

COVID-19 Risk Assessment for School/ Childcare Settings



Astrea Academy Trust

INSPIRING BEYOND MEASURE

Name of School:	Ernulf Academy
Completed by:	Avin Bissoo
Executive Approval:	
Date:	15/06/2020 Reviewed 05/01/2021 Reviewed 08/01/2021



With the Prime Ministers announcement of the Governments roadmap for how and when the UK will start adjusting to the response of Coronavirus (COVID-19) crisis, this included the phased return of some children to school from the 1st June 2020, at the earliest.

Education settings have continued to support the nation by providing care for the children of Key Workers and by supporting vulnerable children during this time of uncertainty. Now that progress has been made in reducing the transmission of coronavirus, we are following the guidance of the government to encourage all eligible children to attend – it is no longer necessary for parents of eligible children to keep them home if they can. As per the existing [Supporting vulnerable children and young people during coronavirus guidance](#), vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.

This advice and guidance is to support our staff working, to deliver this approach in the safest way possible, focusing of the measures we can put in place to help limit risk of the virus spreading within education and childcare settings.

Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the Covid-19 pandemic.

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, the governments approach is underpinned by scientific evidence suggests that a phased approach to limit the risk of increasing the rate of transmission by factoring in the below:

- Severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19).
- The age of children - there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)
- Numbers of children going back - which needs to be limited initially then increased gradually as the science permits
- Systems to reduce the size of the groups coming into contact with each other - such as smaller class sizes spread out across settings.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk-based approach to support staff in their roles.

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.
- PPE does not negate the need for social distancing and hand and respiratory hygiene.

The national guidance and response has changed from Stay at home to **Stay Alert** as we move forward with the governments road map of adjustment. For further guidance on staying alert [click here](#)

Instructions for completion – the aim of the risk assessment is to evaluate the hazards associated with COVID-19, what can be done to remove them or minimise the level of risk by adding control measures, as necessary. Please complete all sections and use Red (high risk), amber (medium risk) and green (low risk) as your rating.



Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
Covid-19	Staff having appropriate knowledge on virus, transmission, and risk	Employee, pupils, agency staff, member of the public	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/	Information and advice given to all.	Medium	15/06/2020
				Updates given as per government guidelines and updates.		
				St Neots is currently a Tier 4 area.	Medium	04/01/2021
				The UK is now in National Lockdown.	High	08/01/2021
				CEV staff to remain at home.	Low	04/01/2021
Transmission of Covid-19 via arrival at setting	Increased transmission of virus on arrival at school setting	Employee, pupils, agency staff, member of the public	<p>Consider how children/young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport.</p> <p>When parents/carers are dropping off / collecting their children from school there should be clear signage in place that encourages social distancing and alerts individuals to Covid-19 and risks of transmission.</p> <p>Parents/carers should be discouraged from gathering at school gates.</p> <p>A clear demarcation line is in place around the reception area to protect staff (to reduce the number of parents/carers within this area). This demarcation requires parents/carers to remain 2metres away from the reception desk area.</p> <p>Where a walking bus is required to continue at this time ensure social distancing is encouraged.</p>	<p>Only six students allowed on school bus at any time only 2 to 3 students come in via busses.</p> <p>All Signage and floor markings in place across the Academy.</p> <p>All parents and students have been told not to gather on school grounds.</p> <p>One way system in place.</p> <p>2 metre social distance markings in place across the Academy.</p> <p>All students reaming at home apart from keyworker and vulnerable students. Students are being educated in year</p>	Medium	15/06/2020 08/01/2021



<p>control in a school setting</p>	<p>distancing therefore increasing the transmission and spread of Covid-19 during the school day</p>		<ul style="list-style-type: none"> • Minimising contact and mixing • Only mix in small, consistent groups • That small group stays away from other people and groups • Maintain 2 meters distance between groups • Brief, transitory contact, such as passing in a corridor, is low risk. <p>For Pre School children in Early Years Foundation Stage the staff to child ratios continue to apply as set out in the early years foundation stage framework 2</p> <p>Primary school classes should be split in half with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant)</p> <p>Secondary schools and colleges, the same principle applies of halving classes. Further guidance for implanting effective protection and control are:</p> <ul style="list-style-type: none"> • Ensuring everyone queues and eats further apart than normal • Sitting children at desks that are far apart: In classrooms the teacher, teaching assistants ideally having a seating plan which promotes social distancing • Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible. • Keeping apart when in the playground or doing any physical exercise • Visiting the toilet one after the other • Staggering break times: at break times and lunchtimes social distancing is monitored closely • Putting guidelines on the floor in corridors – movement throughout the School to be monitored and managed to encourage social distancing • Avoiding unnecessary staff gatherings: All educational visits should be cancelled & all parents evenings are cancelled throughout this present time • Where money is handled, parents are encouraged to pay by card /cheque / online (discourage handling of cash) • Drama classes / Sports / PE / Football coaches/and other outside school visitors etc are to be discouraged throughout the present time unless they are part of a planned Covid-19 response and able to support and follow social distancing <p>Further guidance can be found here regarding the planning and organisation of how to implement protective measures before the wider opening on 1st June.</p>	<p>Students who require use of toilets will be escorted by a member of the SLT/On call team.</p> <p>One way system and staggered start times to minimise risk.</p> <p>All teaching staff to come in just before greeting students then are require to leave site after students finish for the day.</p> <p>Individual toilet for each year group and separate staff toilet.</p>		<p>08/01/2021</p>
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<p>Reducing transmission of Covid-19 through effective hand washing</p>	<p>Staff and pupils having sufficient opportunity through the school day to implement effective hand washing</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>Follow Hand Washing protocol at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues. Bins for tissues should be emptied throughout the day.</p> <p>Consider how to encourage young children to learn and practise these habits through games, songs and repetition.</p> <p>Some children and young people with special educational needs and disabilities may require additional support in following public health advice, or may find frequent handwashing distressing. Staff will know where this is likely to be the case, and how they can best support individual children and young people.</p>	<p>Every class entry point to the building has hand sanitiser outside the door and inside the classroom.</p> <p>Every toilet has hand sanitiser outside the door and hand washing facilities.</p> <p>Each class has a full cleaning coronavirus pack with hand sanitiser, gloves, hand towels, disinfectant spray.</p> <p>Each classroom has a pedal bin for any litter.</p>	<p>Medium</p>	<p>15/06/2020</p>
<p>Intimate care and minimising the risk of Covid-19</p>		<p>Employee, pupils, agency staff, member of the public</p>	<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> <p>Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently</p>	<p>Guidance supplied</p>	<p>Medium</p>	<p>15/06/2020</p>



		<p>touched surfaces, and carrying out more frequent handwashing. School staff should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils.</p> <p>The government guidance states that by changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed as it may inadvertently increase the risk of transmission.</p>			
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The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 meters from others. PPE is only needed in a very small number of cases including:

- 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
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical 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

Category	Activity	Examples	Gloves	Apron	Face Mask	Fluid-resistant Surgical Face Mask	Eye/face protection	Filtering face piece class 3 (FFP3) respirator
Mainstream schools	Direct, hands-on personal care of children	<ul style="list-style-type: none"> • A teacher or Teaching Assistant taking a child to the toilet, • Cleaning up vomit, faeces or urine following a child's incontinence • Delivering first aid to an injured child after a fall in the playground 	Yes	Yes	No	Yes	Yes, if risk assessed	No
	Direct hands-on supervision of children, where social distancing (2 metres and	<ul style="list-style-type: none"> • 1-1 work with children (reading, help with writing and drawing) 	No	No	Yes	No	No	No



Special schools / Alternative Provision and other similar settings	handwashing) cannot be achieved							
	General supervision of children where social distancing (2 metres and handwashing) can be maintained	<ul style="list-style-type: none"> A teacher at the front of the class Supervision of children at play or break time Administrative functions with not close contact with children 	No	No	No	No	No	No
	Direct hands-on personal care of children	As above, plus - <ul style="list-style-type: none"> Close personal care to support children's medical conditions, such as support with feeding tubes and tracheostomies. 	Yes	Yes	No	Yes	Yes, if risk assessed	No
	Direct hands-on supervision of children, where social distancing (2 metres and handwashing) cannot be achieved	As above, plus - <ul style="list-style-type: none"> Providing general physical, mobility and educational support for children with special needs 	No	No	Yes	No	Yes	No
	General supervision of children where social distancing (2 metres and handwashing) can be maintained	As above	No	No	No	No	No	No
	Supervision of children in settings where there might be challenging behaviour	<ul style="list-style-type: none"> Dealing with conflict and physical interventions, Close supervision and mentoring following challenging behaviour 	Yes, if risk assessed	Yes, if risk assessed	No	Yes	Yes, if risk assessed	No

Please see government [guidance on shielding and protecting extremely vulnerable](#)

Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
When essential travel in a vehicle is required		Staff & Volunteers	<p>When having to travel for business related reasons such as visiting a pupil's home, delivery of food hampers etc please only travel when this is essential.</p> <p>When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household. Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking, cycling and public transport where you maintain a distance of 2 metres from others.</p> <p>https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</p>	All staff to come to school in their own cars/walking/biking. Staff have been reminded they shouldn't share vehicles etc.	Medium	15/06/2020



			<p>Where using a car is essential to carry out a school based task involving two or more people, it is recommended that two or more cars are used rather than staff travelling together in the same vehicle.</p> <p>Staff where possible should use their own vehicle</p> <p>Staff should only share a vehicle as an absolute last resort</p> <p>If you have to share the vehicle with another staff member – remember to wipe down the car after the visit has taken place e/g steering wheel, handbrake, door handles etc with an antibacterial wipe (dispose of the wipes by double bagging) and open windows</p> <p>Once you arrive at the property – you must maintain social distancing. Knock on the door and leave the hamper on the door step</p> <p>If you are lone working it is important to follow your lone working guidance and ensure a buddy system is implemented and you are in regular contact of your whereabouts</p> <p>If staff are visiting a number of homes (e.g. delivering food hampers etc) and cannot get access to warm soapy water then you must use a hand sanitizer between visits</p>			
<p>Managing risk of an individual who display's symptoms</p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>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 child and with appropriate adult supervision if required. 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.</p> <p>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>	<p>A Student or members of staff who displays symptoms will be isolated in the first aid room which is now the Conference Meeting Room until collection by Parents.</p> <p>Staff are aware of the symptoms and know not to come into work. Staff will also be able to use the first aid room and will be sent home. The online 111 service has been advised to be used if staff are unsure of symptoms.</p>	<p>Medium</p>	<p>15/06/2020</p>



			<p>PPE should 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).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>			
<p>Managing the risk of a confirmed case of coronavirus</p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</p> <p>Where 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.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should 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.</p>	<p>Staff and students who show symptoms will go to the first aid room which is now the Conference Meeting Room.</p> <p>Testing is due to commence through Astrea Academy Trust testing team in January 2021. This will take place in the Sports Hall, with the Gym being used as the waiting area. Results are received within 20-30 minutes and government guidelines will be followed in</p>	<p>Medium</p>	<p>15/06/2020</p> <p>08/01/2021</p>



Managing the ongoing cleaning of the school building	Reducing the risk of contact infection	Employee, pupils, agency staff, member of the public	Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.	Full cleaning rota and key touch point to have special consideration when cleaning. Disposable PPE issued to cleaners and first aiders. Weekly tool box talks to be given Check sheets to be filled in daily. Cleaners have the map of the site and timetable so they know which areas, classrooms and toilets are being used on what day and time. All cleaners are remaining in work at their usual times so cleaning can take place at the end of each day (15:30pm-18:00pm). A deep clean is being done daily in the rooms being used.	Medium	15/06/2020
			<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • Use either a combined detergent disinfectant solution at a dilution of 1,000parts per million available chlorine Or • A household detergent followed by disinfection (1000ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents Or • If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>Laundry</p>			08/01/2021



		<p>Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</p> <p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p> <p>Waste</p> <p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. <p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> • if the individual tests negative, this can be put in with the normal waste • if the individual tests positive, then store it for at least 72 hours and put in with the normal waste <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p> <p>For further guidance regarding cleaning please see non healthcare settings guidance</p>	<p>Cleaners to wash clothes and tea towels daily.</p> <p>All waste to be bagged and disposed of in the correct bins supplied.</p>		
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Education Specific Guidance

Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
Effective Timetable Planning	Staff and children and young people being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff	<p>Settings are asked to refresh the timetable to actively support social distancing and minimise risk, considering the following:</p> <ul style="list-style-type: none"> • establish pupil numbers anticipated in school • establish staff available to deploy • decide which lessons or activities will be delivered • organise small class groups, as described in the 'class or group sizes' section • consider which lessons or classroom activities could take place outdoors • consider start and end of the school session • consider staggered drop-off and collection times • consider lesson times 	Full compliance achieved on all the points listed.	Medium	15/06/2020



			<ul style="list-style-type: none"> • use the timetable and selection of classroom or other learning environment to reduce movement around the school or building • stagger assembly groups • stagger break times (including lunch), so that all children are not moving around the school at the same time 			
Effective Management of Classrooms	Staff and children and young people being unable to adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff	<p>Settings are advised to organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>In addition, childcare settings or early years groups in school should:</p> <ul style="list-style-type: none"> • consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing • consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • accessing rooms directly from outside where possible • <i>ensure each pupil has their own table/seating area</i> <p>Further guidance from the Department of Education is available via the link below: 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>All items that could be touched and are not in use removed. Do not touch signs have been put up on things that cannot be removed, e.g. cabinets in the classroom.</p> <p>All doors to be propped open all classrooms to be entered via outside door.</p> <p>All play equipment has either been removed or washed at the end of the school day.</p>	Medium	15/06/2020
Effective Management of Transport	Increased transmission of virus on arrival and departure from school setting	Employees, pupils, agency staff, members of the public	Settings should consider the following with regards to the management of transport:	Pupils. Parents, staff, and contractors have been given guidance.	Medium	15/06/2020



			<ul style="list-style-type: none"> • Encourage parents to familiarise themselves with Coronavirus (COVID-19) Travel guidance for passengers, particularly if they require public transport. • Encourage parents to explore all forms of transport before using public transport. Encourage parents, children and young people to walk or cycle to their education setting where possible, maintaining social distancing when approaching or passing other pedestrians. • When children are cycling to school, ensure hands are washed before and after for at least 20 seconds or sanitised. • Ensure transport arrangements cater for any changes to start and finish times – and this is communicated to all parents. • Make sure any transport providers (minibus drivers etc) do not work if they or members of their household are displaying symptoms of coronavirus. • Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. • When transporting children with complex needs, who may need support to access the vehicle or need help in fastening seatbelts, ensure this individual case is risk assessed in case the staff member requires PPE. • Communicate revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance to agree pick-up and drop off times and points). • <i>Remind parents that if they use public transport, ensure parents and children maintain social distancing where possible, minimise the amount of surfaces touched, face away from others, consider taking hand sanitiser to support hygiene measures and wear a face covering during the journey. Face coverings should be kept in a plastic bag once removed and washed prior to re-use.</i> 			
Effective Communication to Parents and Carers	Parents and carers having appropriate knowledge on virus, transmission, and risk within an education setting	Employees, pupils, agency staff, member of the public	<ul style="list-style-type: none"> • Tell parents and carers that no-one should enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Tell parents their allocated 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) • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) 	<p>All means of communication have been sent to Parents and Staff.</p> <p>Parents and Staff will be kept updated.</p> <p>Staff are aware to go to HR or SLT with any queries.</p> <p>Staff training given to all staff expected to come on</p>	Medium	15/06/2020



			<ul style="list-style-type: none"> • Where appropriate, engage parents and carers in education resources such as e-bug and PHE schools resources • Ensure parents and carers are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers • <i>Remind parents and carers about social distancing whilst on site and make sure that procedures are well signposted around the school grounds</i> 	site from 15 th June to 17 th July on 15 th and 16 th June 2020.		
Effective Management of Cohorts	Staff and children and young people being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff	<p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> • ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days • ensure that 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, recognising for secondary and college settings there will be some subject specialist rotation of staff • ensure that wherever possible children and young people 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 <i>or properly cleaned between cohorts if shared</i>. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> • accessing rooms directly from outside where possible • considering one-way circulation • staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. • 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>All parents of main stream students have been given rules for the pupils to adhere to. Those students who do not will be asked not to come back to school. Normal behaviour policy applies with additional points in regards to government guidelines (social distancing and hygiene).</p> <p>Only 10 students per class same class to be used for every lesson.</p> <p>Student to have allocated desk for their use only.</p> <p>No teaching rooms to be shared.</p> <p>Food to be collected from the canteen via one way</p>	Medium	15/06/2020



			<p>For shared rooms:</p> <ul style="list-style-type: none"> • use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance • stagger the use of staff rooms and offices to limit occupancy <p>Further guidance from the Department of Education is available via the link below: 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>system and consumed at their individual desk in the classroom.</p>		
<p>Effective Cleaning and Hygiene in Classrooms</p>	<p>Staff and children and young people being unable to adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19</p>	<p>Employees, pupils, agency staff</p>	<p>Settings should ensure the following protective measures are in place with regards to cleaning and hygiene:</p> <ul style="list-style-type: none"> • Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly • Clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing • Pupils are encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Ensure that help is available for children and young people who have trouble cleaning their hands independently 	<p>All classroom have coronavirus cleaning pack in if they feel comfortable to clean their classroom/area themselves. The Academy will be closed on a Wednesday to Year 10's for the cleaners to do a deep clean.</p> <p>All toilets have sinks and hand dryers and will be cleaned regularly throughout the day.</p> <p>All cleaning staff have been issued with disposable PPE (gloves and aprons) and have been informed on</p>	<p>Medium</p>	<p>15/06/2020</p>



			<ul style="list-style-type: none"> • 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 • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Contact public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed • There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting <p>Further guidance from the Department of Education is available via the link below: 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>how to dispose of in the correct manner.</p> <p>Talk box talks to be given weekly and any concerns to be raised with their line manager or HR.</p>		
<p>Effective Use of Outside Space</p>	<p>Outdoor equipment not being kept clean therefore increasing the transmission and spread of Covid-19</p>	<p>Employees, pupils, agency staff</p>	<p>Settings are asked to consider the use of outside space:</p> <ul style="list-style-type: none"> • for exercise and breaks • for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff <p>Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p> <p>Read COVID-19: cleaning of non-healthcare settings</p> <p>Schools should stagger breaks and lunchtimes to ensure that groups are kept apart as much as possible.</p> <p>Further guidance from the Department of Education via the link below: 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>No outside areas to be used at break times as the students groups of 10 will only be in for a maximum of two hours.</p>	<p>Medium</p>	<p>15/06/2020</p>



Effective Use of Resources	Staff and children and young people being unable to adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff	Settings are asked to consider the following actions in the safe maintenance and control of resources: <ul style="list-style-type: none"> • Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • <i>Provide a tray of resources on each table for the individual children to use in Primary settings</i> 	Each student to be supplied with their own books and stationary to be kept at their allocated tables. This will not leave the school site. No practical lessons or PE to be given at this time.	Medium	15/06/2020
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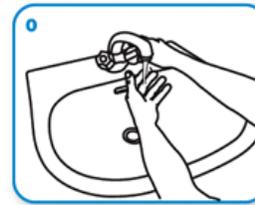
Appendix 1: Clean hands protect against infection (WHO protocol)

Protect yourself

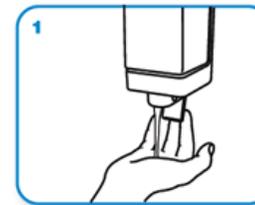


- Clean your hands regularly.
- Wash your hands with soap and water and dry them thoroughly. Use alcohol-based hand rub if you do not have immediate access to soap and water.

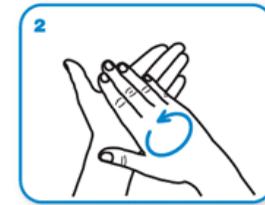
How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



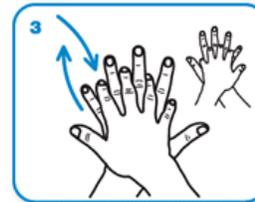
Wet hands with water



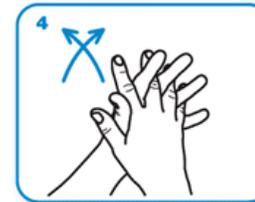
apply enough soap to cover all hand surfaces.



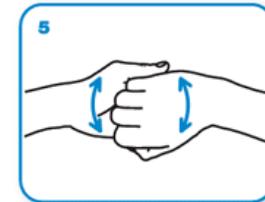
Rub hands palm to palm



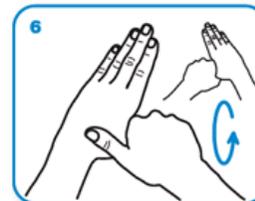
right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



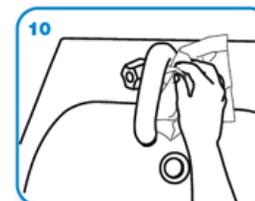
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



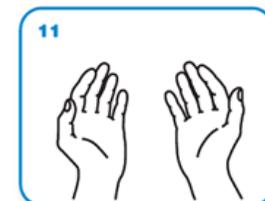
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

