



COVID-19 Risk Assessment

Update February 2021

Name of Assessor: Helen King - Headteacher

Date of Assessment (updated): **Written** 10th February 2021 Current Lockdown Risk Assessment – Limited Attendance RA from 24th February

This version was:	Date
Shared with governors	12 th Feb 2021
Shared with staff	22 nd Feb 2021
Shared with LA	22 nd Feb 2021
Available on the school website from	22 nd Feb 2021

To be updated as necessary

Severity	Likelihood	Risk Factor	Level of Risk
5=Death, disablement	5=Certain, imminent	12 - 25	May be considered as high risk and may require provision of considerable resources. This could involve training, appropriate equipment, high levels of supervision, and consideration of the most effective methods of eliminating or controlling hazards.
4=Major injury	4=Very likely		
3=Incapacity	3=Likely		
2=Pain	2=Unlikely	5-12	May be considered as significant risk and will require an appropriate level of resources.
1=Discomfort	1=Very unlikely	1-5	May be considered as low risk; however actions should still be taken to attempt to reduce these risks further to an acceptable level if possible.

Risk Assessment Factor

To determine the risk factor for each hazard, multiply the severity number by the likelihood number. This produces a number on a scale of 1 to 25. The numbers provide only an indication of priority and extent of risk, the higher the number the greater the priority and risk and therefore the more resources which may be necessary to control the risk.

The following is **only guidance**. The key principle to work to is identifying risks and calculating the 'Risk Factor' (BEFORE), identifying and implementing measures to reduce these risks, then reassessing the risk factor (AFTER) before deciding whether the level of risk is acceptable.

IMPORTANT

This method only provides an indication of risk and is based upon subjective judgement therefore, employers must ensure to their satisfaction that the risk assessment and the actions taken to remove or avert the hazards identified are adequate.

The headteacher's role is to monitor the implementation of the risk assessment on an ongoing basis.

Identified risk	Person(s) at risk	Risk Level Before Control 1- 5 (Before)			Control measures	Risk Level After Control 1-5 (After)			Responsibility & Date
		Severity	Likelihood	Total		Severity	likelihood	Total	
Appropriate numbers of staff to maintain 1:15 ratios	Pupils	4	4	16	<ul style="list-style-type: none"> Check staff levels daily to ensure 1:15 ratio in the HUB provision In event of staff absence, use school employed supply team members 	4	2	8	Headteacher
Awareness to procedures and risk	Staff and students	4	4	16	<ul style="list-style-type: none"> Safeguarding and health and safety procedures have been reviewed and updated where needed in light of the <u>COVID-19 advice</u>. Updated procedures have been shared with relevant staff; Staff to receive guidance on actions to help minimise the spread of infection; Staff to be made aware of the school's infection control procedures in relation to coronavirus; The school keeps up-to-date with advice issued by local authority and Welsh Government; Parents informed of the procedures put in place to help keep the children safe in school. Stay at home <u>guidance</u> is made available for parents and staff to refer to and accessible on school's website; Pupils made aware of rules for staying safe in school and what to do if they feel unwell; Any cases of illness, including COVID-19 are to be treated with confidentiality. 	4	2	8	Headteacher / All Staff
Implementing 'social distancing'	Staff and students	4	4	16	<ul style="list-style-type: none"> The latest <u>guidance</u> on implementing protective measures in educational settings is made available to staff so that it is followed at all times; Class 'bubbles' in Foundation Phase will be each whole class in line with published Welsh Government guidelines Classrooms and other learning environments are organised to maintain 2m space between staff and pupils where possible; The timetable is revised to implement where possible; Plan for lessons or activities which limit movement between areas where necessary; The outside learning spaces to be used as much as possible; Hub pupils arrive/leave from the hall doors - children socially distanced in year group bubbles; 	4	2	8	Headteacher / All Staff Partial Opening. HUB provision is from 8.45am until 3.45pm. ASC & BC re-instated as per new guidance

					<ul style="list-style-type: none"> • Maximum number of students within a HUB bubble adhered to max 15; • Maximum number of lessons or classroom activities which could take place outdoors; • Break and lunch times pupils eat lunch in their classroom and each bubble has its own area on the yard • Drop-off and collection times are staggered to meet the need of individual parents and carers to support limited numbers of students coming into contact with each other • Parents'/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; • Unnecessary items are removed from classrooms and other learning environments where there is space to store them elsewhere (use of changing rooms, cloakrooms and study); • Floor markings added to key areas to support 'social distancing' and facilitate safe queuing e.g. outside the toilets; • Movement of pupils around school is minimised with pinch-points and bottlenecks identified and appropriately controlled; • Pupils should only go to the office if feeling ill for any reason. • Soft furnishings and equipment e.g. toys and enhanced provision (e.g. dolls, cushions, voiles etc) which are harder to clean are removed; • Displays no new displays will be made. • Cohorts are kept isolated where possible and pupils remain in the same small groups at all times each day, different groups are not mixed during the day, or on subsequent days; • The same teacher/s and other staff are assigned to each group and, as far as possible, these stay the same during the day; • Pupils 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. Pupils are seated at the same desk as far as possible; • Mixing between staff and groups of children in school is minimised by accessing rooms directly from outside, where possible; • staggering break and lunch times and students clean their hands beforehand; students bring in their own lunch/ refreshments and eat in their classrooms; pupils have full water bottles from home each day. We have bottles of water available for pupils who forget to bring their own. The water fountain will be out of use. • Toilet access will be reduced. Infant toilets will be split for classes rather than gender. Urinals will not be in action. Outside doors will be wedged open. Cubicles and sinks will be allocated to certain year groups. Some toilet cubicles will be out of use to aid social distancing. • Pupils will not use shared spaces except toilets. • The use of staff rooms to have limited occupancy; • No Assemblies; • No staff meetings 				<p>Children accessing the hub to be given books for their distance learning work.</p>
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					<ul style="list-style-type: none"> Staff will not be able to sit and meet in the staffroom 				
Hygiene Practices	Staff and students	4	4	16	<ul style="list-style-type: none"> The cleaning of non-healthcare settings guidance is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (e.g. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes; Where pupils require first aid, staff members must wear appropriate personal protective equipment (gloves; face covering; apron; face-shield) whilst administering treatment; Any staff who administer first aid or direct contact with pupils must immediately wash hands and avoid contact with face until hygiene practices have been observed; All tissues and wipes used are to be disposed of in the appropriate way, put into lidded caddy bins in each class with a bag inserted and thrown away at the end of each day; All classroom doors which are in use should be wedged open as much as is appropriate to reduce the need to touch handles regularly; Adequate handwashing facilities are available and allocated to each class. Handwashing is promoted above using sanitiser. Handwashing signage is provided adjacent to each basin, Week 1 learning includes explicit messages and practices. Hand sanitiser (that contains no less than 60 percent alcohol) is available at school front door, office, staffroom and is available in all classrooms (as backup), other learning environments and in communal areas (contents are checked daily). High touch surfaces that children and adults touch more often, such as tables, chairs, doors, sinks, toilets, light-switches are cleaned frequently throughout the day; Toilet areas are cleaned by caretaker before school, half way through the day and after school by the caretaker; All adults and pupils are expected to: <ul style="list-style-type: none"> a) frequently wash their hands with soap and water for 20 seconds and dry thoroughly; b) clean their hands on arrival at school, before and after going outside for breaktime, before and after eating, and after sneezing or coughing, before leaving for home; c) avoid touching their mouth, eyes and nose; d) use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase and ALN pupils; 	4	2	8	Headteachers / All staff / Caretaker / Cleaning staff

					<ul style="list-style-type: none"> • Pupils are encouraged to learn and practise these habits through activity and repetition; • Lidded Bins for tissues are emptied throughout the day, and at the end of every day; • Each child has their own tray of personal equipment that is not shared with anyone else (e.g. pens, pencils, ruler, colouring pencils, rubber, pencil sharpener, glue stick, scissors, whiteboard); • The use of shared resources is limited and disinfected where not possible to avoid; • Play equipment is cleaned between uses and not used simultaneously by different children/ groups; • The amount of resources that are taken and brought in from home is limited; • All spaces are well ventilated using natural ventilation (opening windows); • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school reminding pupils and staff to wash their hands, e.g. before entering and leaving the school; • Pupils wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed in posters for display and spreading infection guidance; • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary; • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and handwashing areas; • Bar soap is not used – liquid soap dispensers are used instead to avoid touch; • Pupils do not share cutlery, cups or food; • Pupils bring in full water bottles every day; • Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the published guidance; • Headteacher / Administrator arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team; • COSHH assessments for all additional substances to be in place; • Cleaning materials in each classroom to be stored of reach of pupils when not locked in cleaning cupboard. 				
Ill Health	Staff and students	4	4	8	<ul style="list-style-type: none"> • Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a new dry continuous cough, difficulty in breathing, high temperature, loss of taste/smell and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home'; • Any pupil who displays signs of being unwell is immediately referred to the Headteacher or designated member of staff. While waiting to be collected, children will be supervised in the designated quarantine room which is next to the Headteacher's office to ensure social distancing is maintained; 	4	2	8	All Staff

					<ul style="list-style-type: none"> Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe; The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen; A record of any COVID 19 symptoms in staff or pupils to be reported to the LA; The parents of an unwell student are informed as soon as possible of the situation by a relevant member of staff and asked to collect them immediately; Areas used by unwell students who need to go home are thoroughly cleaned once vacated; If unwell students are waiting to go home, they are instructed to use the adult toilet in the main entrance foyer - this will not then be used by any other child until cleaned with household disinfectant after someone with suspected coronavirus (COVID-19) has left to reduce the risk of passing the infection on to other people Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy; If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow advice given; If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group will need to self-isolate for 10 days. Parents and carers must be available for collecting poorly pupils and contact information must be kept up to date; 				
Spread of infection	Staff and students	4	4	16	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; staff use PPE. If waste is expected of being in contact with a person showing symptoms, suspected or confirmed, it should be placed in a waste bag and held in a secure place for 72 hours and then disposed of in other waste. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in bags and put into the bin; Pupils must wash their hands after they have coughed or sneezed; Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus; Children who have displayed symptoms of coronavirus must self-isolate for 7 days before returning to school once they have been tested for COVID-19. Family members and those who have been in contact with the person with the virus must isolate for 10 days. Staff required to wear face coverings in shared spaces on the school site, including in outside areas. All school staff in Monmouthshire have been supplied with 2 washable 3-ply face masks. Teachers may wear face coverings in the classroom. However, in circumstances involving direct teaching, teachers will not be required to wear masks. 	4	2	8	All Staff

					<ul style="list-style-type: none"> • Face coverings should be high quality three layered masks as set out by the World Health Organisation (they do not need to be medical-grade) • Pupils do not need to wear face masks in school or on school transport • Parents asked to wear face coverings on the school site including outside spaces. • Social distancing must be maintained when entering or exiting the school site. Parents must be instructed to maintain social distance while waiting to drop off or collect children from school. Parents must leave the school site as quickly as possible without socialising with other families; 				
Management of infectious diseases	Staff and students	4	4	16	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; • Staff to be offered twice weekly lateral flow tests on Sunday and Wednesday evening following the guidance; • School uniform will be required; • Staff are vigilant and report concerns about a student's symptoms such as signs of fever, to the Headteacher, where appropriate equipment, such as digital thermometers are available to support assessing risk; • Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus; • 'Social distancing' measures are implemented as so far as is possible and practicable; • There are plans in place for the movement of children around the school (as above); • If school has a confirmed positive case, classrooms should be set aside for 72 hours if possible before cleaning • The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; • Pupils and/or staff who have been classed as 'shielding' owing to pre-existing medical conditions and have been advised, in writing, to undertake specific 'shielding' measures. These individuals should not attend school; • Pupils and/or staff who live with someone who is clinically vulnerable (but not shielding), including those who are pregnant, they should not attend school. Where a pupil and/or member of staff lives in a household with someone who is 'shielding' (and have been advised, in writing, to undertake specific 'shielding' measures), they should only attend if stringent social distancing can be adhered to, and the student and/or member of staff is able to understand and follow those instructions. 	4	2	8	All Staff
Parental engagement	Staff and students	3	3	9	<ul style="list-style-type: none"> • School to communicate to all parents and carers regularly about arrangements, practical information and COVID-19 updates that affect the operation of the school; • Information on school website for parents. • Where possible only one parent / carer should be present at collection point; 	3	2	6	Headteacher / Admin Team

					<ul style="list-style-type: none"> Parents are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely); Only pupils and staff are permitted within the building. 				
Building and property maintenance	Staff and students	4	4	16	<ul style="list-style-type: none"> Caretaker undertakes a daily checklist of supplies and site security/health and safety to ensure compliance with latest <u>guidance</u>; Any areas presenting increased risk to students and/or staff to be isolated; Furniture removed from individual classrooms to enable social distancing to be stored in a nearby designated space to minimise need for lifting; Floor marking used to define transit routes and no-go spaces within identified classrooms and/or areas; Lock all unrequired doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; All outdoor building maintenance to be coordinated with the Headteacher, caretaker so that segregation from students and staff can be ensured (e.g. grass cutting); All contractors to report to reception prior to the start of any work, which is separate to student entrance; Continue with water testing and fire drills etc (see H and S policy) 	4	2	8	Headteacher/ Caretaker
Communication	Staff and students	4	4	16	<ul style="list-style-type: none"> Pupils & staff told not to enter the school if they are displaying any symptoms of coronavirus; No other persons may enter the building; The relevant member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure; updated about any changes to infection control procedures as necessary; There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, catering; food supplies; hygiene suppliers; Cleaning staff are briefed on the additional cleaning requirements and agree additional hours to allow for this by contract manager (MCC) 	4	2	8	Headteacher / Premises Team
Partial school closure	Staff and students	4	4	16	<ul style="list-style-type: none"> The school communicates with parents via text/a messaging service regarding any updates to school procedures which are affected by the coronavirus pandemic; Pupils working from home are assigned work to complete; Headteacher oversees plan for students' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor students' learning while not in school; Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely; Class teachers ensure all students have access to schoolwork and the necessary reading materials at home; Class teachers ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. 	4	2	8	Leadership Team/ Admin Team /Teachers
Emergencies	Staff and students	4	4	16	<ul style="list-style-type: none"> Arrangements are in place for first aid support and relevant PPE will be available ; 	4	2	8	Headteacher /Admin Team

					<ul style="list-style-type: none"> Suitably trained first aiders ; Provisions are fully stocked and monitored. Accident forms completed where required; If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents; All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required; Pupils, parents/carers are contacted as soon as practicable in the event of an emergency; Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 				
Safeguarding	Staff and students	4	4	16	<ul style="list-style-type: none"> Standard procedures are reinforced to all staff prior to increased operations and all staff are expected to observe these; Appropriate security arrangements on-site; Staff rota and levels to take account for security arrangements; All staff supervisors to have valid DBS clearance. Usual 'See something, say something' safeguarding protocols followed 	4	1	4	Headteacher / Designated Senior Person (DSP) Deputy DSP
Poor Behaviour	Staff and students	4	4	16	<ul style="list-style-type: none"> School to consider the impact of poor behaviour; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this; Pupils taught and reminded about hygiene and safe distancing - risk assessments will be carried out on pupils whose behaviour puts staff and other pupils at risk of COVID 19; Parents will be asked to support their pupils with behaviour expectations; School behaviour policy to be used. Three strike rule for deliberate social distancing breaches for pupils leading to reduced attendance provision. Adequate supervision levels in place to support staff; Groups organised so that staff familiar with students where possible to minimise incidents of poor behaviour. 	4	2	8	Headteacher
Distance Learning	Staff and students	4	3	12	<ul style="list-style-type: none"> School to publish Distance Learning guidance to all staff and governors; School to ensure that all teaching and relevant support staff have a school-issued device to support distance learning where possible; Leaders and staff to identify appropriate E-Learning courses and/or virtual training to support delivery of distance learning; Leaders ensure that all staff contacting pupils or parents agree to using their own phone and know how to withhold their phone number. Leaders to ensure that all staff communicating with pupils and parents have a school or hwb email accounts as appropriate; Ensure Staff working remotely have the necessary equipment and work environment to deliver distance learning where possible; Line managers to maintain regular contact with staff who are working remotely; 	4	2	8	Headteacher/ Staff working from home

					<ul style="list-style-type: none"> Schools to ensure that all pupils have access to equipment and resources necessary to engage in learning opportunities; School to maintain contact with parents to provide help and support so that they can support children with distance learning activities. 				
Managing school transport	Staff and students	4	4	16	<ul style="list-style-type: none"> School liaise with the local authority to ensure any transport arrangements are organised to cater for any changes to start and finish times; Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable). Bus driver to remain on vehicle whilst waiting for pupils 	4	2	8	Local Authority/ Headteacher.

Appendix

Planning for Re-opening

Appendix information are subject to changes as deemed necessary by the headteacher as advice and guidance is received from the Welsh Government and Monmouthshire County Council and agreements made by the cluster schools' headteachers.

PPA is an issue. KS2 staff have agreed to cover PPA for FP staff to limit crossing bubbles.

WG are considering ½ day weekly (1 day fortnightly) Remote Learning provision to facilitate statutory entitlement of 10% without compromising 'avoid staff/providers crossing between bubble' guidance. Awaiting further guidance.

PPE Each member of staff will be given 2 re-useable facemasks.

		Monday		Tuesday		Wednesday		Thursday		Friday	
Teacher-Led	Reception	Louisa		Louisa		Louisa		Louisa		Louisa	
		Sam	Cecilia	Sam		Sam		Sam		Sam	
	Year 1	Agency		Agency		Agency		Agency		Agency	
		Steph		Steph		Steph	Geraint	Kathy		Kathy	
	Year 2	Emma	Elva	Emma	Elva	Emma		Emma	Elva	Emma	
		Nic		Nic		Nic		Nic	Tracey	Nic	
HUB Face-to-Face learning	Year 3	Sally		Sally		Sally		Sally		Sally	
	Year 4	Jamie/Tanya		Jamie/Tanya		Jamie/Tanya		Jamie/Tanya		Jamie/Tanya	
	Year 5	Julie		Julie		Julie		Julie		Julie	
	Year 6	Sian		Sian		Sian		Sian		Luke	
				Gail (ALN)							

			(at home if possible)			
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Foundation Phase (FP) Pupils Face-to-Face Learning

	Arrival Time	Departure Time
Reception	9.15	3.15
Year 1	9.00	3.00
Year 2	8.45	2.45

Arrival

- Face-to-face learning offered as per the table above unless attending BC or ASC
- Social distancing rules to be adhered to
- Markers on floor outside for parents and carers to maintain social distancing
- Parents asked to wear face coverings on school site
- Children wash their hands as they enter the building
- Children to sit side-by-side in the classroom and facing the front as far as possible

Breakfast Club (BC) – Tanya O’Shea, Jan Stevenson

- Social distancing rules to be adhered to
- Markers on floor outside for parents and carers to maintain social distancing
- FP children accessing breakfast club enter school via the hall doors and are taken straight to their classrooms (videos to be played)
- Children use hand sanitiser as they enter the building

Departure

- Children taken to playground to wait for parents/carers
- Parents asked not to arrive more than 5 minutes before the arrival or collection time
- Staggered exit times (see table)

After School Club (ASC)

- Until 5.15 reduced price of £6 to support families
- Markers on floor outside for parents and carers to maintain social distancing

- FP children accessing ASC enter school via the hall doors
- Children use hand sanitiser as they enter the hall
- Children sit on 'bubble tables' in the hall which do not change from day to day
- Children to sit side-by-side i.e. on one side of the table only, facing the front
- Use outdoor spaces as much as possible

Key Stage 2 (KS2) Pupils – Vulnerable and Children of Keyworkers

Arrival

- Face-to-face learning offered from 8.45 – 3.45 unless attending BC or ASC
- Social distancing rules to be adhered to
- Markers on floor outside for parents and carers to maintain social distancing
- Parents asked to wear face coverings on school site
- Children use hand sanitiser as they enter the building
- Children to sit side-by-side and facing the front as far as possible

Breakfast Club (BC) Kath Sutherland, Sally Wood

- Social distancing rules to be adhered to
- Markers on floor outside for parents and carers to maintain social distancing
- KS2 children accessing breakfast club enter school via the hall doors
- Children use hand sanitiser as they enter the building
- Children sit on 'bubble tables' in the hall which do not change from day to day
- Children to sit side-by-side i.e. on one side of the table only, facing the front

Departure

- Children taken to hall at 2.30 to wait for parents/carers to collect them

After School Club (ASC)

- Until 5.15 reduced price of £6 to support families
- Markers on floor outside for parents and carers to maintain social distancing
- KS2 children accessing ASC enter school via the hall doors
- Children use hand sanitiser as they enter the hall
- Children sit on 'bubble tables' in the hall which do not change from day to day
- Children to sit side-by-side i.e. on one side of the table only, facing the front
- Use outdoor spaces as much as possible

Summary Information

Social Distancing and Reducing Risk:

- Children must **not** be sent to office unless feeling poorly. If a child is displaying symptoms, teachers to call the office to warn them.
- Children with symptoms to be sat on plastic chairs in the foyer with window open. Staff not involved in supervising or monitoring the child **must not** approach any child sitting there.
- Children must remain seated in the classroom in the same chair for the day as far as possible.
- Doors will be propped open and windows kept open to ensure good ventilation. Blinds should not be drawn.
- If the weather is cold all of the windows should be open at the top, just enough to keep ventilation constant.
- During breaks and lunchtimes, and after school, the windows should be opened wider to 'purge' the air in the space- staff please open windows before leaving the room with your children
- Blue roll and virucidal spray available in each classroom to wipe down surface and 'touch places' such as door handles and light switches. Staff to use as required throughout the day eg between groups using the same equipment/table
- Staff must wear a face covering in shared areas.
- Staff may wear a face covering in the classroom if they wish.
- Face coverings should be 3 layered masks. **Two re-usable masks** will be supplied to all staff.
- Only staff, pupils and necessary external agencies will be allowed in the building. Parents will be asked to email or telephone to speak to the office if possible.
- External agencies staff are allowed in school providing they wear face coverings. Such staff will have minimal contact with children.
- Pupils will not be allowed to bring in bags. Our cloakrooms are shared and do not allow for social distancing: they bring their snack/packed lunch/coats into class.
- Children should only be accessing the hub if 'essential' and for a little time as possible.
- Parents will be asked to be extra vigilant and not to send children to school if poorly.
- Children to bring a water bottle into school. Water fountain turned off.
- Tissues and lidded boxes for disposal in all classrooms.
- Each child will be provided with a stationery kit which will be left in school.
- Staff must socially distance in the staffroom. Only enter the staffroom to make a drink, no sitting. Staff will eat lunch in the hall or outside.
- Staff to support each other with comfort breaks.
- Handwashing regimes in place. Children to be encouraged to use soap and water for handwashing. Hand sanitiser bottles in all classrooms.

Sinks allocated to Year groups:

- Rec/Year 1 Reception Class
- Year 2 Infant toilets' sinks
- Year 3 Creative area Sink
- Year 4 Toilets' Sink
- Year 5 Toilets' Sink
- Year 6 Creative area sink

Self Testing Kits:

Staff should test themselves twice a week on Sunday and Wednesday if possible. If a positive result is found you will need to inform the NHS.

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