

**Coronavirus (COVID-19): Risk Assessment Action Plan for full school opening from
2nd September 2020 for Hollinswood Primary School & Nursery**

Assessment conducted by: Glenn Atkinson Kath Osborne Donna O'Reilly	Job title: Headteacher Job title: Deputy Headteacher Job title: School Business Manager	Covered by this assessment: See sole purpose.
Date of assessment: 25/05/2020	Date of next review: 01/06/2020 Reviewed: 05/06/2020 Reviewed: 19/06/2020 Reviewed: 15/07/2020 (Incorporates version 1 (09/07/2020 updates) Reviewed: 04/09/2020 Reviewed: 19/11/2020 (Incorporates version 2 (04/11/2020 updates) Reviewed: 05/01/2021 (Incorporates supp version for beg of Spring Term 2021 Phase 3)	This document was written on 18th May 2020 and you must ensure you are completing the newest format

The sole purpose of this risk assessment is to support schools for all pupils in all year groups to return to school full time from the beginning of the autumn term, **while reducing the risk of coronavirus transmission**

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
 - As of 5th January 2021 during national lockdown, Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.
 - <https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-school-college-and-university>
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Key:																							
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken.																						
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.																						
Risk Controls:	<p>The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Contextual information for November 2020 as at 05/01/2021 is as follows:</p> <table border="1"> <tr> <td>Total School Year Group:</td> <td>Haughton Hub Children:</td> </tr> <tr> <td>Yr 6 – 58</td> <td>Yr 6 – 1</td> </tr> <tr> <td>Yr 5 – 61</td> <td>Yr 5 – 3</td> </tr> <tr> <td>Yr 4 – 59</td> <td>Yr 4 – 1</td> </tr> <tr> <td>Yr 3 – 54</td> <td>Yr 3 – 1</td> </tr> <tr> <td>Yr 2 – 60</td> <td>Yr 2 – 0</td> </tr> <tr> <td>Yr 1 – 53</td> <td>Yr 1 – 0</td> </tr> <tr> <td>Yr R – 44</td> <td>Yr R – 0</td> </tr> <tr> <td>Nur AM – 12</td> <td>Nur AM – 0</td> </tr> <tr> <td>Nur PM – 12</td> <td>Nur – PM – 0</td> </tr> <tr> <td>Nur 30 Hrs – 6</td> <td>Nur 30 Hrs – 0</td> </tr> </table>	Total School Year Group:	Haughton Hub Children:	Yr 6 – 58	Yr 6 – 1	Yr 5 – 61	Yr 5 – 3	Yr 4 – 59	Yr 4 – 1	Yr 3 – 54	Yr 3 – 1	Yr 2 – 60	Yr 2 – 0	Yr 1 – 53	Yr 1 – 0	Yr R – 44	Yr R – 0	Nur AM – 12	Nur AM – 0	Nur PM – 12	Nur – PM – 0	Nur 30 Hrs – 6	Nur 30 Hrs – 0
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Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.																						
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.																						
Responsible person:	<p>The identified staff member(s) responsible for implementing the risk controls</p> <p>Head Teacher Sign ...Glenn Atkinson..... Date05/01/2021.....</p> <p>Chair of Governors signJenny Evans..... Date05/01/2021.....</p>																						
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting . Individual schools can then personalise to their own setting.																						
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.																						

Risk Description/ Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email /text as necessary. Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email. <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	M	L	Head	Ongoing	Chair
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/pupils are aware of current actions and requirements and reminded frequently using school communication systems (ParentPay, Email, Website, Twitter and Phone) Head teacher to share risk assessment with all staff/Governors. Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	M	L	Head/Admin	Updated following review and posted immediately.	Chair
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated. 	M	L	Head/SBM	Ongoing	Head/Chair

		<ul style="list-style-type: none"> All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ➤ Health and Safety Policy ➤ Infection Control Policy ➤ First Aid Policy ➤ Intimate care policy ➤ Behaviour policy ➤ Business Continuity/Resilience <p>These policies can be found at the following file location: L:\Staff Resources\Whole school documents\School Policies - New</p> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. A comprehensive and current list of key staff members available each day Staff are made aware of the school's infection control procedures in relation to coronavirus via email Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon 			SBM	01/09/2020	
					Head	01/09/2020	
					Deputy	01/09/2020	
					Deputy	01/09/2020	
					Deputy	01/09/2020	
					Head/Admin	17/07/2020	

		<p>as possible if they believe their child has been exposed to coronavirus</p> <ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning they return. All are informed that they must tell a member of staff if they begin to feel unwell • Electronic briefing issued to staff as and when needed. <p><i>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</i></p>			Teachers/TAs	01/09/2020	
					Head/Deputy	Ongoing	
Clinically Extremely Vulnerable (CEV) individuals	H	<ul style="list-style-type: none"> • Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus • Staff - Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) • HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. As from 5th January 2021 staff that have been identified as CEV have been asked to shield again should work from home if their role allows, if their role does not allow working from home they should remain at home and not attend the work place. • In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. • Pupils – As from 5th January 2021 pupils that have been identified as CEV will be reviewed to identify if 	L	L	Head	01/09/2020 and Ongoing	Chair

		they are still considered CEV, if they are, they will be asked to shield again and should not attend school.					
Clinically Vulnerable Staff and Pupils	H	<ul style="list-style-type: none"> Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. See further guidance in CEV and CV guidance and up dated risk assessment 	L	L	GA	01/09/2020 and ongoing	Chair

<p>Poor hygiene practice in school - General</p>	<p>H</p>	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) <ul style="list-style-type: none"> - Pupils and Staff to wash their hands with soap - When they arrive at school, - When they return from breaks, - When they change rooms, - Before and after eating. • for no less than 20 seconds • School to use the E-Bug material • Teachers to reiterate key messages in class-time to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas 	<p>M</p>	<p>L</p>	<p>Admin</p> <p>Teachers</p> <p>Teachers Teachers</p> <p>Admin</p> <p>Whole School</p> <p>Admin/ Caretaker/ Cleaning</p> <p>Teachers/TAs</p>	<p>01/09/2020 And Ongoing</p>	<p>Head</p>
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	<ul style="list-style-type: none"> • Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Door handles, doors and toilets are cleaned during the day (minimum of two additional cleans) and as part of the cleaning regime paper/hand towels are refilled regularly. • The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine • Establish a culture of hand hygiene <ul style="list-style-type: none"> - Teach and reinforce hand washing with soap and water for at least 20 seconds - Build time into daily routines for students and staff to wash hands - Consider making hand sanitizers with at least 60% alcohol available - Promote hand hygiene throughout the school • Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents. Points to consider and implement: <ul style="list-style-type: none"> ○ Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: ○ More frequent cleaning of rooms and shared areas that are used by different groups ○ Frequently touched surfaces being cleaned more often than normal ○ Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be 			Whole School		
				Whole School		
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				Whole School		

		<p>considered but is not a requirement if the site does not allow for it</p> <ul style="list-style-type: none"> o Ensuring that you understand contact time for cleaning chemicals o That any cleaning chemical is appropriate for the task being used for o Undertake a COSHH assessment if using new products <p>Follow T&W cleaning in school guidance <i>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</i></p>			Whole School		
Poor hygiene practice in school - Hand Hygiene	H	<ul style="list-style-type: none"> • Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, See guidance above. • Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement: <ul style="list-style-type: none"> - Whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly. – Additional sinks have been installed during the summer holiday in the breakout areas of classrooms where needed. - Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. - Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. 	M	L	Teachers Whole School Head/SBM Teachers Teachers	01/09/2020 and Ongoing	Head

		<ul style="list-style-type: none"> Establish a culture of hand hygiene (See above) Follow the new updated cleaning guidance for educational settings 			Whole School		
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> Clear signage in place regarding social distancing (Updated posters etc) Barriers/screens to be used by reception staff when dealing with parents/visitors/ contractors (The glass screens can be opened to speak to parents/visitors/ contractors if needed, although admin staff must still observe the 2 meter distance rule) Admin staff to take a daily register of staff replacing the system of staff signing in. Areas touched to be wiped down Discourage parents from entering the school building Reduce the amount of people accessing reception area at any one time Rearrange/remove furniture in reception area to facilitate social distancing. Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority Follow the new updated cleaning guidance for educational settings <i>As a result, reception staff are protected.</i> 	M	L	Admin Caretaker Admin/ Caretaking	01/09/2020 and Ongoing	Head/ SBM
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> Ensure distancing is maintained between desks in office areas Tissues/hand sanitiser to be available in office locations Staff to wash hands/use hand sanitizer provided on entry/arrival at school Each individual is responsible for wiping down their own work area before and after use. 	M	L	Admin	01/09/2020 and Ongoing	Head/ SBM

		<ul style="list-style-type: none"> • Shared equipment such as photocopiers to be included in the cleaning checklist and cleaned at key times of the day (Not after each individual use). • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority • Follow the new updated cleaning guidance for educational settings <p><i>As a result, office practice in office spaces limits the risk of the spread of any infection.</i></p>					
System of Controls - Prevention	H	<ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Where recommended, the use of face coverings in schools. See face masks and face coverings guidance 3) Clean hands thoroughly more often than usual. See cleaning and hand hygiene guidance 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. See cleaning and hand hygiene guidance 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. See cleaning and hand hygiene guidance 6) Minimise contact between individuals and maintain social distancing wherever possible. See social distancing guidance. 7) Where necessary, wear appropriate personal protective equipment (PPE) See PPE guidance, provision table and forms 8) Always keeping occupied spaces well ventilated. See Ventilation guidance 	M	L	Whole School	01/09/2020	Head

		<p>Numbers 1 to 5, and number 8 must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p> <p>See details of actions here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce</p>					
System of Control - Responsive	H	<p>9) Engage with the NHS Test and Trace process. By notifying the Health Protection Hub (HPH) by completing the online notification form https://apps.telford.gov.uk/testandtrace/</p> <p>Follow guidance for use of NHS test and trace app within school</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. As above follow guidance received from HPH or PHE</p> <p>11) Contain any outbreak by following local health protection team advice. Take part in Incident Management Team meetings as requested by HPH or PHE.</p> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>	M	L	Whole School	01/09/2020	Head
Poor hygiene practice –	H	In line with government advice:	M	L	Head/Admin	01/09/2020	Head

<p>specific - spread of potential infection at the start of the school day.</p>		<ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day from week beginning 31st August 2020 (1st September 2020.) <ul style="list-style-type: none"> - Entry – 8:45am (All) - Leave – 3:00pm (Bushell) - Leave – 3:05pm (Farah) • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival from week beginning 31st August 2020 (1st September 2020.) • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities • All staff to wash hands/use hand sanitizer provided on entry/arrival at school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Issue information to pupils in relation to restrictions on their movement around the site • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority 			<p>Teachers/TAs</p> <p>Whole School</p> <p>Head/Admin</p> <p>Head/ Teachers</p> <p>Admin/ Caretaker/ TAs</p> <p>Whole School</p>		
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		<i>As a result, the risk of infection is reduced as pupils and staff arrive at school.</i>					
Poor hygiene practice – specific – toilet/changing facilities.	H	<ul style="list-style-type: none"> • Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools) • Stocks of PPE to be held centrally (Offices & Staff Rooms) and Locally (Phases) • All changing surfaces to be cleaned before and after each use • Nappies to be disposed of in yellow bags and placed in designated bins for collection by PHS. • Staff to follow specific intimate care procedures (See Intimate Care Policy) • Any soiled clothes are put into a bin liner (double bagged) and sent home. • Restrict numbers of children using the toilets to ensure 2m social distancing is maintained • Provide paper towels (less risk of aerosol) • Prop doors open where possible to reduce hand contact surfaces • Assess the school’s ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p><i>As a result, safe practices are followed, and the risk of infection is reduced for staff and pupils.</i></p>	M	H	Teachers/TAs Admin TAs TAs Teachers/TAs TAs Teachers/TAs Caretaker/ Admin Head Whole School	01/09/2020	Head/ Chair
Poor hygiene practice – specific - end of the school day.	H	<ul style="list-style-type: none"> • Issue information to parents about departure procedures, including safe pick-up. • Inform pupils and parents of their allocated times for the end of their school day from week beginning 31st August 2020 (1st September 2020.) • Inform pupils and their parents of the allocated exit points and pick-up points from 31st August 2020 (1st September 2020.) 	M	H	Head/Admin Admin/ Teachers Admin/ Teachers Head/Admin	01/09/2020	Head/ Chair

		<ul style="list-style-type: none"> • Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely. • Assess the school's ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, <ul style="list-style-type: none"> - A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) - A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) - A change to their normal sense of taste or smell (anosmia) - Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub <p>They must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools) 	M	H	Whole School Admin Admin	Ongoing	Head/ Deputy

		<ul style="list-style-type: none"> • All staff are informed of the procedure in school relating a pupil becoming unwell in school (Whole School Staff Training provided on 01/09/2020) • Any pupil who displays signs of being unwell is immediately referred to (not sent to) Admin/GA/KO. • Any staff member who displays signs of being unwell immediately refers themselves to Head/Deputy and is sent home (See guidance on Dealing with incidents at school) • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. (Staff Room for Bushell Site and Base 16 for Farah Site) • School admin team to contact parents. System reviewed on the 15th June 2020. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. See link above. • If a pupil needs to use the toilet, they should use a separate toilet (Mens/Disabled toilet at Bushell Site and Disabled toilet at Farah Site) which will be cleaned after use by the member of staff who is looking after the sick child. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn. (Stocks of PPE will be kept centrally (Offices) and locally (Phases)) 			<p>Whole School</p> <p>Admin</p> <p>First Aider</p>		
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		<ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance by walkie talkie immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in the designated sick rooms (Staff Room for Bushell Site and Base 16 for Farah Site) where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected (Combined detergent and disinfectant) once vacated. • Following a suspected case the Head to follow the guidance. See link to documents here: https://telfordeducation.sharepoint.com/sites/TAW204/Shared%20Documents/Admin/COVID-19/ACTIONS%20TO%20TAKE%20IN%20SUSPECTED%20OR%20CONFIRMED%20CASES • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority • Antibody testing email sent by COVID-19 email on 20/08/2020. See link here: https://telfordeducation.sharepoint.com/sites/TAW204/Shared%20Documents/Admin/COVID-19/ACTIONS%20TO%20TAKE%20IN%20SUSPECTED%20OR%20CONFIRMED%20CASES/Email%20from%20HPU%20-%20Antibody%20Testing%20-%2020th%20August%202020 • Engage with the NHS Test and Trace process. • Manage confirmed cases of coronavirus (COVID-19) amongst the school community. • Contain any outbreak by following local health protection team advice. 			<p>Head</p> <p>Whole School</p> <p>Whole School</p> <p>Admin Head</p> <p>Head</p>		
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		<ul style="list-style-type: none"> • These points must be followed in every case where they are relevant. • Schools should use the notification form to notify the HPH of any positive cases within staff members. <ul style="list-style-type: none"> - Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc can book a PCR test by selecting the option " local Authority required me to test" <p>If schools doesn't have its own Rapid testing facility then asymptomatic staff members can book a rapid test using this link below. This can be done weekly http://orlo.uk/Y5LBC</p> <p><i>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</i></p>			Admin Whole School Whole School		
Local restrictions tiers and National Lockdown Additional implications	H	<ul style="list-style-type: none"> • As of 5th January 2021, during national lockdown, Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term. • Education settings will remain open in local restriction tiers 1,2, 3 and 4, see more in the Local restriction tiers: what you need to know guidance. <p>Local restriction tiers: 2, 3 or 4</p> <ul style="list-style-type: none"> - When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger 	M	H	Whole School	05/01/2021	Head

		<p>children in primary schools and in early years settings.</p> <ul style="list-style-type: none"> - In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances. - All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. - All staff can continue to attend school in local restriction tiers 1, 2 and 3. - Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour. - Review PE, sport and physical activity in school/s moved into tier 4 - Schools should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers. - Schools in local restriction tier 3 and 4 areas should not host performances with an audience 					
Personal Protective Equipment	H	<ul style="list-style-type: none"> • Review your provision of PPE • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • More information on PPE use can be found in the safe working in education, childcare and children's social 	M	H	Admin/ Whole School	05/01/2021	Head

		care settings, including the use of personal protective equipment (PPE) guidance.					
Face coverings	H	<ul style="list-style-type: none"> Ensure where there is a need for face coverings in the school the control is implemented. Ensure that the face covering is appropriate for the task intended. Face shields alone are not deemed to be face coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth. Where recommended, use of face coverings in schools - See further advice in the Face Coverings guidance. In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided. <p>Local restriction tiers: 2, 3 or 4</p> <ul style="list-style-type: none"> In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances. Exemptions -Some individuals are exempt from wearing face coverings. 	M	H	Admin/ Whole School	05/01/2021	Head

<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>H</p>	<ul style="list-style-type: none"> • Review your bubble sizes and how you manage them throughout the school day. Bubble sizes should be kept as small as possible. • Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. • The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on: <ul style="list-style-type: none"> - Children's ability to distance - The lay out of the school - The feasibility of keeping distinct groups separate while offering a broad curriculum • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend • Leaders to calculate capacities of classrooms. • Unlike older children and adults, 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, we are taking this into account. Schools should therefore work through the hierarchy of measures set out; <ul style="list-style-type: none"> - Avoiding contact with anyone with symptoms - Frequent hand cleaning and good respiratory hygiene practices - Regular cleaning of settings - Minimising contact and mixing 	<p>M</p>	<p>M</p>	<p>Head</p> <p>Head/Admin</p> <p>Head/Deputy Head/Deputy /Early Years Staff</p>	<p>01/09/2020</p>	
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		<p><i>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small groups stay away from other people and groups.</i></p> <ul style="list-style-type: none"> • Timetable reviewed and refreshed and programme communicated to teachers and staff • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms • Leaders to consider how best to supplement remote education with face-to-face support for pupils. • It is likely that for younger children the emphasis will be on separating groups and for older children, it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Points to consider <ul style="list-style-type: none"> - How to group children - Measures within classrooms - Measures elsewhere - Measures for arriving and leaving school <p>See details of actions here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce</p> <p><i>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</i></p>			Head/Deputy /Teachers		
Mental Health and Wellbeing for pupils	H	<ul style="list-style-type: none"> • Where year groups are returning to school we would expect leaders and teachers to; 	L	L	Head/Deputy /SLT/SENCO/ Inclusion	Ongoing	Head/ Deputy/ Chair

		<ul style="list-style-type: none"> - Consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn - Assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks - Identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils - The government has recently launched the <u>Wellbeing for Education Return programme</u>, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school. - Local authorities have received funding to employ skilled staff to deliver the training to schools and provide ongoing advice and support from the autumn until March 2021. 			Leaders/ Teachers/TAs		
A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> • The Head teacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. • See advice in Dealing with Incident procedure • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). • Follow guidance from the Test and Trace team in the Health Protection Hub 	M	L	Head	Ongoing	Head/ Chair

		<ul style="list-style-type: none"> - Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> o Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) o Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual o Travelling in a small vehicle, like a car, with an infected person - They will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. <p><i>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</i></p>					
Insufficient staff to run face-to-face sessions for pupils. Supply Teachers and Temporary Staff	H	<ul style="list-style-type: none"> • Individual risk assessment to be completed for staff in high-risk category exposure to Coronavirus (COVID – 19) (See individual risk assessments) • Leaders to ensure that they have a complete list of adults for their school • Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. 	M	M	Head Head/SBM Whole School Head/Deputy	Ongoing	Head/Chair

		<i>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</i>					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> Staggered starts to be put in place for break time. Allocated outdoor areas for each year group to be identified for break time and lunchtime Pupils advised not to play contact games at break time or lunchtime. Shared outdoor equipment to be allocated to Yr groups and cleaned. Tables to be cleaned prior to use, between year groups and at the end of session Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <i>As a result, the risk of infection during unstructured time is reduced.</i>	M	M	Teachers/TAs /Crossbar Catering Team Whole School	Ongoing	Head/ Deputy
Spread of infection in classrooms/ shared areas.	H	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and corridors All soft furnishings and items that are hard to clean to be removed Tissues and hand sanitiser to be located in each classroom/learning space Bins to be emptied when full or at the end of the day, whichever comes first. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open Where possible, windows to be opened to provide ventilation. Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use 	M	H	Whole School	01/09/2020	Head/ Deputy

		<ul style="list-style-type: none"> • Shared teaching resources to be cleaned prior to and after use. • Staff using Milton (Bleach product) to follow instructions and wear protective clothing, i.e. aprons/gloves • Staff using steamers to follow manufacturer’s guidance and not to use it when children are present and be aware of their own safety. • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area. • Staff to be reminded as and when needed to adhere to social distancing at all times. • Hand sanitiser to be in place at photocopiers/shared keyboards /telephones etc • Staff and pupils must take home plates, cups, water bottles etc to wash. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete, notify the Local Authority • Bubbles will be up to the size of 2 classes • Stagger movement around classroom • Staff to maintain social distancing • Individual equipment such as pens and pencils allocated for each pupil • Allocate items such as books/toys to bubbles, to avoid mix use • Shared equipment such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours • Ideally, adults should maintain 2 meter distance from each other, and from children. This may not always be 			<p>Head</p> <p>Head</p> <p>Admin</p> <p>Whole School</p> <p>Whole School</p> <p>Head/Deputy Head/ Teachers</p>		
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		<p>possible with younger children or children with complex needs</p> <ul style="list-style-type: none"> • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups • Make small adaptations to the classroom including moving unnecessary furniture out of classrooms, outside spaces and corridors to make more space • Avoid large gatherings such as assemblies • Adapt timetables to avoid creating busy corridors • Follow the new updated cleaning guidance <p><i>As a result, the risk of infection to staff and pupils in classrooms is reduced.</i></p>					
Ventilation Keeping occupied spaces well ventilated	H	<ul style="list-style-type: none"> • Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. • Review ventilation within the school • See further information in Ventilation guidance. • This can be achieved by a variety of measures including: <ul style="list-style-type: none"> - Mechanical ventilation systems) - Natural ventilation 	M	H	Whole School	05/01/2021	Head
Music Lessons	H	<ul style="list-style-type: none"> • Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments, or shouting. This applies even if individuals are at a distance. <ul style="list-style-type: none"> - Play/sing outdoors where possible - Position pupils back to back or side to side - In-Harmony not scheduled to be in school until the Spring Term 2021 • Schools should note that there is now some evidence that additional risk can build from aerosol transmission with volume and with combined numbers of individuals 	M	M	Head/Deputy /Music Co-Ordinator	01/09/2020	Head

		<p>within a confined space. This is particularly evident for singing and shouting. Measures to consider</p> <p>Activities Outdoors</p> <ul style="list-style-type: none"> - Playing instruments and singing in groups should take place outdoors wherever possible. <p>Activities Indoors</p> <ul style="list-style-type: none"> - If indoors, consider limiting the numbers to account for ventilation of space and the ability to social distance - If indoors use a room with as much space as possible, for example, larger rooms; rooms with high ceilings - It is important to ensure good ventilation <ul style="list-style-type: none"> • Singing, wind and brass playing – should not take place in larger groups such as choirs and assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including any audiences) and strict social distancing must apply. • Social Distancing – In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. • Seating positions – Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. • Microphones – Use microphones where possible or encourage singing quietly • Handling Equipment and instruments – Measures to be considered when handling equipment, instruments; 					
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		<ul style="list-style-type: none"> - Handwashing – increase before and after handling - Avoiding sharing of instruments – Place name labels on equipment to help identify the designated user. If instruments and equipment have to be shared, disinfect regularly (including any cases, handles, props, chairs and music stands) and always between users. - Music scores, parts and scripts should be individual use 					
Physical Activities	H	<ul style="list-style-type: none"> • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils any paying scrupulous attention to cleaning and hygiene. • Schools should refer to the following guidance: <ul style="list-style-type: none"> - Guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport - Advice from organisations such as the Association for Physical Education and the Youth Sport Trust - Guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents - Using changing rooms safely 	M	M	Head/ Deputy/ Teachers/ Crossbar	01/09/2020	Head
Breakfast club/After school provisions	H	<ul style="list-style-type: none"> • Schools should be working to resume any breakfast and after school provisions. If external wraparound provider the school should be working closely with them, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day. • Where this is not possible, or it is impractical to group children in the same bubbles as in the school day, they 	M	M	Head/Deputy /Breakfast Club Leader	01/09/2020	Head

		<p>should keep children in small consistent groups with the same children each time, as far as possible.</p> <ul style="list-style-type: none"> Schools can consult the guidance produced for <u>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children.</u> 					
Poor pupil behaviour increases the risk of the spread of the infection.	H	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school (Updated and distributed to staff on 19/05/2020) Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence (See above) Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. Follow T&W PPE guidance <p><i>As a result, pupils and staff understand the behaviour policy/individual plans in context.</i></p>	L	L	Teachers Head/Deputy Teachers	Ongoing	Head/Deputy
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> Leaders and staff should review individual pupils' handling plans, including the use of PPE (see PPE guidance) Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Plans should be understood, shared and followed consistently by all staff working with those pupils. Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. 	L	L	SENCO Inclusion Leaders	Ongoing	Head/Deputy

		<ul style="list-style-type: none"> Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity. Follow T&W PPE guidance <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	L	L	SENCO	Ongoing	Head/Deputy
Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils. Safeguarding supervision meeting held on 4th June 2020 and Safeguarding overview updated. Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns. Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	L	M	DSLs	Ongoing	Chair
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed. Propping Open Fire Doors - Extract from CIBSE guidance. (See Andy Baker Email 12/08/2020) 4.1.1 Open external doors to boost ventilation <ul style="list-style-type: none"> For small buildings with limited ventilation openings such as small shops or offices within a secure compound, external doors may be used to increase ventilation as long as care is taken over security. Propping open internal doors may be 	L	L	Head/Deputy /SBM	01/09/2020	Chair of H&S Committee

		<p>appropriate where it delivers a significant increase in air movement and ventilation rate. It is important to note that fire doors should not be propped open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire.</p> <ul style="list-style-type: none"> • From September 2020 school to revert back to pre-covid arrangements. • Practice fire drill completed by end of second week and results recorded • Leaders to communicate procedures to all staff (Training 02/06/2020) • Staff to communicate emergency evacuation procedures to pupils. <p><i>As a result, social distancing is maintained in the event of an emergency evacuation.</i></p>					
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening (Checklists completed at stated times of the day by staff) • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Key work/communal areas to be cleaned after break time and lunch time. • TAs to monitor areas such as toilets for refills etc. • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority 	M	M	<p>Head/SBM/ Cleaning</p> <p>Head/Deputy /SBM</p> <p>TAs Cleaners</p> <p>Whole School</p>	<p>01/09/2020</p> <p>Ongoing</p>	<p>Head</p> <p>Head</p>

	<ul style="list-style-type: none"> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. See above Poor hygiene practice in school – General • <u>Disinfecting using fog, mist, vapour or ultraviolet (UV) systems during the coronavirus pandemic</u> During the coronavirus (COVID-19) pandemic, fog, mist, vapour or UV treatments may be suitable options to help control the spread of the virus, by cleaning and disinfecting a larger space or room. Any use of these treatments for these purposes should form part of your COVID-19 risk assessments. <ul style="list-style-type: none"> - Users must be competent and properly trained. - Under no circumstances should people be sprayed with disinfectants - Only use products authorised in the UK - Choose the correct treatment - Do not disinfect large outdoor spaces - Rooms treated by UV or disinfectants applied as a fog, mist or vapour should be empty and sealed off to avoid risk of human exposure to the potentially harmful treatments. - https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm • Follow the new updated cleaning guidance. • By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance. • Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task. <p><i>As a result, high standards of cleanliness are maintained in school.</i></p>					
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Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • Pre-questionnaire completed by professional visitor • All contractors/visitors to sanitize hands on entry to the school site • Contractors and visitors are directed to specific/ designated handwashing facilities if working in school • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash/sanitize hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. <p><i>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</i></p>	L	L	Admin	Ongoing	Head/SBM
Professional Visitors	H	<ul style="list-style-type: none"> • All visitors to be checked to ensure that they are essential visitors prior to entry to the school • Pre-questionnaire completed by professional visitor • Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils 	L	L	Admin	Ongoing	Head/SBM

		<ul style="list-style-type: none"> • All professional visitors to wash hands on entry to the school site • Professional visitors are directed to specific/designated handwashing facilities • All areas in which Professional visitor work are cleaned in line with government guidance • Professional visitors to bring own food, drink and utensils onto site. • Professional visitors to be responsible for cleaning their own equipment and personal belongings <p><i>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</i></p>					
Educational Visits	H	<ul style="list-style-type: none"> • No overnight or overseas educational visits • Non-overnight domestic educational visits can resume • Pupils to be kept to the school bubbles • Destination should be COVID-secure • See email from Jo Barnett (16/07/2020) https://telfordeducation.sharepoint.com/sites/TAW204/Shared%20Documents/Admin/COVID-19/Risk%20Assessments%20and%20Health%20and%20Safety%20Info/Educational%20Visits%20Advice • It is advised against any domestic (UK) overnight and overseas educational visits. Things to consider when arranging and completing educational visits <ul style="list-style-type: none"> - Keeping children within their consistent groups (Bubbles) - Destination has COVID-secure measurements in place - Aware of current advice on visiting indoor and outdoor venues 	M	M	Head	Ongoing	Head
Hiring of Premise	H	<ul style="list-style-type: none"> • Schools may also choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, schools should ensure 	H	M	Head	Ongoing	Head

		they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on <u>working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</u>					
Contingency Plans	H	<ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See the section on <u>remote education support.</u> In local areas, where restrictions have been implemented for certain sectors (from national direction), we anticipate that schools will usually remain fully open to all. 	H	M	Head	Ongoing	Head

Useful links:

- **Safeguarding:** <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- **Remote learning:** <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- **Attendance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- **Premises:** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- **Prevention and control-** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **Advice:** <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- **Vulnerable:** <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- **Extremely vulnerable:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

- **SEND** - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **Home learning support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- **Remote support:** <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- **Accountability measures:** <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- **Pupils' mental health support/pastoral care at home:** <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- **Parents with pupils with SEND:** <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- **Supporting parents:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- **Financial support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- **Exceptional costs:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- **Reducing burdens:** <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- **Social distancing:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **PPE:** <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- **Public health England** <https://www.gov.uk/government/organisations/public-health-england>
- **NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- **Government advice:** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- **DfE** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **A detailed checklist and key guidance for action for health and safety is available at:** www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- **Information re testing:** <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- **Guidance for full opening of school:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- **Action for early years and childcare providers during coronavirus (COVID-19) outbreak:** https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- **Actions for school a during the coronavirus outbreak:** https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- **Protective measures for holiday or after school clubs and other out of school settings for children during coronavirus:** https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=4b581021-d798-4565-8fa0-579175be88cb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- **Providing free school meals during coronavirus:** https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate