

Sample Updated Risk Assessment for Full Opening of Schools commencing September 2020.

Reminder about reporting confirmed positive cases to the LA.

Please use the form below as already provided



Risk Assessment September 2020 Reviewed continually at Staff and SLT meetings

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Covid-19	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/	Allow staff time to read the guidance and voice any concerns they have. Regularly send updates to staff on any changes to the guidance
Pupils using public transport to get to and from School	Transmission of the virus – leading to potential ill health & fatality	Pupils & staff	<ul style="list-style-type: none"> Children should be encouraged to walk or cycle to school where safe and possible. Where pupils use public transport they must maintain social distancing at all times and avoid contact with hard surfaces (where possible) and adhere to rules and regulations regarding face coverings and use of public transport. Pupils should be discouraged from eating and drinking when using public transport 	Information to be sent to parents to reinforce social distancing and deter them from eating and drinking when their child is using public transport Further information is available on the government website

			<p>to reduce the risk of contamination by touching their mouth and face</p> <ul style="list-style-type: none"> When they arrive at School they must clean their hands for at least 20 seconds with warm soapy water before entering any of the classroom / teaching areas 	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	
Staff using public transport to get to and from	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> Staff should be encouraged to walk or cycle to work where safe and possible Where staff use public transport they must maintain social distancing at all times and avoid contact with hard surfaces (where possible) Face coverings should be worn when using public transport Staff should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face When staff arrive at their workplace they must clean their hands for at least 20 seconds with warm soapy water before entering any of the office, kitchen areas etc. 	<p>Further information is available on the government website</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	
Visitors / parents and pupils accessing the site dropping off / collecting pupils	Transmission of the virus – leading to potential ill health & fatality	Staff, parents, pupils, visitors etc.	<ul style="list-style-type: none"> No one should enter the School premises if they are displaying symptoms of covid-19 e.g. staff, parents, pupils, contractors etc. Schools should limit the external visitors to the school during school hours. Visitors will receive a short induction regarding compliance with School Safety measures for Covid mitigation. Visitors will be asked to wear screens/masks if delivering an activity to pupils. Staff are advised to wear a mask on gate duty or when greeting pupils at parental drop off times. Parents will be asked to wear a mask indoors in school. 	<ul style="list-style-type: none"> School to inform all staff and parents – not to enter the School premises if they are exhibiting symptoms of covid-19 Signage to be displayed in the main entrance reinforcing the message to not enter the School if they are symptomatic Use signage to guide parents and carers about where and when they should drop off and pick up their children. This should happen at the school gate. A queuing system and process should be in place for staff to greet each child, ensure they wash their hands 	<ul style="list-style-type: none">

			<ul style="list-style-type: none"> • Parents should only enter school buildings when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required). • Any such meetings should take place at a safe distance • A clear demarcation line is in place around the reception areas so that 2 metre social distancing where possible can be maintained • Where possible a visual screen / barrier is in place to protect office staff • Introduce staggered start and finish times to reduce congestion and contact at all times • Manage external site access points to enable social distancing where possible • Where electronic / touch screen “signing in” systems are used – ensure these are cleaned / wiped down after every person has used the system or temporarily disabled to avoid risk of contamination • Allow plenty of space (where possible two metres) between people waiting to enter site • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. • Where visitors are expected to sign in at reception – ensure this is carried out by office staff and no pens are visible • Regularly clean staplers, hole punchers, “touch screen” photocopiers, marker pens & whiteboards 	<p>immediately on arrival and then go straight to their classroom</p> <ul style="list-style-type: none"> • Parents are reminded not park in the School car park and adhere to parking sensibly to avoid conflict with local residents • Systems are in place to monitor how many people are on site at any one time • Systems are in place to monitor which staff and children are on the “essential” list. • If it is customary for parents to gather in the playground or to enter the building to drop off or collect children this should no longer be allowed and neither should gathering at the school gates to talk to other parents. • Systems in place to deal with those arriving at school who are not supposed to be there • Where possible introduce one way systems in to the building • Antibacterial wipes to be made available at the side of the “signing in” system, photocopiers, marker pens etc. • Signage should be displayed in the reception area to inform parents, pupils and visitors to keep 2 metres apart • And also to wipe down screens after use • Hand sanitizers / gels and wipes are available on reception for parents, pupils and visitors to us
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Vulnerable Groups			<p>Staff and young people who are clinically extremely vulnerable are at high risk of getting seriously ill from coronavirus (COVID-19). They should have received a letter advising them to shield or have been told by their GP or hospital clinician.</p> <p>If staff and young people have been told that they are clinically extremely vulnerable, they should follow the government guidance</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>Identify staff and young people who are clinically extremely vulnerable and contact them on a regular basis to check on their wellbeing</p>

Cloakroom Areas	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	<ul style="list-style-type: none"> Staff to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the School day to ensure social distancing is maintained where possible 	<p>Parents should be allowed onto school site only when strictly necessary and by appointment and one parent only.</p> <p>Inform all parents that once they have dropped their child off at School, they must leave the site as soon as possible.</p>	
Staff availability		Staff and pupils	<ul style="list-style-type: none"> Staff may need to work with different groups of children (but the same group on a daily basis) Will need to determine number of staff available for work when considering staff ratios Some staff may be prepared to undertake different roles on a temporary basis. Try and keep staffing arrangements as consistent as possible. Where cover is needed ensure this is agreed on a weekly basis not daily to limit contacts Assume all children will attend for the purposes of planning 	<ul style="list-style-type: none"> Some staff may be anxious and may value the opportunity for discussion and reassurance Schools should not plan on the basis of a rota system, either daily or weekly Ensure staff have agreed PPA time and adequate arrangements are in place for any staff covering. 	<ul style="list-style-type: none">
Attendance reporting		Staff and pupils	<ul style="list-style-type: none"> Prepare to resume the attendance reporting and continue to complete the daily data returns using the DofE portal The school will not be held account for your attendance figures during this time You should encourage parents whose children have been invited in to call you each day if they are not coming as normal so you understand and can discuss it with them if needed You should continue monitor the welfare of vulnerable children who are not attending school, and other pupils they might wish to keep in touch with, for 	<p>6.6 Do schools need to take an attendance register?</p> <p>Schools should resume taking the attendance register following re-opening to more pupils. Guidance on completing the attendance register at this time, along with which codes to use, is available.</p> <p>Schools should also continue to submit the Educational Setting Status form via the online portal to report whether they are open and how many children and staff are in school.</p>	

			<p>safeguarding purposes.</p> <p>Further information is set out in the vulnerable children guidance.</p>		
Planning what to teach and how		Staff and pupils	<ul style="list-style-type: none"> • Each school context will vary and needs are likely to be greatest where children have not been able to access remote education consistently • Children who have had limited opportunities to exercise should be encouraged to exert themselves physically making use of non-touch games within their group • For younger children, resources for child initiated learning, should not be shared and consideration for their use considered • Resources for such activities as painting sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use. • For Y1, schools should ascertain where children have fallen behind and or progressed further than the schools curriculum. • Reteach and practice this material where necessary • Provide opportunities for children to discuss their concerns about transition and missed activities 	Refer to DfE Guidance.	
Managing mental health of staff & pupils			<ul style="list-style-type: none"> • Whilst getting back to normal is important staff may need to consider how they support children for whom the long period at home hard to manage, those who have developed anxieties in relation to the virus, and those who may make safeguarding disclosures once they are back in school 	<ul style="list-style-type: none"> • All children will have missed the routine of school, seeing friends, and being supported by their teachers • The different experiences of all pupils will play a part in how easily they adapt to school and its routines • Schools should also give consideration to the mental health and wellbeing of staff and the need to implement flexible working practices in ways that promote 	<ul style="list-style-type: none"> •

			<ul style="list-style-type: none"> Some children may have experienced bereavements or had increased/new caring responsibilities Staff may wish to provide opportunities for children to talk about their experiences, one to one conversations with trusted adults, refocused lessons on relevant topics, pastoral activity and other enriching activities. 	<p>good work life balance for teachers and leaders</p> <ul style="list-style-type: none"> Bereavement counselling / support to be offered to staff and pupils where necessary The LA will be issuing further guidance. 	
Uniform			<ul style="list-style-type: none"> There is no need for further advice re uniform other than personal hygiene and washing of clothes following a day at school. Uniform that cannot be machine washed should be avoided 	Consider leeway for any child who has grown out of parts of their uniform since March but whose parents cannot currently replace it	
Circulatory Areas / staircases	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Movement between classrooms / on corridors should be done in a phased way to maintain social distancing where possible Where possible one way up / down rules should be implemented on all staircases, and carried out in a “phased way” – one class at a time to ensure social distancing where possible 	<p>Staff to regularly reinforce the rules on corridors and staircases to all pupils Signage to be in place identifying the flow of movement and direction of travel</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p>	
Teaching & Learning in the Classroom environment	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> The group (protective social bubble) should remain the same wherever possible in terms of children within it and staff. Each group should consist of a maximum of 30 pupils/children (if social distancing allows for these numbers). This may mean that a school can only accommodate less than 30 pupils in each protective social bubble in order to be able to implement social distancing where possible in the classroom space available. When entering / leaving the classroom this should be on a phased “one person at a time” basis 	<p>Signage to be displayed in each classroom stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible</p> <p>Refer to guidance on Establishing protective social bubbles</p> <p> Establishing Protective Social Bubl</p> <p> Establishing Protective Social Bubbles in secondary schools</p>	

			<ul style="list-style-type: none"> • Where possible Staff are to maintain a safe distance between each other (2 metres where possible) • Pupils must be encouraged to do the same • Limit the number of persons in each room/area to enable individuals/pupils to follow social distancing guidance where possible. • All persons are to wash their hands upon entering classrooms using warm soapy water <p>Strict hygiene rules to be implemented, all staff and pupils to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry • Use alcohol-based hand sanitiser • Wash hands every hour • Wash hands if face is touched • All hand contact surfaces to be cleaned throughout the day <ul style="list-style-type: none"> • All pupils to have their own pen, pencil, rubber, ruler etc. that is personal to them and should not be shared with any other pupil • All resources, equipment etc. should be cleaned on a daily basis with an antibacterial cleaning product • All soft toys to be removed from all areas of the School site • Playdoh and sand should also be taken out of action to avoid contamination • Tissues should be provided in classrooms and pupils encouraged to use them and put them in the lidded waste bin 	<p>A seating plan should be displayed on the classroom door and inside the classroom – so all pupils know where they must sit</p> <p>Ensure that hand gels and sanitizers and wipes are available for staff and pupils to regularly use</p> <p>Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds https://www.who.int/qpsc/clean_hands_protection/en/</p> <p>Ensure antibacterial wipes / cleaning products are available to clean hard surfaces regularly throughout the day.</p> <p>All cleaning products should be stored out of the reach of children. All cloths and wipes should be doubled bagged and put in the external waste</p> <p>Staff to supply pupils with a pack of stationary that is kept in their own drawer when not in use. Pupils regularly reminded not to share stationary.</p> <p>Ensure that staff / cleaners use gloves when cleaning down all resources, toys, equipment etc.</p> <p>Bins (where possible to have a lid on) that contain used tissues, paper towels etc. must be regularly emptied</p> <p>Pupils should be encouraged to hand wash hourly</p>
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Foundations Stage pupils – including free flow play	Transmission of the virus – leading to potential ill health & fatality	Staff & Pupils	<p>We know that, 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, this must be taken into account.</p> <ul style="list-style-type: none"> • It is still important to reduce contact between people as much as possible. To achieve this and reduce transmission risk settings are asked to ensure that children, young people and staff where possible, 	<p>Signage to be displayed in the Foundation Units / Nursery classrooms stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible</p> <p>Remind small children - using the correct format that it's not safe to hug / kiss / be in close contact with other children</p> <p>Parents are encouraged to reinforce social distancing rules at home</p>	

			<p>only mix in a small, consistent group and that small group stays away from other people and groups. This is termed 'cohorting' and achieves a protective bubble meaning that pupils minimise contact</p> <ul style="list-style-type: none"> • All resources in Foundation Units / Nurseries are cleaned after each session and where necessary items are disposed in the waste bin. • All soft toys to be removed from all areas of the School site • Playdoh and sand should also be taken out of action to avoid contamination • Free flow is phased so that its "one in and one out" and this is managed effectively by staff • Encourage parents to send their child in clothing that is easy for them to manoeuvre e.g. elasticated waste trousers for when using the toilets • Encourage social distancing at all times • When small children are distressed / upset – staff are encouraged to refrain from close contact • Supervision is key at all times • Any art work etc. produced by pupils is not to be taken home and must remain in the setting • Presents / gifts should not be accepted by staff, from pupils 	<p>Send letters to parents to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes / trainers, any clothing that doesn't require adult supervision</p> <p>Parents are reminded via a letter, newsletter etc. that they child is not allowed to take toys from home into the setting</p> <p>For the purpose of free flow - where possible one door should be used to allow the young children out and another door should be used for letting children back into the setting, these should be clearly signed "in and out"</p> <ul style="list-style-type: none"> • No additional PPE is required for changing nappies unless a child is symptomatic <p>PPE should disposed of by double bagging and put in the external waste</p> <p>Remind parents via a letter, newsletter etc. not to send in presents / gifts for staff</p>	
Educating pupils on the risks of covid-19		pupils	<ul style="list-style-type: none"> • There is a concern that different age groups of pupils will interpret the information differently on the risks of covid-19. Therefore:- • Staff should consider delivering the information in different formats pitched at the right level for the age groups • It is very difficult to explain the need to social distance to very young children as 	<p>Ensure all government advice and resources are provided in the correct format to the different year groups</p> <p>Encourage parents to explain the rationale in their own home surroundings e.g. using their own personal circumstances – i.e. cant visit grandparents and friends because of the risks associated with the virus</p>	

			<p>they will not understand the meaning and rationale behind this</p> <ul style="list-style-type: none"> • ensure that help is available for children and young people who have trouble cleaning their hands independently • consider how to encourage young children to learn and practise these habits through games, songs and repetition • ensure that bins for tissues are emptied throughout the day 		
Pupils Toilets	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	<ul style="list-style-type: none"> • Ensure access to hot running water • All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention to the toilet seat, taps, flush, door handles, sinks etc. • Hand washing frequently with soap and in hot water where possible • ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time • noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) 	<p>Pupils regularly reminded about staggered toilet times and the need to wash their hands more regularly and after every time they have used the toilet</p> <p>When cleaning vomit from toilets ensure that gloves and face masks are provided to staff and cleaners</p>	
Assemblies	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	<ul style="list-style-type: none"> • Assemblies should not be held in large groups/protective social bubbles should not be mixed and brought together for assembly due to the potential for the number of pupils and staff in close proximity • Assemblies can take place in individual groups in their allocated classroom spaces rather than bringing children together in one hall or large space. 		

Break times	Transmission of the virus – leading to potential ill health & fatality	Staff & Pupils	<ul style="list-style-type: none"> • At break times ensure pupils are allowed out in small numbers so that social distancing can be maintained where possible • Restrict the number of pupils accessing the toilets at any one time • Restrict the use of play / climbing equipment • Restrict contact sports. • Adequate controls for the use of play equipment. • Water fountains to be decommissioned and signage displayed enforcing the fountains not to be used 	<ul style="list-style-type: none"> • Where possible stagger the break times to avoid congestion on the playground • Adequate controls for the use and supervision of play equipment. • All cloths and wipes should be doubled bagged and put in the external waste • Water to be provided to pupil by other means. Pupils encouraged to bring their own water from home
Dining Room – lunch times	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Kitchen staff	<ul style="list-style-type: none"> • All persons should be required to stay on site once they have entered the School premises - access to the local shops is not allowed • When staff take their lunch breaks they need to ensure that they adhere to social distancing at all times and wash their hands before entering back into the classroom • Lunchtimes to be staggered to avoid congestion and at one time see below re children mixing with other groups. • Lunchtime Supervisors clear on enhanced hygiene measures and protocols. Information updated regularly to ensure bubble safety. • Food and drink should only be consumed in dedicated areas • Hand cleaning facilities or hand sanitiser should be available at the entrance of the dining room where people eat and should be used by all persons when entering and leaving the area 	<p>Parents are informed via a letter, newsletter etc. that pupils must remain on the School site at lunchtimes</p> <p>Allocated lunch breaks for staff to allow for social distancing within the staff room / eating areas</p> <p>The School may need to consider employing additional lunchtime supervisors</p> <p>If you use a catering contractor ensure that you have seen their risk assessments and safe systems of work on how to keep</p>

			<ul style="list-style-type: none"> • Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home • All persons should sit 2 metres apart (where possible) from each other whilst eating • Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used • All catering staff should wear gloves when passing pupils utensils, cups etc. • All food displays should be protected against contamination by coughing, sneezing, etc.) • Tables and chairs should be cleaned between each use. • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices • All vending machines to be decommissioned for the foreseeable future • Parents must inform any changes to their child's dietary requirements via email to the Headteacher – if parents don't have access to email / a telephone conversation / virtual call to be arranged 	<p>themselves, staff and pupils safe from transmission of the virus</p> <p>Further advice can be obtained from the Local Authority School Meals Service</p> <p>All kitchen waste should be doubled bagged and put in the external waste</p> <p>A seating plan should be displayed in the dining area that ensures social distancing is maintained.</p> <p>Children should not mix with other groups. This may mean having several lunch sittings or serving lunch in more than one location including a classroom.</p> <p>All PPE should be disposed of by double bagging and put in the external waste</p> <p>Plastic screens should be made available to protect the food. Further advice can be obtained from your catering contractor and the Local Authority School Meals Service</p> <p>All tables and chairs should be cleaned after sitting with an antibacterial spray</p> <p>All cloths and wipes should be disposed of by double bagging and put in the external waste.</p> <p>Headteacher to liaise with the catering staff on any changes to a pupils' dietary requirement</p>	
Breakfast and after School clubs	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> • Where possible these clubs should be reconsidered, however some settings may need to operate such clubs. Therefore you need to consider:- 	<ul style="list-style-type: none"> • Discourage any activities where social distancing cannot be maintained e.g. cooking / baking / drama / sports clubs, etc. 	•

			<ul style="list-style-type: none"> • The number of pupils attending the clubs so that social distancing is maintained, where possible • Entering and existing the club is done in a phased way “one in one out” • All food items are taken to the pupils seating area by a member of staff • All food items and utensils are collected by staff and handed over to the catering staff • All tables, chairs, hard surfaces etc. are cleaned with an antibacterial spray after use 		
Physical Education	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> • Physical education lessons may continue (if deemed appropriate) provided they are non-contact and do not involve more than any one temporary group • Where possible Staff are to maintain a safe distance between each other (2 metres where possible). • Pupils must be encouraged to do the same where possible • Limit the number of persons in the Gym to follow social distancing guidance where possible • Ensure hand sanitizers / gels are made available for staff and pupils • All PE equipment is wiped down after each session • Ensure that contact sports are not undertaken • Social distancing measures must be implemented in changing rooms where possible 	Signage to be displayed in the gym and changing rooms stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible	
Governors Meetings, SEN meetings with parents etc.	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> • Where possible Staff are to maintain a safe distance between each other (2 metres) in the meeting room / office environment 		

			<ul style="list-style-type: none"> • Arrange virtual conference calls • Other online conference call facilities • Meetings with parents should be pre-arranged in a setting where social distancing can be maintained. If this is not possible then the meeting can take place over the telephone or via virtual etc. 		
Conflict management between pupils and parents	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> • Staff are discouraged from physical intervention if pupils are fighting • De-escalation techniques should be used to try and calm situations • if the situation escalates then staff must wear the PPE if restraint is required • Restraint should only be undertaken as a last resort by a qualified Team Teach trained member of staff • Parents are regularly reminded of their responsibilities and behaviours on the School site 	Regular information sent out to parents via email, letter, newsletter etc.	
Staff marking homework from pupils	Transmission of the virus – leading to potential ill health & fatality		<ul style="list-style-type: none"> • Where appropriate, homework should be submitted online to avoid the use of handling books etc. • If homework cannot be submitted online then the school should consider limiting the number of shared resources. • When marking pupils work, staff should wash their hands and surfaces after handling books. 		
Administering First Aid	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> • Children, young people or learners who require first aid should continue to receive care in the same way • No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms • Wash hands and ensure the affected area is cleaned upon completion 	For further information on administering first aid and PPE visit the government below https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care	

			<ul style="list-style-type: none"> All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste 		
Administering Medication	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Children, young people or learners who require administration of medicines should continue to receive care in the same way No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms Staggered times of administration of medicines should be considered Wash hands and ensure the affected area is cleaned upon completion All waste and PPE should be disposed of by double bagging and put in the external waste 	If a child's care plan requires updating a virtual meeting should be arranged where possible with a member of school staff, parents and a professional health worker, school nurse etc. to address any issues relating to the care plan	
Providing intimate care	Transmission of the virus – leading to potential ill health & fatality	Employee, pupils, agency staff, member of the public	<p>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces.</p> <p>If you are not providing intimate care to someone, PPE is not needed.</p> <ul style="list-style-type: none"> children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way 	<p>Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE</p> <p>A symptomatic PPE pack (approx. 100 units) will be provided for each school with details of how to order additional stock if required. This is being coordinated via Sheffield City Council and will mean that the required PPE specification is met and available in school settings. You will receive this delivery of PPE directly to your school.</p>	

<p>Fire Drills / Activation of the fire alarm</p>	<p>Transmission of the virus – leading to potential ill health & fatality</p>	<p>Staff, Pupils, Cleaners, Catering staff etc.</p>	<ul style="list-style-type: none"> • When undertaking a fire drill social distancing should be maintained at all times where possible • Markers should be displayed at the assembly area / muster point to avoid congestion • A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing • Washing of hands etc. still required on entry back into the building 	<p>Ensure a fire drill plan is produced highlighting where each year group will be positioned</p> <p>You may have to use one or more external areas of the School to achieve social distancing where possible</p> <p>Ensure someone is in charge to co-ordinate the fire drill and communicate with others who might be using other areas of the site. You may need one more fire marshal to achieve this. A debrief must be undertaken to share any lessons learnt</p> <p>Ensure the fire drill is recorded in the fire precautions log book</p> <p>Ensure that the fire alarm is regularly serviced / maintained to reduce the risk of false activations</p>
<p>Cleaning</p>	<p>Transmission of the virus – leading to potential ill health & fatality</p>	<p>Staff, Pupils, Cleaners, visitors etc.</p>	<p>A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting • A combined detergent disinfectant solution or chlorine-based cleaner is to be used • Extra attention is to be given to frequently <ul style="list-style-type: none"> ○ “touched” areas and surfaces, e.g. doors, toilets, door handles, 	<p>To meet the cleaning regimes and conform to government guidance on maintaining the standard required to reduce the risk of contamination – you may need to consider increasing resources and extending the hours cleaning staff operate</p> <p>For further information on cleaning visit the governments advice</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>

			<p>phones, light switches and door fobs, keyboards, whiteboards etc.</p> <ul style="list-style-type: none"> • Hand towels and hand wash area to be <ul style="list-style-type: none"> ○ Checked and replaced as needed by the Cleaning and Caretaking staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used • Bin liners should be used in all bins 	<p>Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</p> <p>Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p> <p>It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine</p> <p>Ensure that all COSHH assessments are carried out for all cleaning products</p> <p>Staff are trained in the safe use of cleaning products</p>
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Home Visits to be undertaken by staff	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> • Home visits should only be undertaken if absolutely necessary • Staff should use their own vehicle to get to the visit • Once they arrive they must knock on the door and step back to maintain social distancing • It may be possible to have a conversation with parents and pupils via an open window • Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School 	<ul style="list-style-type: none"> • Home visits should be pre-planned and risk assessed which may result in staff member maintaining social distancing by remaining outside the premises. • If staff are concerned over a pupil's welfare this must be reported immediately to the Headteacher
Deliveries	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils & delivery drivers	<ul style="list-style-type: none"> • When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries • If practicable drivers should wash or clean their hands before unloading goods and materials • Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance • Staff should not sign for deliveries • Hands are to be thoroughly washed after handling all deliveries • Keep deliveries to a minimum with essential items only 	All deliveries to School (including milk and fruit) should be left at the main entrance and sanitized with wipes before taking them inside the School premises
Contractors / essential repair work	Transmission of the virus – leading to potential ill health & fatality	Staff, pupil, Contractors etc.	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance work are to be allowed on the School site 	The contractor is to notify the Headteacher / Senior manager of all areas visited, in order that these can then be thoroughly cleaned

			<ul style="list-style-type: none"> • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash their hands upon entering the site <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation). 	
Information to Staff, pupils & parents		Staff, pupils, parents etc.	<ul style="list-style-type: none"> • Posters to displayed in the main entrance, staff room and in suitable places around the School site • Regular meetings with staff will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available • Regular updated information will be shared with parents via a letter, email, newsletter, school website etc. 	<p>Staff encouraged to regularly visit the government website for updated information</p> <p>https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
Suspected case of covid-19 on the School site	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils, cleaners, contractors etc.	<ul style="list-style-type: none"> • If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the 	<p>What happens if there is a confirmed case of coronavirus in a setting?</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>

			<p>child and with appropriate adult supervision if required.</p> <ul style="list-style-type: none"> • Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them 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 should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 	<p>See top of this document for how to report a positive case to the LA. See Resource Pack and Yorkshire and Humber Poster on Rotherham website and also previously distributed to all schools.</p> <ul style="list-style-type: none"> •
Personal Protective Equipment			<p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> • where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained • where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • Gloves, aprons, face masks, eye protection should be made available to all staff, if momentary / intimate care is required • Staff should be trained in the use of PPE 	<p>All PPE to be used in accordance with the manufacturer's instructions and disposed of by double bagging and put in the external waste.</p> <p>See posters below.</p>



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

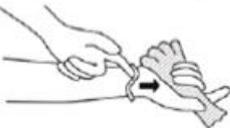
Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

<p>1 Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p>2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p>3 Put on your eye protection if there is a risk of splashing.</p> 	<p>4 Put on non-sterile nitrile gloves.</p> 	<p>5 You are now ready to enter the patient area.</p> 
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Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

<p>1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.</p> 	<p>2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>3 Snap or unfasten apron ties the neck and allow to fall forward.</p> 	
<p>4 Once outside the patient room. Remove eye protection.</p> 	<p>5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>6 Remove surgical mask.</p> 	<p>7 Now wash your hands with soap and water.</p> 

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

Terms/definitions/clarifications etc.		
i	Hand washing protocol	Attached at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6
v	Prolonged / Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures https://www.youtube.com/watch?v=-GncQ_ed-9w
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Shielded person	Definition at appendix 2.
ix	Single use	Refers to disposal of PPE after each client interaction.
x	PHE Covid-19 IPC	https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

