North Tyneside Council

Working in partnership with ENGIE

ENGIE & North Tyneside Partnership -
Schools Health and Safety, Quadrant, (1st Floor),
The Silverlink North, Cobalt Business Park, North
Tyneside, NE27 0BY

COVID-19 Risk Assessment

Person Responsible for RA: Tracey Taylor, Headteacher

This risk assessment will be monitored and updated regularly.

Updated: 1/12/2020



2.0 PEOPLE MANAGEMENT AND COMMUNICATION

Hazard	Risk	Control Measures
2.1 Reopening a building following closure (including partial)	Employees, pupils, contractors, visitors. Fatality, serious illness or injury due to not using suitable equipment which could cause fire, explosions, Legionellosis, gas release, explosion, collapse, etc.	● All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; ventilation, lifts/hoists is in place and deemed suitable prior to opening ● A water treatment specialist has been commissioned to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certified the water system is safe before the buildings have been reoccupied ● All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. ● All areas and surfaces have been cleaned and disinfected prior to reopening ● Pest control for insect infestations have been contacted and remedied ● Thorough clean (by catering services) the kitchen prior to reopening before food preparation resumes ● Site manager has reviewed Chartered Institute of Building Services Engineers' guidance on emerging from lockdown and ensured that all buildings have been checked and comply with this prior to reopening.
2.2 Prevent spread of COVID-19	Employees, pupils, contractors, visitors. Contracting Coronavirus	● School will engage with the NHS Test and Trace process ● The school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups ● Schools follows current government and HR advice on who can return to work and who should remain at home. ● Members of the Senior Leadership Team and Governors to familiarise themselves with the COVID-19 inspection checklist ● This risk assessment will be reviewed on a weekly basis in consultation with all staff to ensure any issues can be addressed

		● Task-based risk assessments which may be applicable have been reviewed and updated to include any specific COVID-19 control measures. This is cascaded through to relevant staff **prior** to undertaking such activities. ● Hand washing and hand sanitiser has been made available around the premises so that all pupils and staff can clean their hands on a regular basis ● School will keep groups separate (in consistent 'bubbles') to minimise contact between individuals and will maintain social distancing wherever possible ● School will ensure the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. ● School has ensured that staff who need to move between bubbles can maintain 2 metres social distance from other pupils and adults ● Pupils to be kept in same rooms following lesson change with staff members moving between classrooms instead to minimise movement throughout building ● The number of staff who operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision have been minimised. ● Where 2 metres social distancing cannot be maintained by staff (e.g. due to specific needs of pupils), the school have limited the number of individuals which such staff members may come into contact with. ● The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days ● 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. ● Students use the same desk each day if they attend on consecutive days where appropriate. ● Posters displayed to follow social distancing ● Drinking fountains taken out of use

		● School timetable has been reviewed to ensure lessons which can be carried out in wider spaces (such as outdoors or in hall) do so and with a view to ensure movement around the school at the same time is kept to a minimum
		● Ongoing communications (posters, emails, inductions, briefing) has been provided to all staff which includes:
		  ○ Risks and symptoms of COVID19
		  ○ Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis
		  ○ Social distancing measures
		  ○ Emergency procedures (i.e. first aid, fire)
		  ○ Effective infection control including hygiene measures
		  ○ Specific or individual risk assessment findings
		  ○ Wellbeing points and any issues
		● Ongoing communications (posters, emails, inductions, briefing) has been provided to all parents which includes:
		  ○ Risks and symptoms of COVID19
		  ○ Advice regarding self-isolation of those showing signs or symptoms
		  ○ Social distancing measures
		  ○ Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)
		  ○ Not to enter the school if they are displaying any symptoms of coronavirus
		  ○ If their child needs to be accompanied to school, only one parent should attend
		  ○ drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
		  ○ They cannot gather at entrance gates or doors, and only enter the site under the conditions outlined to them.

		● Ongoing communications (posters, bubble assemblies and in-class discussions) has been provided to all pupils which includes: ○ Risks and symptoms of COVID19 ○ Advice regarding self-isolation of those showing signs or symptoms ○ Social distancing measures ○ Emergency procedures (i.e. first aid, fire) ○ Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it).
2.3 Staff or pupil shows signs of COVID-19 while on school premises	Employees, pupils. Contracting Coronavirus	● If anyone becomes unwell with a new, continuous cough, loss of taste or smell or a high temperature in school, they will be sent home and advised to take a test and self-isolate. Where the child, young person or staff member tests negative, they can return to their setting (if they feel well and no longer have symptoms similar to COVID-19) and the fellow bubble members can end their self-isolation. ● If they test positive, they must isolate for 10 days following the result and can only return if they do not have symptoms other than cough or loss of sense of smell/taste (If they still have a high temperature, they should keep self-isolating until their temperature returns to normal). Other members of their bubble should continue self-isolating for the full 14 days ● If notified of a pupil or member of staff have been confirmed as a COVID-19 case, contact will be made to the local health protection team at PHE on 0300 303 8596 option 1 to get further support or advice **before** taking any action in the wider school. ● The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person ● If anyone becomes unwell with a new, continuous cough or a high temperature in school, they will be sent home and advised to take a test and self-isolate. When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. If they test positive, the rest of the key worker group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that

		wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. ● Members of staff to contact the office manager to contact the parents. ● If a child or staff member is awaiting collection, they will be moved, if possible, to outside the school office where they can be isolated, all staff in the building will be made aware not to enter this area. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. ● If they need to go to the bathroom while waiting to be collected, they will use the accessible toilet on the KS2 corridor. The bathroom will be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else. ● PPE will 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). This includes disposable gloves, disposable plastic apron, fluid-resistant surgical facemask (include eye protection if the pupil is coughing or sneezing) ● In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. ● If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly and clean the affected area with normal a household detergent followed by a disinfectant ● If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds and clean the affected area with Turner and Budd recommended cleaning products. ● The suspected person must be tested as soon as possible. ● Whilst waiting for bubble, people in the group <u>will not</u> be isolated, but would ensure bubble is supervised and bubble maintained. ● If test comes back as negative no further action required. ● If test comes back as positive Public Health and Track and Trace will inform school of the actions they need to take.

		● If any other person in the bubble has symptoms of COVID the above will also be followed but contact Public Health immediately, and follow their advice.
2.4 Mental health and wellbeing	All staff and pupils due to demands, control (or a lack of), support, relationships, role and change	● The Governing body and senior leaders are working with staff to implement flexible working practices in a way that promotes good work-life balance and supports all staff including leaders. ● Workload is carefully managed with staff who are having to stay at home due to health conditions are supporting remote education, while others focus on face-to-face provision. ● Where resource and curriculum planning needs aren't able to be met, consideration will be given to ways of utilising extra resources
2.5 Visitors to premises: Including Contractors, parents and deliveries	Employees, pupils, contractors, visitors. Contracting Coronavirus	● School will implement a system for recording visitors onto premises (including direct contact numbers and arrival/departure times) to assist with track and trace program. ● School office staff to complete signing in details to prevent cross contamination on hardware, stationary, paper etc. Contractors over summer to complete this themselves but use individual sign in sheets. ● Visitor access is restricted to essential visits only. ● Where visits are essential school will look at alternative methods of working including: o Elimination of the need for the visit (Use of technology to carry out appointments) o Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends). o Reduce the amount of time within our premises o Limit the numbers of visitors (Appointment system, Access controls) ● Communication in the form of letters, email, signage has been provided to parents, visitors or suppliers: o Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus o Visitors must wash/sanitise their hands upon entering our premises. o Reminding them of social distancing measures in place o Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers o communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times)

		• Physical barriers at entrance to prevent access of visitors until measures above have been clarified • If physical barriers are not feasible, consider barriers 2 metres from receptions or floor markings that customers should not cross when speaking to staff. • Waiting room furniture has been rearranged to ensure social distancing. • Decide on a location as a set drop-off point agreed in advance.
2.6 Adults or Children with (or living with) particular characteristics, additional or complex needs including those with IHCP's,	Employees, pupils, contractors, visitors. Contracting Coronavirus	**On or after August 1st (subject to a continued decline in the rates of community transmission of COVID-19 and updated guidance being released)** • The school will keep up to date and follow government guidelines relating to clinically vulnerable (including those who are clinically extremely vulnerable) individuals and local measures if higher rates are in place. • Pupils who have previously been required to shield and remain under the care of a specialist health professional will have their individual health care plan reviewed with their health professional before returning to school • Staff who are clinically vulnerable or extremely clinically vulnerable will be placed in roles where they can work remotely or 2 metres social distancing can be maintained at all times. • Pregnant women are in the 'clinically vulnerable' category and will have an individual risk assessment completed which will also follow the relevant guidance available for clinically-vulnerable people. • If staff, parents or pupils with particular characteristics or significant risk factors are concerned, the school will discuss their concerns, explain the measures that are in place to reduce risks and ascertain whether anything additional can be done to support areas of apprehension • Activities which could increase the likelihood of coming into contact with another person's bodily fluids are individually risk assessed to see if the contact can be eliminated, reduced, isolated. • Suitable PPE should be worn where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • A risk assessment will be reviewed for children who have an education health and care (EHC) plan to ensure that their needs can be safely met in the educational environment. Parents will be contacted and involved within the planning or review of care plans/risk assessments.

		● School will carry out a risk assessment if it is deemed that a child may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home. ● For children who require it, staff will use simple language to explain safety measures, and reiterate and reinforce key messages. This will include safe routines for access to toilets, hand-cleaning and break and lunch times should be put in place. ● Additional support for pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating.

2.7 Emergency Procedures	Employees, pupils, contractors, visitors.
	
	Contracting Coronavirus
		● School will ensure key posts are present within school at all times, this includes
		  ○ First Aiders
		  ○ Safeguarding Lead
		  ○ Fire Wardens
		  ○ SLT
		  ○ Facilities / premises management / caretakers
		● Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.
		● Procedure in place to close the school or nursery at short notice if staffing levels fall to levels where safety cannot be assured.
		● Everyone will maintain 2 metre separation as far as possible during evacuation and at assembly points.
		● Practice drills will continue as normal to ensure pupils have awareness of actions to take including one within the first week back
		● If there is a reduced occupancy period the school will:
		  ○ carry out weekly checks of alarms systems, call points and emergency lighting
		  ○ carry out regular hazard spotting to identify escape route obstructions
		  ○ check that all fire doors are operational
		● Social distancing enforced where possible at assembly points.
		● Current first aid provision has been reviewed to ensure enough first aiders including Paediatric First Aid
		● First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available

		● First Aiders for the school have been issued with the current advice and guidance produced by the resus council and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of
		3.0 Effective infection protection and control

3.1 Cleaning	Employees, pupils, contractors, visitors.
	
	Contracting Coronavirus
		● School will follow the COVID-19: cleaning of non-healthcare settings guidance
		● School will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser (at least 60% alcohol) in classrooms, access/egress points and other learning environments
		● Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal.
		● Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of.
		● Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms
		● All adults and children will:
		  ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning
		  ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
		  ○ be encouraged not to touch their mouth, eyes and nose
		  ○ asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)
		● School will ensure that help is available for children who may not understand why; or have trouble cleaning their hands independently. Practise through observation, games, songs and repetition will be encouraged
		● Bins for tissues are emptied throughout the day
		● where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units

		● If using alcohol-based hand sanitiser (at least 60% alcohol ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.
		● Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours.
		● Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the office for 72 hours no action required.
		● (Turner and Budd)When purchasing/using substances a hierarchy of control is implemented which considers;
		  ○ Elimination
		  ○ Substitution
		  ○ Engineering Controls
		  ○ Administrative Controls
		  ○ Personal Protective Equipment
		● (Turner and Budd) Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.
		● Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.
		● Good hygiene practices – do not eat drink or smoke whilst using substances.
		● Staff to be instructed to refrain from bringing in their own cleaning products.
		● Cleaning staff to change into uniform on arrival and remove uniform prior to egress from building. These should be suitably laundered
		● Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk
		● Any hand sanitiser dispensed from large bulk containers to smaller ones are labelled with similar labelling as the bulk container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser.

3.2 PPE	Employees, pupils, contractors, visitors.
	
	Contracting Coronavirus
		• It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices:
		  ○ Robust hand hygiene.
		  ○ Do not touch your eyes, nose or mouth if your hands are not clean.
		  ○ Good respiratory hygiene.
		  ○ Environmental control (e.g., cleaning of frequently touched surfaces).
		  ○ Management of pupils
		  ○ Information, instruction and training
		• Staff will receive sufficient information and instruction on the use of PPE including how to put on (Donning), remove (Doffing), store, dispose of as well as any limitations of the PPE
		• Single use PPE should be disposed of so that it cannot be used again
		• Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of.
		• Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards.

4.0 Premises		

4.1 Access and Egress including use of entrances	Employees, pupils, contractors, visitors.
	
	Contracting Coronavirus
		• School has a process for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.
		• School SLT reviewed premises to ensure access/egress is as safe as possible, this includes
		  ○ Sanitiser (at least 60% alcohol) available at all entrances and exits
		  ○ Separate entry and exit doors i.e. one door for in, and another door for out,
		  ○ Accessing rooms directly from outside
		  ○ Revolving and automatic doors
		  ○ School entrance locked and visitors are buzzed through doors

		○ Unnecessary items and equipment have been removed from entrance areas ○ Pick up and drop off times changed to ensure staggered intake and discharge of pupils
4.2 Classrooms	Employees, pupils, contractors, visitors. Contracting Coronavirus	● Adaptations have been made to the classroom where appropriate to ensure pupils seat side by side and facing forwards, rather than face to face or side on ● Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain as much space between individuals as possible ● Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff ● Removal of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) ● Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary
4.4 Movement around the school, including use of corridors	Employees, pupils, contractors, visitors. Contracting Coronavirus	● Staff and pupils advised to use elbow for opening door release where possible. ● Posters displayed to follow social distancing ● SLT have reviewed school setup considering movement around school and have implemented the following control measures ○ Limited access to corridors during the day and one way system during lunchtime. o Children access assigned toilets (as shown on matrix) via the shortest route. o Entrances and exits points for each bubble dictated to minimise contact (see matrix) o Doors kept open to minimise contact with surfaces and for ventilation. ● Vision screens in door kept clear at all times ● Unnecessary items and equipment have been removed, including soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) ● All staff briefed to ensure that they are aware of these controls.
4.5 Toilets	Employees, pupils, contractors, visitors.	● Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area. ● Hand dryers have been taken out of operation with paper towels used instead ● Number of children who use the toilet facilities restricted at one time ● Posters in toilets to follow social distancing and regular handwashing

	Contracting Coronavirus	● Toilets are screened from each other – must be ensured capacity of toilets are not exceeded. ● Urinals not to be used. ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
4.7 Offices	Employees, pupils, contractors, visitors. Contracting Coronavirus	● Senior leadership team has carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area. ● Posters displayed to follow hygiene and handwashing procedures. ● Staff should clean the desk prior to working and leaving the area. They must also leave their desk as clear as possible to ensure that the desk can be easily cleaned. ● Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationery. ● Natural ventilation encouraged through opening windows. ● Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot. ● Use of photocopiers: Photocopiers limited to office staff. Staff advised to limit use of the photocopier and wash hands after use. Cleaning regimes are stepped up to clean more frequently.
4.8 Music/Choir Lessons	Employees, pupils, contractors, visitors. Contracting Coronavirus	● Music/choir lessons (which include singing, chanting, playing wind or brass instruments or shouting) to be held outside with social distancing measures strictly in place and maintained. ● Class sizes for music have been reduced to 15. ● Pupils will be positioned back-to-back or side-to-side and will avoid sharing instruments
4.9 Staff rooms	Employees, pupils, contractors, visitors. Contracting Coronavirus	● Use of staff rooms to be minimised, although staff must still have a break of a reasonable length during the day. ● Posters displayed to follow regular hand washing procedures. ● Breaks staggered to reduce the number using the facilities. ● Maximum occupancies identified on the door. ● Disposable towels only – no multi use towels.

		● Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily ● Spacing seats and tables to ensure social distancing. ● Employees have been asked to bring their own food ● Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin ● Staff encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site ● Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently.
4.10 Ventilation	Employees, pupils, contractors, visitors. Contracting Coronavirus	● Ensure regular airing with windows ● Toilet ventilation should run 24/7 in operation. Avoid open windows in toilets to ensure right direction of ventilation
4.11 Shared Premises	Employees, pupils, contractors, visitors. Contracting Coronavirus	● Share notes on Risk Assessment and respect each other's RA.
4.12 Lunchtimes, breaks. including PE, use of play spaces and equipment	Employees, pupils, contractors, visitors. Contracting Coronavirus	● Additional time provided for cleaning surfaces in the dining/sports hall, changing areas and teaching areas between groups ● Outdoor playground equipment subject to a more frequent cleaning process ● Outdoor sports are prioritised for Physical Education where possible, and large indoor spaces used where it is not.

		● Pupils will be reminded about cleaning and hygiene prior to every lesson with signage displayed to reinforce the message
		● Pupils will wash/sanitise hands prior and following every PE lesson
		● School has reviewed and followed supporting guidance which includes
		  ○ Sport England
		  ○ Association for Physical Education
		  ○ Youth Sport Trust
		● School will only work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. This will include a robust vetting process to ensure suitable risk assessments are in place prior to allowing activities to go ahead.
		● Task based risk assessments will be reviewed before re-commencing physical education
		● Resources that are shared between classes or bubbles, such as sports, art and science equipment cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
		● Physical activity sessions should be strictly non-contact
		● Sufficient tissues available for ensuring good respiratory hygiene – i.e. 'catch it, bag it, bin it' approach.
		● Areas marked out to identify restrictions and individual pupil zones to assist supervisors with managing the area effectively.
		● Class sizes reviewed to adhere to Government guidance and be reduced to a level where social distancing rules can be applied.
		● Use of sharing equipment is forbidden to mitigate against virus transmission
		● Senior leadership team have carried out physical examination of spaces to allocate numbers that's can be safely accommodated in an area to maintain social distancing.
		● Staggered breaks to ensure social distancing
		● Social distancing rules enforced by supervisors to reduce contact between employees and pupils / pupils with other pupils / segregating groups

		● Children clean their hands beforehand and enter in the groups they are already in with groups kept apart as much as possible and tables cleaned between each group. ● Some children have their lunch in their classrooms; others in the hall. ● Supervisors are encouraged to play games which can maintain social distancing and touching of equipment ● Allocated areas are used for lunchtime and break times to maintain bubbles.

4.13 Movement of essential resources throughout the school	Employees, pupils, contractors, visitors.
	
	Contracting Coronavirus
		● Staff and pupils have their own pencils and pens that are not shared.
		● In EY/ KS1 shared equipment will be cleaned regualrly.
		● Classroom based resources, such as books and games are cleaned regularly, along with all frequently touched surfaces.
		● Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles
		● Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources
		● Resources are locked away with access provided by…
		● Resources that are not easily wipeable or washable have been removed, cordoned off or limited in contact
		● The use of shared resources has been reduced:
		  ○ by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff
		  ○ thorough cleaning of equipment and the classroom is occupied by the same children in one day, or properly cleaned between cohorts

4.14 Extra-curricular provision	Employees, pupils,	● Schools will ensure children are kept within their year bubbles if it is decided that extra curricular clubs are viable.

	contractors, visitors. Contracting Coronavirus	• School will limit the extra-curricular provision in the Autumn term to no clubs, but from January 2021 will begin to introduce a small number of clubs and will ensure groups will be small and consistent to avoid mixing with other groups/bubbles (specific numbers to be confirmed for each club) • School has advised parents to limit the number of different wraparound providers they access and have encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this • No more than fifteen children and at least one staff member to a bubble • There is a limit on the number of children using the toilet at any one time (**1**) • Each group will be allocated toilet facilities to use • Suitably trained staff always available taking into account emergencies (first aid, fire, lockdown, etc), safeguarding and cleaning requirements for the setting? • **Extra-curricular provision will have different risks depending on the type of activity or provision undertaken – it is important that the setting suitably risk assesses their relevant activities. Additional control measures may be gleaned from this template (regarding cleaning, access, egress, etc) or by reviewing relevant government/industry guidance documents related to COVID-19.**

4.15 Transport to/from school	Employees, pupils, contractors, visitors.
	Contracting Coronavirus
		• Vehicle management plan drawn up for school site and briefed to staff, this includes:
		  ○ The need to leave a space in between cars where possible
		  ○ If this is not possible, staff have agreed to parking plan to ensure all cars are facing the same way
		  ○ Staff vigilance also important to assess environment prior to accessing/egressing car to ensure social distancing can be maintained