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	
Children from other groups should not mix or get too close to each other.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Children from other groups must not play games or sports with each other.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Shared Resources
<b>Objective:</b> To prevent transmission of the virus by touching contaminated surfaces.	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
The School should limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>See above</li> <li>Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>Staff to be trained and familiar with revised safety procedures and policies throughout first notified week</li> </ul>
Take steps to prevent the sharing of stationery (pens & pencils) and other equipment where possible. Children must be actively	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
encouraged not to put items in their mouths such as the end of a pen etc.		back. Reviewed on going and revised as more information received from DfE, government and PHE.
Shared materials and surfaces should be cleaned and disinfected more frequently and before it is passed, handled or used by another person.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>• Separate bubbles will be set up during the first week back with suitable equipment in each.</li> <li>• Every day each bubble will clean the stationery equipment and wipe down the covers of any books or equipment and toys used.</li> <li>• Provision of books to take home eg library and storybags are temporarily suspended at this moment in time to reduce transfer risks.</li> </ul>

Topic	Drop off/Pick up
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**Objective:** To minimise adult to adult contact during pick up and drop off

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Arrangements should be made to minimise adult to adult contact during drop off and pick up For example;</p> <ul style="list-style-type: none"> <li>Allocating a drop off and collection time and the process for doing so, including protocols for minimising adult to adult contact, for example, which entrance to use.</li> <li>Telling parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</li> </ul>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>See above.</li> <li>Only one parent/carer allowed to pick up/drop off a child.</li> <li>Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>Parents to queue at least 2 metres apart along the wall on Kingsland Road. As this is public space, it is not possible to put tape or permanent markings on the pavement, however we will use our parking signage to indicate the first sections of distance.</li> </ul>

<b>Topic</b>	<b>Staff travelling to work</b>
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**Objective:** To prevent transmission of the virus by touching contaminated surfaces & to reduce the likelihood of spreading the virus from person to person.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Wherever possible staff should walk or cycle to work or use private transport to maintain isolation from the public when commuting.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Staff arrive in their own transport or use suitable PPE to access public transport or taxis</li> <li>• Washing facilities to be used in their bubble area to ensure safe space, reduce contact and allow for quick access after arrival and before leaving.</li> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> </ul>
If public transport <b>cannot</b> be avoided, current government advice should be followed in respect of what PPE should be worn whilst travelling, for example, face masks.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
On arrival at school staff should thoroughly wash their hands for at least 20 seconds as a method of infection control.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Staff areas
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**Objective:** To maintain social distancing between individuals when they are at their workstations.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<b>Staff room</b> Where possible break times should be staggered to limit the number of staff in the staffroom at one time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>• See above, staggered breaks, revised seating areas, bubble accessed washrooms and facilities.</li> <li>• Kitchen, fridges and several hot water facilities are available for staff</li> <li>• Staff already bring their own lunches.</li> <li>• Personal items to be stored either in locker -to be wiped down each night, or in their bubble classroom</li> </ul>
Consider alternative spaces that could be used for breaks, such as an unused classroom or safe outside areas to enable staff to limit contact with others.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Staff should be encouraged to stay on site during the working day to limit contact with others outside of the workplace. When this is not possible social distancing rules must be observed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Encourage staff to bring their own food and consider suitably segregated storage either in a fridge or other storage facility. Rearrange seating and tables to maintain spacing and reduce face-to-face interactions.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Personal items and clothing should be stored in personal storage spaces, for example, lockers.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<b>School Office</b> Review layouts and processes to allow people to work further apart from each other including consideration of installation of Perspex screens in open reception areas.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> </ul>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
If required use floor tape to mark areas to help workers keep to a 2 metre distance.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>Reception not to be accessed by parents/carers, visitors or workmen unless an emergency. In this case, school rules of decontamination to be followed ie wash hands on arrival and leaving for at least 20 seconds.</li> <li>Reception area already has glass screen dividing office from reception seating. This will be utilised to ensure division between office based staff and visitors</li> <li>Office staff to work at given desks to ensure at least 2 metres distance. No more than 2 members of staff to work in the office at one time due to size.</li> <li>Teaching staff to use laptops/ portable equipment if necessary in their bubbles to reduce shared access to staff room equipment.</li> </ul>
Only where it is not possible to move workstations further apart, arrange people to work side by side or facing away from each other rather than face to face.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Use screens to separate people from each other where it is not possible to move workstations further apart.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	
Manage occupancy levels to enable social distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Avoid the use of shared desks and spaces and, where not possible, clean workstations between different occupants including shared equipment.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Topic</b>	<b>Meetings</b>
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**Objective:** To reduce transmission due to face to face meetings and maintain social distancing

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required <small>Where No or Partial, note action required</small>
Remote working tools should be used when possible to avoid face to face meetings.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>• ParentMail used to communicate with staff and parents.</li> <li>• Any essential meetings eg staff meeting on 1<sup>st</sup> June will be conducted outdoors with staff based at least 2 meters apart.</li> <li>• Jitsi used for video conferencing for governors and staff meetings.</li> <li>• Skype/phone calls used for child protection and safeguarding meetings.</li> <li>• Contact with parents/carers not yet attending via ParentMail and phone calls.</li> <li>• Due to the limited number of rooms and the size, no on site meetings will be held in doors with any other professionals eg health or social care. If necessary, these will be held outdoors or on virtual media.</li> </ul>
Only absolutely necessary participants should attend meetings and should maintain 2 metre separation throughout.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Do not share pens and other objects during the meeting and provide hand sanitiser in the meeting room.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
When possible to do so hold meetings outdoors or in a well-ventilated room.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	



<b>Topic</b>	<b>Emergency Response</b>
<b>Objective:</b> To prioritise safety during incidents	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required <small>Where No or Partial, note action required</small>
<b>Emergency Arrangements</b> Review the schools emergency fire arrangements taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>• Emergency response plan already factors in rooms and areas used for bubble set up.</li> <li>• Staff to be reminded of systems and responsibilities.</li> </ul>
Ensure all staff are aware of any changes to evacuation procedures and staff are clear about individual roles and responsibilities.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Review other emergency arrangements, such as lockdown taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Ensure all staff are aware of any changes to lockdown procedures and staff are clear about individual roles and responsibilities.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If staff are operating on a rota system ensure systems are in place to inform them each day of their responsibilities in an emergency, including the unlocking of fire doors and external gates for evacuation or the locking of doors in a lockdown.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>In an emergency, an accident or fire, people do not have to stay 2 metres apart if it would be unsafe to do so. <a href="#">Fire Safety for schools during Covid-19</a></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p><b>First Aid</b> People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands for at least 20 seconds.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>• First aid to be provided, where possible, outdoors.</li> <li>• First aider to wear gloves and mask if working at head height of child</li> <li>• PPE for all staff in place, suitable masks available, all labelled for individual identification.</li> <li>• First aider at work refreshed in March with guidance on new systems and emergency protocols (FS)</li> </ul>
<p>First Aiders must follow the government guidance for <a href="#">First Responders</a> which includes guidance on PPE, providing assistance to unwell individuals etc.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>Make arrangements to obtain sufficient supplies of PPE for first aiders including disposal gloves and aprons and fluid repellent surgical face masks.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>Schools should review their <a href="#">First Aid Needs Assessment</a> prior to 1 June taking into account the numbers of occupants in the school, staffing levels and any additional PPE requirements when 2 metre distance cannot be maintained.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	

<b>Topic</b>	<b>Managing individual displaying symptoms</b>
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**Objective:** To ensure arrangements are in place to safely deal with a pupil or member of staff who is displaying symptoms

[Coronavirus \(COVID-19\): guidance for educational settings](#)

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Minimise contact with individuals who are unwell by ensuring that those who display coronavirus symptoms, or who have someone in their household displaying symptoms, who does, do not attend childcare settings, schools or colleges.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations Staff will remain vigilant for signs of anyone with a new, continuous cough or a high temperature.</li> <li>• The parents/carers of any child displaying these symptoms will be contacted and they will be required to collect their child immediately.</li> <li>• Any adult displaying symptoms will be sent home immediately. If they are too unwell to make the journey home safely alone, a member of their household will be contacted to collect them immediately.</li> <li>• Any child or adult awaiting collection will be moved to the Reception area.</li> </ul>
If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care before they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If contact with the pupil displaying symptoms is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, by a person displaying symptoms then eye protection should also be worn.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	
Education settings should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<ul style="list-style-type: none"> <li>• Adult supervision will be provided, maintaining social distancing. The windows will be opened to allow ventilation.</li> <li>• If a child or adult awaiting collection requires the bathroom, they will use the accessible bathroom in the Owl room which will be cleaned immediately after and disinfected before being made available to anyone else.</li> <li>• PPE (apron, gloves and face mask) will be worn by any member of staff caring for a child or adult who is displaying symptoms.</li> <li>• Once the child or adult has left, the Reception area will be cleaned and disinfected. Any staff members involved in this process will use PPE and will wash their hands thoroughly, for 20 seconds, afterwards.</li> <li>• The child or staff member will self-isolate for 7 days and will not return to the school during that period.</li> <li>• The household members of the child or staff member will need to self-isolate for 14 days. Any siblings will not be allowed back into school until this period has lapsed.</li> <li>• Anyone who displays symptoms should arrange to have a test to check if they have coronavirus and can access a test through the below link: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</a></li> <li>• Their household contacts should also self-isolate for 14 days from when they first developed symptoms.</li> </ul>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<ul style="list-style-type: none"> <li>• If they test negative, they and their household contacts can end their self-isolation.</li> <li>• If they test positive, they and their household contacts will need to continue to self-isolate</li> <li>• non-household close contacts in the educational setting should self-isolate for 14 days from when they first developed symptoms</li>   <li>• If the child or staff member tests negative, they can return to school and their household members can end their isolation.</li> <li>• Where a child or staff member tests positive for coronavirus, the rest of the children and staff members within their bubble group will be sent home and advised to self-isolate for 14 days. The other household members of staff or children in the group do not need to self-isolate unless the child or staff member subsequently develops symptoms.</li> <li>• The bubble room where the child or adult is based will undergo deep cleaning within 24 hours where possible. It will not be accessed by another group until this has taken place.</li> <li>• As part of the national test and trace programme, if other cases are detected within the school, Public Health England’s local health protections teams will conduct an urgent investigation and will advise the school on the most appropriate action to take.</li> </ul>

<b>Topic</b>	<b>Contractors and visitors</b>
<b>Objective:</b> To minimise the number of unnecessary visitors into school. To reduce transmission through contact with objects that come into School.	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<b>Contractors</b> Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies or hygiene suppliers.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>• External visitors will be limited to those absolutely necessary.</li> <li>• To limit contact, any visits by contractors or SLA providers will be asked to attend by appointment outside of school hours</li> <li>• A distance of at least 2 metres will be maintained with all visitors</li> <li>• Visitors will be asked to adhere to the school hygiene policy of washing hands on arrival and before leaving for at least 20 seconds</li> </ul>
Encourage visits via remote connection/working where this is an option. Only essential face to face visitors should be given access.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
The number of visitors at any one time must be limited. Consider limiting visitor/contractor times to a specific time window.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Discuss with your building surveyor, property consultant or contractor if essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services after school hours.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Review the contractor site rules to include hygiene and social distancing requirements.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider how essential contractor information can be conveyed such as the asbestos survey whilst adhering to strict hygiene rules. For example, laminate key information and instructions to enable it to be wiped down following use.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>All contractors or visitors to make appointments in advance of arriving at the school</li> <li>Any contractor who does not adhere to the above guidance will not be allowed access to the site.</li> </ul>
Have arrangements in place for all visitors to wash their hands, or provide hand sanitizer for them use upon entering the building.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Where possible use alternative points of access to limit the areas that contractors must pass through.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	
Sign in procedures should be reviewed to limit the risk of transmission from shared pens or touch screens.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<b>Deliveries</b> Devise cleaning procedures for goods and merchandise entering the site.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>All deliveries to be left at the gate following notification to the office</li> <li>Staff to spray and clean all boxes arriving to reduce transfer risks.</li> </ul>
Introduce greater handwashing for staff handling goods and merchandise or provide hand sanitiser where this is not practical	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Review pick-up and drop-off collection points, procedures, signage and markings.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<ul style="list-style-type: none"> <li>All additional cleaning and disinfecting goods purchased in bulk ready for delivery on 1<sup>st</sup> June</li> </ul>

Topic	Communication
<b>Objective:</b> To ensure people understand COVID 19 related safety procedures.	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Consider what guidance and training is required for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements. This includes information and instruction on the use and disposal of PPE.</p> <p>Posters and Videos are available showing <a href="#">how to don and doff PPE</a></p>	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>Risk assessment to be provided to all staff following approval by SLA and governors via ParentMail</li> <li>Guidance from Covid-19 consultant via NAHT on reducing transfer provided to all staff</li> </ul>



Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<ul style="list-style-type: none"> <li>• The SLT will contact each staff member to ascertain availability from 1st June and to offer reassurance and provide an opportunity to discuss the plan.</li> <li>• Audit staff availability giving due regard to the government categories of clinically vulnerable and clinically extremely vulnerable adults:</li> <li>• Clinically vulnerable adults (people with some pre-existing conditions as set out in the staying at home and away from others guidance) should take extra care in observing social distancing and will work from home as far as possible. This includes pregnant women. They will be responsible for supporting Home Learning and lesson planning and could be provided with activities and resources to put together to support other staff.</li> <li>• Clinically extremely vulnerable adults (those with serious underlying health conditions that put them at very high risk of severe illness from coronavirus and have been advised through their clinician or through a letter) should rigorously follow shielding measures and will not be required to work outside of their homes. They will be responsible for supporting Home Learning and completing online training.</li> <li>• If a member of staff lives with someone who is extremely clinically vulnerable, school will ensure they can work from home to support Home Learning and planning and complete online training as directed.</li> <li>• Member of staff who lives with someone who is clinically vulnerable, including those who are living</li> </ul>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		with someone who is pregnant, can attend work and their availability will be assumed.
Establish reception staff responsibilities relating to COVID-19 and the communication of procedures. Provide any necessary training for reception staff on revised visitor site rules & procedures.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>• Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>• Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations</li> <li>• Risk assessment and guidance provided to reception staff via ParentMail and in person on first day back.</li> <li>• In the event of a catastrophic outbreak of illness and staffing levels falling dramatically, meaning the plan cannot be implemented, the headteacher will contact the local authority for advice.</li> </ul>
Review entry and exit routes for visitors and contractors to minimise contact with other people.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Familiarise yourselves with government guidance on managing individuals displaying symptoms. Communicate local procedures for managing individuals displaying symptoms.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Provide clear, consistent and regular communication to improve understanding and consistency of new ways of working.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Engage with staff through existing communication routes to explain and agree any changes in working arrangements.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Develop communication routes and training materials for staff prior children returning in June.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Develop procedure for closure of school at short notice if for example staff levels fall to an extent where safety cannot be assured.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Topic	Additional considerations for Early Years Settings	
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Early years settings should consider how they can keep small groups of children together throughout the day.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	<p>See above as well as:</p> <ul style="list-style-type: none"> <li>Initial set up to be started on 1<sup>st</sup> June with provision and allocation of additional cleaning equipment and PPE.</li> <li>Staff to be trained and familiar with revised safety procedures and policies throughout first notified week back. Reviewed on going and revised as more information received from DfE, government and PHE.</li> <li>Review on going through this first week with existing key worker children and vulnerable to check systems clear and in place, trials of staggered drop offs and pick ups run to see for any critical issues or alterations before more children are brought back</li> <li>The staff numbers audit will be repeated each week to ensure up-to-date information about staff availability supports the SLT to plan for increased opening and the set up of separate bubbles – 4 if no issues on review at around 3 weeks.</li> <li>Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools Advisory Service;</li> <li>Current risk assessments are referenced for pupil activities/work tasks to be undertaken and a dynamic risk assessment is completed to consider the impact</li> </ul>
Where at all possible groups of children should not mix.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Where the physical layout of a setting does not allow children to be kept in small groups, and/or to avoid mixing of children between groups, we expect Early Years Settings to exercise judgement in ensuring the highest standards of safety are maintained.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
In some cases it may be necessary for settings to introduce a temporary cap on numbers, to ensure that children are kept in small groups, and to avoid mixing of children between groups.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts should be stored away.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Multiple groups of children cannot use play equipment simultaneously.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
		<p>on safety due to reduced staffing levels and to clarify what control measures need to be implemented. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative one will need to be done instead;</p> <ul style="list-style-type: none"> <li>• A DSL (Designated Safeguarding Lead) for safeguarding will be at school each day.</li> <li>• The SENDCo will be available on site or via telephone each day.</li> <li>• There will be at least one member of the office staff at school every day.</li> <li>• Staff must not come into school if they have coronavirus symptoms or should go home immediately if they develop then whilst at work. Isolation advice will be followed and deep cleaning of possible infected areas will take place.</li> <li>• Where teaching or support staff availability does not meet the requirements of the plan, regular supply staff will be contacted to provide consistent cover for a group.</li> <li>• Where cleaning staff availability does not meet the requirements of the plan, cleaning agencies will be contacted if it is not possible for school staff to complete the requirements.</li> </ul>