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# COVID 19 RISK ASSESSMENT

## FULL SCHOOL CLOSURE

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Barley Fields  
Primary School

VERSION 7 UPDATED 8<sup>TH</sup> JANUARY 2021

Lamb Lane, Ingleby Barwick, Stockton TS17 0QP

## Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

## Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines.

## Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are - older people, people with pre-existing health conditions, men, people from BAME communities.

## Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self-awareness of risk group (extremely vulnerable, vulnerable, general population) **and of symptoms of high temperature; new continuous cough and loss of sense of smell and/or taste which require self-isolation for the case and household contacts.**

## The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it will help you manage risk and protect people.


You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this is not possible, control the risk.

## Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

**This document is current at the date published, please check the relevant Government departmental guidance regularly for updates.**

<b>Risk Assessment</b>	<b>COVID-19 JANUARY 2021</b>	<b>FULL SCHOOL CLOSURE</b>	 <b>Stockton-on-Tees</b> BOROUGH COUNCIL
<b>School</b>	<b>Barley Fields Primary School</b>		
<b>Author</b>	<b>Caroline Taylor Head Teacher</b>		
<b>Date</b>	<b>5.1.21</b>		

Task/Activity:	<b>Implementing Protective Measures to Mitigate against Covid-19 Infection during Full School Lockdown</b>
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Distribution to	Chair of Governors and Governing Body Caretaker Teaching staff	Support Staff Premises Staff (Midday Supervisors/cleaning staff)	External Providers (Ryandale/Mrs B's) External Coaches <b>SCITT/FE Colleges/NHS/agencies</b>
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### Scenario 3 – Full school closure From 5.1.21

In the event of a full school closure school will continue to provide within school support to children who have parents who are critical workers or who are identified as vulnerable (SEND/LAC/Social Care). This risk assessment reviews the provision in place across the school with restricted pupil numbers.

Full school closure	Cohort	Provision	Curriculum	Communication
<p><b>Influenced by:</b></p> <ul style="list-style-type: none"> <li><b>National Lockdown</b></li> <li><b>Local Lockdown</b></li> <li><b>Lack of Senior staff and high COVID infection rate in school (and advised by PHE)</b></li> </ul> <p>Lockdown – Full School Closure Remote Learning policy and Procedures in place</p> <p>In school support offered to critical worker children and to vulnerable pupils</p>	<p>Schools closed to all students except <b>Critical worker and Vulnerable children</b> who must continue to attend.</p> <p>This is monitored and coordinate by HT and DHT</p>	<ul style="list-style-type: none"> <li>Critical Worker eligibility and childcare need identified through parent survey (Microsoft Forms), checking of employment details and a booking placement system established.</li> <li>School planning in place to accommodate a maximum of 30% of the school population at any one time. Placements to be prioritised to emergency services and front link workers if demand exceeds this.</li> <li>Teaching assistants, administration staff, and premises related staff to work as normal in school.</li> <li>Teachers to work remotely from home to facilitate and deliver remote learning between 9.00-3.00pm</li> <li>Vulnerable children identified by DSL and SENCO review. Uptake of placement offered to all children in the group and accessed through parent survey (Microsoft Forms). No need for weekly booking for children in the group.</li> <li>Bridge class to remain fully operational for the most vulnerable children in Y3/4</li> <li>DHT to arrange key worker bookings, assign staff and arrange timetables</li> </ul>	<p>All teachers will work from home and will deliver teaching and learning as identified in the remote learning policy</p> <p>All teachers to have remote access to school server with appropriate laptop provision, webcams and iPad</p>	<p>As Tier 2</p> <p>Weekly Mme/Newsletter updates to parents HT</p> <p>Promote loan of school equipment where necessary to vulnerable and disadvantaged families etc.</p> <p>IPad – coordinated by C Hoyle</p>

<p>School Risk Assessment and Preventative measures remain in place with minor amendments.</p> <p>Working from home requirements and expectations for staff complete and distributed</p>		<ul style="list-style-type: none"> <li>HT to review vulnerable/SEND families and arrange attendance/contact /support</li> <li>School meals to be served as normal</li> <li>FSM children offered a weekly lunch bag for children.</li> <li>Member of SLT/DSL on site each day</li> <li>Paediatric first aider on site each day</li> <li>Office staff rota – one member of staff daily</li> </ul>		
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
Test and Trace	<ul style="list-style-type: none"> <li>Documentation prepared for all visitors to sign linked to test and trace</li> <li>Logs maintained of all visits</li> <li>School signed for QR code to assist Test and Trace</li> <li>Minimal Visitors allowed into School and where possible outside school working hours</li> <li>Protocols shared on entry</li> <li>From 25.1.20 staff to be offered weekly tests in school. Dfe information to follow</li> </ul>	Stickers used for visitors instead of badges and lanyards	C Hoyle/J Druett	
Entrances and exits	<ul style="list-style-type: none"> <li>One way gated entry into school from Lamb Lane</li> <li>Year Groups using all main entrances for entry and exit.</li> <li>Areas exterior to all external doorways to provide a 2m radius around the door.</li> <li>Doors manned by TAs on opening/closing to monitor observance of 2 metre safe social distancing, verbal warnings given to parents as children are admitted/sent out</li> <li>Children to bring all personal items in independently, staff not to accept items from adults on the yard. Parents informed of this by letter/updated regularly.</li> <li>Conspicuous signage placed around the building to illustrate/remind of safe social distancing rules. – additional 2m distancing signage on order</li> </ul>	COVID- social distance reminders in place, [floor stickers and signage) N sign	C Taylor Rob Shildrick	
Social Distancing within and around the school building	<ul style="list-style-type: none"> <li>Face coverings must be worn by adults and pupils when moving around the premises – corridors and communal areas and on entry and exit procedures</li> <li>Guidance on <a href="#">safe working in education, childcare and children’s social care</a> provides more advice.</li> <li>Furniture in rooms re-arranged to maintain practicable safe social distancing. KS2 front facing desks. EY and KS1 spaced stationary provision and working areas</li> <li>Communication between year groups/school office/senior leadership established via Microsoft teams.</li> <li>Staff to have timetabled use of rest spaces during the day. Staff to follow social distancing rules when preparing food/drinks. Increased use of space for staff meetings to utilise meeting room between 12.00 – 1.20pm daily and UKS2 to use end classroom.</li> </ul>	<p>Dfe Covid updated guidance available for reference in the school office</p> <p>Daily DFe updates read and actioned by HT</p>	<p>Jo Symmonds</p> <p>C Taylor to order</p> <p>Staff daily</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
	<ul style="list-style-type: none"> <li>Staffroom designated areas to have cleaning materials available for staff use.</li> <li>TA staff /Admin staff to have hours allocated linked to changes in start and finish times – 8.30am – 3.15pm</li> <li>Cleaning staff to work from 3.30pm – 5.30pm and maintain 2-metre social distancing guidance.</li> <li>All whole school and large group contact situations to be reduced including Assemblies.</li> <li>Pods to avoid passing in corridor areas around school</li> <li>Hall use timetabled to year groups for exercise</li> </ul>	Staff to ensure they are listed as available daily on Teams	Rob Shildrick Jo Symmonds J Symmonds	
Main school entrance	<ul style="list-style-type: none"> <li>Posters present in main school entrance to limit entry to one person only in the lobby area. If occupied, do not enter.</li> <li>No entrance/waiting in the main school building to visitors unless authorised by SLT/office staff.</li> <li>Lower staffing levels in school office – additional computer set up in the small meeting room for use by office staff</li> <li>Hand sanitizer/gloves/masks for visitors available on entry wall and clearly identified.</li> <li>Hand hygiene posters on display reminding people of hand hygiene.</li> <li><b>Regular sanitisation of Ipad screen which facilitates the entry system</b></li> </ul>	Signage on main school entrance door  Signage on office door	C Hoyle  Office staff	
Entrances into Key Stages	<ul style="list-style-type: none"> <li>Hand gel units fixed to wall and available on entry to Main school, KS1, UKS2, LKS2</li> <li>No entry signs on all exterior doors in the main school area and exterior gates</li> <li>Children and adults are to wash/gel sanitise their hands on arrival into the building</li> <li>Wash your hands signs displayed around school</li> <li>Catch it, bin it, kill signs displayed around school</li> <li>Large pull up display sign in place in main school reception entrance</li> </ul>	Posters/signage printed and laminated Purchase exterior gate signage	C Taylor  Support from KS leads/TAs	
Toilet areas	<ul style="list-style-type: none"> <li>Sufficient hand washing facilities are to be made readily available with liquid soap dispensers, hand dryers and supplies of paper towels in each key stage</li> <li>All persons are to wash their hands before eating, after eating, after sneezing or coughing etc.</li> <li>Where possible, toilet areas should be well-ventilated using natural ventilation. Jo Symmonds to open toilet windows each morning (where possible)</li> <li>Installation of air freshener systems in toilet areas</li> <li>All toilet areas cleaned midday</li> </ul> <p>Staff in Early Years will contact parents directly for assistance if a child has a toileting accident and this cannot be attended to without breaking social distancing measures or without some level of independence by the child.</p> <p><b>If this is not possible, staff will wear full PPE to assist the child and will try to ensure social distancing as much as practicably possible. Please see intimate care policy 2020 for further details.</b></p> <p><b>Use of alcohol gel is only recommended in circumstances where hand washing is not immediately</b></p>	Communicate expectations to staff and parents about cleaning and hygiene.  Guidance on cleaning non-healthcare premises available <a href="#">here</a> .  Frequent hand washing and drying	Staff	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
	practical.	– see guidance on <a href="#">hand cleaning</a> .		
Office Areas.	<ul style="list-style-type: none"> <li>• <b>Office Rota to have one person working in school daily (second member to work from home if possible)</b></li> <li>• Office staff to speak with visitors via the glass partition.</li> <li>• Office door only accessible to senior staff/ signage to other staff to indicate that entrance is not permitted.</li> <li>• Increased use of Teams for communication between office /teachers/teaching assistants</li> <li>• Only two people in the office at any one time to allow for social distancing.</li> <li>• Minimal access to into the office and controlled during the working day.</li> <li>• School Business manager to work in the second office if two members of staff need to be on duty.</li> <li>• Clear signage detailing the arrangements and procedures in place.</li> <li>• Hot desking and the sharing of equipment avoided where possible but if this cannot be achieved, then desks, non-fabric parts of chairs, keyboards, phones, PC screens and other such surfaces should be cleansed after use and before use by the next person.</li> <li>• Cleaning materials supplied in the school office</li> <li>• Staff and cleaners to complete regular contact points &amp; surface cleaning midday</li> </ul>	For further advice on working safely in offices, see <a href="#">Working Safely During The Coronavirus Outbreak In Offices and Contact Centres</a> .	C Hoyle	
Photocopier Room	<ul style="list-style-type: none"> <li>• Photocopier use to be limited to one person per time where possible.</li> <li>• Only staff the same bubble permitted access the room simultaneously – two people maximum</li> <li>• Staff to reduce the need to use the photocopiers during the working day and wash hands after use.</li> <li>• Cleaning materials stored in photocopying room <b>and photocopier surfaces including touch screen display to be wiped down with anti-bacterial wipes after each use.</b></li> </ul>	Antibacterial spray and wipes available	J Symmonds	
Classroom Spaces	<ul style="list-style-type: none"> <li>• Allocated year group classrooms within the main teaching space for children.</li> <li>• Staff and children are not to share/visit other pods/bubbles within the working day</li> <li>• Forward facing desks in KS2</li> <li>• Reduced furniture and classroom provision in EY/KS1</li> <li>• <b>No mixed use of the IT suite (one year group daily) which will be deep cleaned daily</b></li> <li>• iPads cleaned and sanitised after class use (spray available).</li> <li>• Windows and doors to be open during the working day for maximum ventilation.</li> <li>• <b>Parents informed of the need for children to wear extra layers and appropriate clothing to suit cooler conditions in school.</b></li> <li>• All windows to be security checked for closure by the caretaker daily.</li> <li>• Furniture arrangement in rooms to maximise opportunities for social distancing</li> <li>• EY/ KS1 – silhouetting equipment and minimal/limited equipment for use daily in shared provision</li> <li>• Removal of soft furnishings and resources that cannot be easily cleaned from EY and KS1</li> <li>• Children must not bring things from home (remote learning packs/book bags / lunchboxes / water</li> </ul>	<a href="#">Catch it, bin it, kill it posters</a> . Hand and respiratory hygiene etc.]	C Taylor  Jo Symmonds  Class teachers /TAs to follow guidance	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
	<ul style="list-style-type: none"> <li>bottles only)</li> <li>• Children who may need a change of clothes can bring this into school.</li> <li>• Children must bring a personal water bottle daily and this should be sent home for cleaning. Please contact parents if this is not happening/office has water bottles for sale or use in an emergency</li> <li>• Reduce contact point activities such as food making or tasting, shared resources such as playdough, sand</li> <li>• Avoid any activity where you are passing items around a class; Circle time objects, Artefact sharing, Touching activities – PE / Gymnastics</li> <li>• Cease hand shaking or physical greeting (children and visitors)</li> <li>• Cease use of shared cups in class (e.g. using cups for water)</li> </ul>			
Classroom Hygiene	<ul style="list-style-type: none"> <li>• Staff to encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”)</li> <li>• <b>Small 8 litre lidded bin to be provided in each classroom for tissues only. Internal bags and nappy sacks available for double bagging tissues. Bin emptied daily and sanitised.</b></li> <li>• Disposable tissues supplied in each classroom</li> <li>• Persons encouraged not to touch their mouth, eyes and nose.</li> <li>• All persons are to wash their hands before eating, after eating, after sneezing or coughing etc.</li> <li>• Each child allocated a classroom tray for their own personal items and effects to be used during the day. These should be located in an area that will minimise congestion when accessing them.</li> <li>• Reading books / remote learning packs can be sent in plastic wallets daily.</li> <li>• Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See <a href="#">cleansing guidance</a>.</li> <li>• Cloths and spray provided for each key stage area (x4) <b>Stored securely</b></li> </ul>	<p>Catch it, bin it, kill it posters on display in key stage.</p> <p>Communicate expectations to staff and parents about cleaning and hygiene. Guidance on cleaning non-healthcare premises available <a href="#">here</a> .</p>	<p>Staff</p> <p>J Symmonds to organise resources</p>	
Lunchtime Organisation	<ul style="list-style-type: none"> <li>• <b>Midday supervisors assigned to year groups and information distributed to staff regarding safe working practice and routines (including the wearing of masks/visors)</b></li> <li>• Hot school meals continue to be provided for all children of key worker and vulnerable groups</li> <li>• Lunch hour in two sittings in the hall – EY/KS1 and KS2 . <b>Midday staff to ensure thorough cleaning in between</b></li> <li>• Five rows of tables set up with drinks on each table to minimise contact with pods</li> <li>• Use of one hall from 11.45 and at 12.30 to provide lunches. Tables as distanced as possible.</li> <li>• Timetabling to be amended with midday supervisors primarily working in one year group with <b>children in supporting lunches and cleaning.</b></li> <li>• <b>TAs to supervise transitions of children into the hall for lunch in EY/KS1 and lunchtime supervisors back to classroom areas. TAs to supervise children outside in designated playground area outside either before or after the lunch period for 30 minutes</b></li> </ul>	<p>Additional midday supervisors appointed 2x 7.5 hours weekly</p> <p>Timetables shared</p>	<p>CT</p> <p>Midday supervisors</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
	<ul style="list-style-type: none"> <li>• Midday Supervisors supervise <b>transitions of children into the hall for lunch</b> in KS2 and back to classroom areas. TAs to supervise outside either before or after the lunch period for 30 minutes</li> <li>• Packed lunch trolleys to be kept in Key stage areas for children to access</li> <li>• Trolley of materials for cleaning and disinfecting tables to be taken from the cleaning cupboard daily/restocked by Caretaker</li> </ul>			
Outdoor learning spaces	<ul style="list-style-type: none"> <li>• Playtime rotas amended to ensure staggered timings and safer spaces for children to play</li> <li>• Outdoor spaces may be utilised for lessons where practicable with an awareness for social distancing between pods.</li> <li>• Coaching for PE will be available from Tom Andrews one afternoon per week in each key stage. Sarah Leighton to add learning to Seesaw for children to access at home.</li> <li>• Outdoor large play equipment may be used but timetabled to cohorts – Timber Trail, Evie Grace’s Place</li> <li>• Areas such as EY garden, KS1 external classroom, playground, MUGA, field, forest school, pavilion, under canopies, internal dining areas can be accessed (agreed rota in place).</li> <li>• Limited play equipment available – no sharing between pods. Each KS1 year group has its own small box of outdoor play equipment resources</li> <li>• EY outdoor play – enhanced hygiene routines – children to wash hands/gel on exit and re-entry into school.</li> <li>• Nursery and Reception Pods not to mix in EY outdoor area</li> </ul>	SLT  Teaching Assistants	Ongoing	
Liaison with onsite providers – Mrs B’s and Ryandale	<ul style="list-style-type: none"> <li>• Ryandale to join Nursery setting in a bubble to aid dual placement, wraparound care and 30 hours provision</li> <li>• <b>Names of children attending each provision to be submitted to the school office daily (track and trace). C Hoyle to maintain this register daily</b></li> <li>• <b>Copies of setting risk assessment to be obtained and shared with Head Teacher</b></li> <li>• HT to liaise regularly with owners regarding collaborative school working and support</li> </ul> <p><b><i>Mrs B’s will be closed during this lockdown period</i></b></p>	<b>C Hoyle to maintain this register daily</b> <b>C Hoyle to request</b>	EY lad / Nursery teacher  Provider to ensure names are sent to the office daily	
Supply and therapeutic teachers	<ul style="list-style-type: none"> <li>• Continued support in school by a range of services with office staff to ensure contact details and information on attendance are maintained through the school signing in system</li> <li>• All Therapy and intervention to take place in the therapy room</li> <li>• Access to be booked by C Hoyle / diary added to school calendar with senior staff allocated accessibility</li> <li>• C Taylor to create a crib sheet of control measure for supporting the staff/therapeutic teachers on entry</li> <li>• Risk Assessment from ABC counselling received in school</li> </ul>	C Taylor		
Vulnerable People	<ul style="list-style-type: none"> <li>• Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</li> <li>• This means that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</li> </ul>	For further advice Human Resources: <a href="mailto:SMHR@stockton.gov.uk">SMHR@stockton.gov.uk</a>	C Taylor	



Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
	<ul style="list-style-type: none"> <li>See the <a href="#">guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for the current advice.</li> <li>Some pupils required to shield and are under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.</li> </ul>	Public Health: <a href="mailto:Public.HealthTeam@stockton.gov.uk">Public.HealthTeam@stockton.gov.uk</a> Health & Safety: <a href="mailto:healthandsafetyunit@stockton.gov.uk">healthandsafetyunit@stockton.gov.uk</a>		
Pregnant Staff	<ul style="list-style-type: none"> <li>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools.</li> <li>Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</li> </ul> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published <a href="#">occupational health advice for employers and pregnant women</a>.</p> <p>This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. '</p> <p>We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</p>			
First Aid	<ul style="list-style-type: none"> <li><b>The school's first aid policy reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times.</b></li> <li>One trained staff member nominated for first aid daily in each key stage. PPE equipment provided and first aid station fully resourced in each key stage.</li> <li>Display posters of wearing and removing PPE equipment added to the first aid station area.</li> <li>Appropriate PPE available to reduce the likelihood of cross contamination – aprons, gloves, masks, hand gel</li> <li>School has access to a non-contact thermometer to check temperatures if a child is unwell (kept with first aid resources in the main school office)</li> <li>Increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing. Staff and children may bring hand cream for personal use. This may be kept centrally for young children but they must apply it independently and parents to complete a permissions form.</li> <li>Children may bring hand gel for personal use</li> </ul>	Distribute guidance on dealing with a potentially symptomatic person.  Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation	C Taylor  Key Stage Leads to organise  DHT to monitor provision of first aid resources  <b>C Taylor to create a permissions form</b>	
Safeguarding	<ul style="list-style-type: none"> <li>School has revised the child protection policy (led by their Designated Safeguarding Lead) to reflect school closure.</li> <li>Schools to follow statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and should refer</li> </ul>	Communication with school nurses is important for	HT, DHT and Key stage Leads	

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	<p>to the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a></p> <ul style="list-style-type: none"> <li>Designated safeguarding leads (and deputies) will provide support to staff and children regarding all safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</li> <li>DSL will continue to attend all safeguarding and LAC meetings to offer support to vulnerable children</li> <li>Staff will access the CPOMS system and record safeguarding concerns/COVID safeguarding concerns directly</li> <li>DHT to monitor all pupil engagement in remote learning with a targeted review of children who may be classed as vulnerable (LAC/EH)</li> </ul>	safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.		
Behaviour expectations	<ul style="list-style-type: none"> <li>School has updated the behaviour policies with new expectations / rules /policies, and has communicated this to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</li> <li>This includes the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions.</li> <li>Further details are available at <a href="#">Behaviour and discipline in schools</a>.</li> </ul>		C Taylor	
Education Visits.	<p>In the spring term, the school has decided to cancel all educational visits and visitors.</p> <ul style="list-style-type: none"> <li>All educational residential visits remain prohibited in Spring Term</li> <li>Day trips are not permitted in line with protective measures</li> <li>Schools will make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>School will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely.</li> </ul>	School will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.		
Physical activity in schools	<ul style="list-style-type: none"> <li>School has the flexibility to decide how physical education, sport and physical activity will be provided during closure whilst following measures in our system of controls.</li> <li>Pupils to be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</li> <li>Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing</li> <li>Coach to offer children in school physical activity lesson 1x weekly. Prefably outside weather permitting.</li> </ul>	School may refer to the following advice: <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a>		
Music	<ul style="list-style-type: none"> <li>Schools should note that there might be an additional risk of infection in environments where you or</li> </ul>	See updated DfE guidance	S Forster	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
	<p>others are singing, chanting, playing wind or brass instruments or shouting.</p> <ul style="list-style-type: none"> <li>This applies even if individuals are at a distance.</li> <li>Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</li> <li>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>	shared by S Forster.		
Guidance response	CT to collate and regularly update all staff with regard to Dfe guidance in responding to infection new statutory guidance. This links to advice/direction from the Health Protection Team and from the LA		CT	
Testing	<p>Testing Kits (symptomatic staff) received in school for emergency use HT and DHT to have access to a test at home in case of emergency (these are the people with the most contact with others around school. HT to complete NHS webinar on use of the testing equipment (8.10.20)</p> <p>Testing kits for staff (asymptomatic) to be introduced from 25.1.20</p>	C Hoyle to coordinate the ordering of additional resources as needed	CT	
Children / Staff display symptoms	<p>School will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team. Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, or who have someone in their household who does or have been advised by NHS Test &amp; Trace to self-isolate, <b>should not attend school</b> and should follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a></p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms</p> <p>Where a staff member tests positive for COVID-19, action should be taken as per Government guidance <a href="#">Working Safely During COVID-19, In Offices and Contact Centres</a></p> <p>Where cleaning is required following a member of the workforce becoming unwell with symptoms of COVID-19, follow the guidance in, <a href="#">COVID-19: Cleaning in non-healthcare settings outside the home.</a></p> <ul style="list-style-type: none"> <li>If schools have two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</li> <li>In consultation with Public Health, where an outbreak in a school is confirmed, a mobile testing unit may</li> </ul>	<p>The local NE <b>Health Protection Team</b> should be informed of cases in schools. <a href="mailto:Covidoutbreak@stockton.gov.uk">Covidoutbreak@stockton.gov.uk</a></p> <p>The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-</p>		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
	<p>be dispatched to test others who may have been in contact with the person who has tested positive.</p> <ul style="list-style-type: none"> <li>Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</li> </ul> <p><b>Internal Management of Suspected Illness</b></p> <ul style="list-style-type: none"> <li>If a child is awaiting collection, they should be moved, if possible, to the front of school meeting room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</li> <li>If it is not possible to isolate them, move them to an area that 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 the disabled toilet if possible.</li> <li>The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>Everyone must wash his or her hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</li> </ul>	<p>isolate</p> <p>More information on PPE use can be found in the <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p>		
<b>Test and Trace</b>	<p>Schools will understand the NHS Test and Trace process and contact the local Public Health England health protection team for support and advice.</p> <p>Staff members and parents/carers will be made aware and understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>Book a test if they or children are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>			
If a parent or child has been tested for COVID 19 and	<p>School will ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household</li> </ul>	Liaison with PHE when needed		

Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
the child has attended school	<p>can stop self-isolating.</p> <ul style="list-style-type: none"> <li>if someone tests positive, they should follow the guidance for households with confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> <li>This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> <li>Other members of their household should continue self-isolating for the full 10 days.</li> <li>Guidance for parents linked to isolation rules, illness rules and testing distributed to parents/available in school</li> <li>Distribute email to parents if a child is suspected /needs to isolate</li> </ul>			
Managing confirmed cases of coronavirus (COVID-19) amongst the school community within year group bubbles attending	<p>School will take action when we become aware that someone who has attended school has tested positive for coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>Contact the local health protection team via email and wait for telephone response. The team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>Health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>The health protection team will work with the school in this situation to guide them through the actions they need to take.</li> <li>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</li> <li>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. <b>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</b></li> </ul>	Advice received and shared regularly from LA, Dfe and Public Health - CT	C Taylor	
PPE	<p>PPE available in school:</p> <ol style="list-style-type: none"> <li>Aprons</li> <li>Disposable gloves</li> <li>Face masks (not medical grade)/Face Shields</li> </ol> <ul style="list-style-type: none"> <li>Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</li> <li>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission.</li> </ul>	<p>Wearing/removal of PPE posters displayed around school</p> <p>Box of PPE supplies located in each key stage (alongside first aid stations)</p>	Provision and replenishment of PE resources to be coordinated by SLT/office staff	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
	<ul style="list-style-type: none"> <li>Full PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</li> <li>The supervising adult of the pupil requiring care, if a distance of 2 metres cannot be maintained should wear a mask and face shield.</li> </ul>	Regular replenishment of PPE stock in key stages and central areas		
Cleaning arrangements and Routines	<p>The premises will be subject to an elevated daily cleansing regime focusing on contactable surfaces, door handles, handrails, tables etc.</p> <ul style="list-style-type: none"> <li>Daily cleaning routines elevated and based on guidance written and shared with premises staff and cleaners</li> <li>Protocol and advice for cleaning if there is a suspected case of infection in school shared with staff, laminated and displayed in the cleaning cupboard</li> <li>Cleaning hours 3.30-5.30m. This will allow for social distancing to be maximised.</li> <li>Cleaners allocated cleaning baskets with necessary products to minimise the sharing of resources</li> <li>PPE (aprons and gloves) to be available for cleaners when carrying out their duties</li> <li>Cleaners to work in delegated areas as assigned, minimising contact with one another (socially distancing)</li> <li>All cloths/mop heads to be laundered on a hot wash daily.</li> <li>New washing machine and tumble dryer purchased to assist in increased washing requirements</li> <li>Hand hygiene stations provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable. Restocked daily.</li> </ul>	Public Health England has published revised <a href="#">guidance for cleaning non-healthcare settings</a> to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.	J Symmonds and Jenny Handley to organise resources and PPE for all areas of school	
Water Hygiene	<ul style="list-style-type: none"> <li>As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover of mains water or water in storage. This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals.</li> <li>Preopening all taps in all areas to be thoroughly run and all sink areas and tap subject to thorough cleaning and disinfection of the system</li> </ul>		J Symmonds	
Fire Risk Management	<p>The premise fire risk assessment will be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing.</p> <p>All relevant fire safety equipment and systems shall be tested as part of ongoing checks. This will include: -</p> <ul style="list-style-type: none"> <li>A full functional test of the fire detection and alarm system using multiple call points across the site and involving the call-receiving centre if appropriate.</li> <li>a full discharge test of the emergency lighting system across the site</li> <li>a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged</li> <li>checking that fire escape routes are clear of any obstructions</li> </ul>	Completion of Fire Safety log checks and updating of records for 2020-2021	<p>J Symmonds</p> <p>Information displayed in each classroom of nearest fire exit points</p> <p>HT to plan and action fire drills</p>	

Activity to Manage	Current Control Measures	Additional Control Measures	Action by whom/when?	Done
	<ul style="list-style-type: none"> <li>• checking that final fire escape doors are unlocked and operational</li> <li>• checking the operation of internal fire doors to ensure that they close properly</li> <li>• Fire evacuation planning for each pod to be shared with all staff – (map of location of each pod to an exterior assembly point during a fire to be shared with staff)</li> </ul>			
Control of Contractors	<p>Where contactors are required to attend site for emergency, cyclical and routine maintenance then they must follow School’s safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced.</p> <ul style="list-style-type: none"> <li>• Control of contractor’s documentation should be updated and made available in preparation of the contractor attending site.</li> <li>• For example, the asbestos surveys, asbestos summary sheets, updated comprehensible information, building plans (where available) maintained in school office.</li> <li>• Deliveries on site to main reception area. No physical handover is undertaken. Larger deliveries allocated for staff to collect.</li> <li>• The school will seek to obtain risk assessments and or written accounts of visiting contractor’s safe operating procedures implementing COVID-19 secure principles.</li> <li>• School will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Where visits can happen outside of school hours, they should.</li> <li>• A record should be kept of all visitors.</li> </ul>	Schools should have discussions with key contractors about the school’s control measures and ways of working as part of planning for the autumn, accurately reflect the schools COVID-Secure term.	J Symmonds  C Hoyle	
Ventilation	<p>Good ventilation should be maintained and maximised, opening windows and propping open doors, where safe to do so (bearing in mind safeguarding and security in particular).</p> <p>Advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> .</p> <p>Where any fire doors are opened to improve ventilation, this action should be recorded in the establishment’s Fire Risk Assessment, with instruction to return the door to its closed position fulfilling the function of the Fire Door at the end of the school day.</p>		J Symmonds	
Statutory maintenance.	<p>Facilities Managers should review all relevant statutory cyclical maintenance to ensure their currency, for example</p> <ul style="list-style-type: none"> <li>• lifting equipment (people and goods)</li> <li>• pressure systems</li> <li>• fixed electrical systems [ electrical installation condition surveys ]</li> <li>• portable appliance testing, gas appliances, etc.</li> </ul>			

