

Action Plan - Schools COVID-19 - Preparing and implementing protective measures – CWI 015 010/3

This document has been sent to all staff in the school, has been discussed with the Unions and has been approved by the governing body (8 June 2020) and by London Borough of Bexley.

It is subject to ongoing monitoring, review and amendment as part of the consultation process.

Person completing action plan: Matthew Brown and Gary Morgan

School: Blackfen school

Date: 4 June 2020 First review 12 June 2020 with

amendments in red. Second review 24 June 2020 amendments in blue.

		Applied Yes or No	Action Taken/Notes by Whom/when	Status RAG
1.Risk assessment and consultation with staff and provision of staff wellbeing	Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings. This action plan assists with informing your decisions and control measures for your Corporate Covid-19 risk assessment.	Yes/No	<i>Risk assessment is being carried out in accordance with Covid-19 regulations. The risk assessment will be shared with staff for comment and signed off by the governing body before the school can open for more students. The risk assessment has been shared and signed off by the governing body. Risk assessment review shared.</i>	G
	Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as	Yes	<i>Prior to opening students, parents and staff will have access to</i>	G

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	the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening		<p><i>the most up to date guidance.</i></p> <p><i>The risk assessment and action plan have been put on the school website and has been sent to all staff. The letter to parents has referred to the risk assessment on the website.</i></p> <p><i>The review has also been uploaded.</i></p>	
	Share the results of risk assessment with staff	Yes	<p><i>This will be done during the consultation</i></p> <p><i>Briefing for staff on 5 June 2020 and ongoing dialogue</i></p> <p><i>Briefing for staff on 30 June 2020 - update</i></p>	G
	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Yes	<p><i>This is in place.</i></p> <p><i>Walk through for staff organised for 11/06 and 12/06 to see the plans.</i></p> <p><i>Walk through with Union rep on 09/06.</i></p>	G
	Staff workload and wellbeing Governing boards and senior leaders should be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.	Yes	<p><i>This is in place.</i></p> <p><i>Governing body and LT are aware of staff workload and well being</i></p> <p><i>Ongoing monitoring is in</i></p>	G

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	Workload should be carefully managed and schools should assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. Senior leaders and boards will want to factor this into their resource and curriculum planning, and consider where additional resource could be safely brought in if necessary.		<i>place and feedback from staff is welcomed.</i>	
2. Occupancy of classrooms, corridors and communal areas.	Social distancing of 2-meters between persons to be maintained at all times by a temporary cap on numbers attending and smaller group sizes which can be achieved by cutting the class in half or by a third, dependent on the rooms being sufficiently large enough to maintain a 2-metre social distance even with the smaller group sizes. Government guidance suggests no more than 15 pupils per classroom.	Yes	No more than 12 students in a room at any one time. Checks have been made to ensure that this is possible in all rooms being used as a teaching space. <i>Room layout has been shared with staff in photo format. The current guidelines are being followed with a 2-metre social distance in place. Although the government guidance is that no more than 6 can meet externally at one time, the DfE guidance is that up to 15 can be in a classroom with the 2 metre rule in place.</i>	G
Social distancing				
Taking of play breaks and lunch				

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	<p>The reduction in pupils attending allows social distancing to be maintained and for staffing levels to be sufficient to cope with attendees.</p> <p>Use of the largest classrooms is advised. Small groups with one teacher used (and, if needed, a teaching assistant).</p> <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p>	Yes	<p>Plans are to use the larger classrooms for teaching.</p> <p>Only 25% of students in year 10 and 25% of students in year 12 will be allocated in school at any one time.</p> <p>The timetable has been organised to facilitate this.</p>	G
	Organise small class groups.	Yes	In hand	G
	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,	Yes	<p>Teacher will work in 2 bubbles during any one day but a separate teacher desk will be provided for each teacher in each room or Clean and sanitise each room during the break.</p> <p>Instead of there being 2 teacher desks it has been decided to thoroughly clean the teacher area at the break time. There is a cleaner onsite at all times.</p> <p>A midday supervisor is in attendance during break times each day.</p>	A

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	Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Children could or is it should? sit at the same desk each day.	Yes	Students will sit at the same desk on the same day	G
	Organise classrooms and other learning environments, maintaining space between seats and desks where possible	Yes	In hand Rooms to be used are organised so that space is maintained.	G
	<p>Refresh the timetable:</p> <ul style="list-style-type: none"> • decide which lessons or activities will be delivered • consider which lessons or classroom activities could take place outdoors • 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 • tables cleaned between each lunch group, if such measures are not possible, children should bring their own lunch to eat in their classroom • stagger drop-off and collection times • consider how best to supplement remote education with some face to face support for students • plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	Yes	<p>All of these have been considered in light of government guidance. (See plan for students in years 10 and 12)</p> <p>No assemblies.</p> <p>No lunchtime.</p> <p>Break times are staggered so students are just with their bubble. Drop off and collection times are staggered.</p> <p>There are no air filtration systems or mechanical ventilation. All ventilation is fresh air circulation systems.</p>	G

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			On site cleaner at all days. Students supervised at break by a midday supervisor. All the above reviewed and checked.	
	<p>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 	NA	NA	NA
	Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	Yes	<i>Any excess furniture is being removed</i>	G
	Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Yes	<i>In OASIS area this will be done This room is not being used.</i>	G
	Open doors where possible to avoid touching, being mindful of fire compartmentalisation	Yes	<i>Door wedges in place</i>	G
	Where possible, outdoor or well-ventilated spaces within school grounds could be utilised for lessons and use of accessing rooms directly from outside used where possible.	No	<i>There are no rooms with direct outdoor access being used. All rooms being used are well-ventilated but staff to inform Site Manager if there are any issues.</i>	A
	Toilets must have limits on the number of children able to enter the facility at one time. Note: Some children will need additional support, for example, routes around school marked in braille or	Yes	<i>Midday supervisor to be on site from 10.30 - 11.30 to monitor toilets.</i>	G

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	with other meaningful symbols and social stories given to support them in understanding how to follow rules.		<i>Midday supervisor on site at lunch time for Big Bubble.</i>	
	If the school cannot achieve these small groups at any point the School should discuss options with the Education Team EIS@bexley.gov.uk with assistance from Corporate Health and Safety . This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups.	NA	NA	
	Reduce movement around the school and stagger any assembly groups and break times so that all children are not moving around the school at the same time.	Yes	<i>No assemblies. This is in the plan. Staggered start, break and finish times.</i>	G
	Put in place one-way circulation where possible or place a divider down the middle of the corridor to keep groups apart.	Yes	<i>This is not needed with the small number of students in the school. We have looked at this again and split the mathematics corridor into 2 so students cannot move across from one side to another. All 3 bubbles are separate.</i>	G
	For physical activity lessons, avoid group games.	NA	NA	
	Stagger use of staff rooms and limit occupancy.	Yes	<i>Staff are made aware of this. No use of the staff room but provision made</i>	G

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			<i>within each faculty that is in school. Staff advised to bring their own refreshments.</i>	
	Review of the school's pupil behaviour policy to ensure that it covers COVID-19-related incidents for sanctions and exclusions where a child wilfully refuses to follow arrangements of social distancing, deliberately coughs or spits at pupils or staff, or incidents of assault and violence, putting others at risk.	Yes	<i>Addendum to behaviour policy which is shared with staff. This has also been shared with students and parents/carers. It is laminated and available in every teaching room being used.</i>	G
	For children who normally receive SED or EHE support, they will require a personal risk assessment. https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance	Yes	<i>Risk assessments are in place and are updated during Covid-19 pandemic.</i>	G
3. Protecting extremely clinically vulnerable adults and children	Shielded and clinically vulnerable children and young people - For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. It is not expecting these children to be attending school and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category	Yes	Any student in this group will be working at home remotely. Parents should seek medical advice on this.\n Updated guidance on this which has been circulated to LT.	G
	Shielded and clinically vulnerable adults - Clinically extremely vulnerable individuals are advised not to work outside	Yes	Any member of staff in this group will be	G

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	<p>the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p>		<p>working at home remotely. Staff who cannot work at home should contact the Head Teacher who will arrange a role in school and a place to work which are safe. Updated guidance on this circulated to LT. Further advice sought from HR.</p>	
	<p>Living with a shielded or clinically vulnerable person - If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p>	Yes	Any student in this group is advised not to attend school at the present time and support is put in place.	G

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	<p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p>		<p>Any staff in this group is advised that they can be in school and strict social distancing must be adhered to. See above.</p>	
	<p>BAME students and staff These have been identified as a higher risk group and are known to be more adversely affected by the virus.</p>	Yes	<p>BAMEed guidance is used to support individual staff. Any staff feeling vulnerable do not have to be in school in a student facing role.</p>	G
	<p>If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home.</p>	Yes		G
<p>4. Use of public transport to reach school Use of school or coach transport provision</p>	<p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers</p>	Yes	<p>Letter to parents advising young people to walk to school, cycle to school or to be transported in private transport. The letter has strongly advised coming to school by private</p>	G

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			transport and no sharing lifts.	
	Encouraging parents and children and young people to walk or cycle to their education setting where possible	Yes	See above	G
	Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel	Yes	The school behaviour policy addendum will highlight behaviour on their way to and from school	G
	Ensuring that transport arrangements cater for any changes to start and finish times	Yes	No student in year 10 has transport provided for them. Therefore the following 4 sections are not relevant at the present time.	G
	Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus	Yes	This in contained in their own plans which were sent to school.	G
	Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers	Yes	This in contained in their own plans which were sent to school.	G
	Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts	Yes	This in contained in their own plans which were sent to school.	G
	Assessment of the availability of school transport, including transport for pupils with special needs is required. Assess the arrangements being made by the transport providers for compliance with social distancing and hygiene.	Yes	This in contained in their own plans which were sent to school.	G
	Local authorities or transport providers could consider the following:	NA	NA	

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	<ul style="list-style-type: none"> guidance or training for school transport colleagues 			
	<ul style="list-style-type: none"> substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers 			
	<ul style="list-style-type: none"> cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out 			
	Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	Yes	Letter home to parents about start of school and end of school times.	G
	Encouraging parents and children and young people to walk or cycle to their education setting where possible	Yes	Letter home to parents Reminded parents not to use public transport or walk.	G
	Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel	Yes	Letter home to parents linking to this document.	G
	Ensuring that transport arrangements cater for any changes to start and finish times	Yes	See above	G
	Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus	Yes	This is contained in their own plans which were sent to school.	G
5. Cleaning and hand washing facilities	Follow the COVID-19: cleaning of non-healthcare settings guidance	Yes	Site staff are aware and monitor cleaning of the school with the Business Manager Every room used during the day is cleaned and signed off by the cleaning contractor.	G

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			Any issues are immediately flagged up with the site manager. Guidance is being followed.	
	Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Yes	Hand sanitisers in toilet areas as specified by Business Manager. Staff not to use other toilet facilities and notices on toilet doors to this effect. Students are told on entry to school to sanitise hands and this is available at the entrance.	G
	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	Yes	Daily enhanced clean for all rooms used by staff and students. Any issues reported immediately to the site manager.	G
	Ensure that all adults and children: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning switch off hand dryers which can spread microbes and provide paper towels clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing 	Yes	Allocated toilets have paper towels and these are regularly refilled. Hand dryers are all switched off. Staff guidance to students to wash hands on arrival and to reinforce message	G

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	<ul style="list-style-type: none"> are encouraged not to touch their mouth, eyes and nose 		about sneezing and coughing. Ordering for September pedal bins and paper towel dispensers.	
	Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Yes	Disposable tissues in all rooms used by students	G
	Ensure that help is available for children and young people who have trouble cleaning their hands independently	Yes		G
	Consider how to encourage young children to learn and practise these habits through games, songs and repetition	NA	NA	
	Ensure that bins for tissues are emptied throughout the day	Yes	Cleaner on site to empty bins regularly This will be once a day.	G
	Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Yes	Staff to inform site staff if ventilation is not very good. Site staff to open windows in room and prop open door once students have left in the early afternoon and first thing in the morning. This is sufficient to ventilate the room.	G
	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Yes		G

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	Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed	Yes	These products are available in school More stocks have been ordered.	G
	There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting	Yes	Students don't have to wear a blazer and are only in school one day a week.	G
6 Shared resources	By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff	Yes	Communication to staff and students. No shared resources.	G
	Prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently	Yes	Communication to students to bring in their own equipment.	G
	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	Yes	No practical lessons at present.	G
7 Discovery of ill-health, temperature testing and tracing	The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and schools or colleges on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in	Yes	The school will follow PHE guidance.	G

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	tracing the contacts of those with coronavirus, including children.			
	If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance .	Yes	The school will follow PHE guidance.	G
	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.	Yes	The school will follow this guidance and a clear procedure will be in place for staff to follow. First aid room allocated with a window. Staff to contact first aider to remove.	A
	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.	Yes	Students use the first aid room toilet and it is cleaned immediately after use by the on site cleaner or site staff in their absence.	G
	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).	Yes	PPE is provided for office staff and for first aiders. All first aiders are briefed by the Business Manager on processes to follow and PPE to use.	G

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			All first aiders will have a grab bag or PPE equipment.	
	In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital	Yes	Follow normal first aid procedures.	G
	If a member of staff has helped someone with symptoms, 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	Yes	Staff are aware of the importance of hand washing. The area where the child has been is put out of use. The area will be cleaned by the on site cleaner	G
	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.	Yes	Staff or student are sent home if they have symptoms. Staff are advised about testing. Parents are advised about testing.	G
	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.	Yes	Staff or student are negative and can return to work and school respectively.	G
	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	Yes	Students and staff in this bubble are advised to self isolate for 14 days.	G

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	group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.			
	As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. School must follow decontamination advice: the COVID-19: cleaning of non-healthcare settings guidance	Yes	If more cases are detected the school would follow PHE guidance on this. The school will follow any advice given and will follow decontamination advice.	G
	Parents, carers and settings do not need to take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).	Yes	The school has thermometers but will only use these if the advice changes.	G
	When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if	Yes	Students have access to testing units locally.	G

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	they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.			
	Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the full list of essential workers . Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.	Yes	Staff have been advised to book a test if they wish. The school will not book tests for staff.	G
8. PPE	<p>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 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • 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. A risk assessment for assisting those pupils should be carried out to identify PPE such as gloves, 	Yes	<p>PPE is available to staff in the school.</p> <p>There are presently no students identified as receiving intimate care.</p> <p>First aiders and staff will be briefed in what to do and how to respond should they become unwell.</p> <p>Students wearing masks to school must put masks in bin or in bags during the lesson if they do not continue to wear them.</p>	G

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	protective mask and apron that will be required. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings			
	Education, childcare and children’s social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.	Yes	PPE is provided in school and there are sufficient stocks of this. Stocks checked.	G
	Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection, including the use of PPE.	Yes	Site staff and Business Manager are aware of this.	G
9. Emergency arrangements for first aid provision and CPR, fire marshals, buddies for PEEPs, Evac + chair personnel	<p>Two-meter social distancing not applicable. First Aiders issued with masks and gloves. Review of the first aid risk assessment is required for each site. Do not carry out mouth to mouth resuscitation, just chest compressions. See guidance video from Resuscitation Council UK https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>All emergency personnel must practice good sanitation measures afterwards including washing hands. Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks.</p> <p>Must socially distance at any assembly point</p>	Yes	<p>There will be specific briefings and information shared with first aiders about how they will respond. First aiders will have access to masks and gloves. A first aider (at least 1) is on site at all times during the school day.</p>	G

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10. Visitors and contractors on site.	Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	Yes	Business Manager is in contact regarding supplies	G
	Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Yes	This is in place. Staff can raise any concerns with the Business Manager. Any concerns can also be addressed to the Head Teacher.	G
	Reception tell visitors and contractors to socially distance upon entry to building, or use of notices to remind visitors.	Yes	Reception and office staff will be briefed on this and given clear guidance. Visible signs will be in place.	G
	Visitors and contractors are by appointment only, and only allowed into the building for essential services.	Yes	No visitors allowed on site apart from contractors (by prior appointment) and essential visitors. Gate and school is locked from 9.00 every day and entry is through swipe	G
	Contractor visits planned so they do not overlap with other contractors working in the same area. Also consider if work can be done out of hours when staff not in.	Yes	Schedule of works in place by Site Manager.	G
	Revise signing in procedure so that Reception can sign the person in, to avoid the sharing of pens.	Yes	A signing in sheet is now in place which replaces the visitors' book. Staff use their own pen.	G

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	Consider how visitor passes will be cleaned after each use if they are the variety that hangs around the neck.	Yes	Lanyards can only be used once a week. There are 5 boxes with the lanyards removed from the box for that day and put back in the box by the visitor when used on that day. The box is changed with the box for the next day at the end of the day.	G
11. Communication to parents.	Refer to Government publication on ‘What parents and carers need to know’			
	Tell children, young people, parents, carers or any visitors, such as suppliers, not to 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)	Yes	This will be made clear in a letter home to parents and will be reinforced by staff on the gate	G
	Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Yes	This will be made clear in the letter home to parents.	G
	Tell parents and young people 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)	Yes	Each bubble will be given a specific time to arrive at school. Students will be directed to the appropriate place which has been notified to them in advance.	G

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	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)	Yes	This will be made clear in the letter to parents.	G
	Also think about engaging parents and children in education resources such as e-bug and PHE schools resources	Yes	Parents have been provided with information and resources and these are on the school website	G
	Ensure parents and young people 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	Yes	This will be made clear in the letter to parents. This has further been reinforced in an email.	G
	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including whether training is needed.	Yes	Briefings for staff will be held in the week before the school is open for more students. Walk through offered for staff on 2 dates and different times.	G
	Any parents who need to attend the school during the day to administer medication to their child, must be isolated from the other children and consider use of a separate room to administer. Any arrangements would need to be agreed beforehand.	Yes	The school office will update HT on any student in this category so that arrangements are put in place.	G
	Encourage surveys to parents to collect in any concerns. Set up an email address which is monitored for parent concerns and consultation.	Yes	Parents have access to a dedicated email and phone number.	G
12. Incident reporting procedures.	First aiders report Covid-19 related incidents on 'My View' so that RIDDOR reporting requirements are met.	Yes	The school will follow this process.	G

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	<p>Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE as a RIDDOR.</p> <p>Any member of staff who thinks they may have been exposed to Covid-19 from someone outside of the family (where isolation would normally be required), and is not themselves displaying any symptoms, is allowed to continue to work. That staff member must be mindful of the symptoms and act as soon as these appear. If symptoms present, they must self-isolate and their family members will also be required to isolate as per guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>School informs parents of any contact-related incidents between children or between children and staff and parents asked to monitor their child for symptoms. School head asks staff to monitor their own health for symptoms.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>The school will follow all PHE advice.</p> <p>The school will follow the current guidance.</p> <p>The school will follow the latest PHE guidance.</p>	<p>G</p> <p>G</p> <p>G</p>
			<p>This is from Zurich insurance – the school insurance company. In handling the current Covid-19 pandemic we would expect our customers to use/follow government guidelines as a minimum to ensure risks are mitigated and</p>	

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			<p>thus with this in mind, we can confirm that current Public and Employer liability covers include the impact of Covid-19 in line with any other health and safety risk, which the organisation may face and thus Public Liability and Employers Liability cover will continue to operate subject to the usual terms and conditions of the policy wording.</p>	
13. Reopening building.	<p>Review arrangements for routine maintenance of the premises. Consider how social distancing is maintained and limit maintenance to regulatory requirements and emergencies. Risk assessment of any capital building works which were suspended during lockdown, are re-scheduled to start when the school reopens.</p>	Yes	<p>All mandatory service and maintenance has continued during the lockdown. The school has scheduled the contractors to visit one at a time limiting contact with others. All contractors use the hand sanitiser provided by the school on entry. All being done.</p>	G
	<p>Review the contractors' risk assessments in the context of government and public health guidance and the presence of staff and pupils on site. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers. Discuss with cleaning contractors or staff the</p>	Yes	<p>Communication with contractors has been</p>	G

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	<p>additional cleaning requirements and agree additional hours to allow for this</p> <p>Buildings must remain safe to occupy and the site manager must treat the school as if it has been closed for the summer holidays. Schools should review their arrangements for all building-related systems but in particular:</p> <ul style="list-style-type: none"> • Hot and cold-water systems including tanks, sinks, basins, showers and drinking water outlets. Assess drinking water arrangements for children. Do not drain down systems. Increase outlet testing and flushing and temperature monitoring to maintain water hygiene and quality. Record tests. Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274. For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers. Flush all toilets that have not been used for more than 2 weeks • Gas safety. Do not isolate gas supplies to boilers and hot water generation. To avoid leaks and build-up of fumes, only isolate gas supplies where not in use such as in science labs and school kitchens, otherwise leave supplies on. • Kitchen equipment. Equipment that holds water for example, dishwashers, combination ovens – should be run through at least a full cleaning cycle per week. This is to remove scale build-up and standing water build-up to prevent possible bacteria growth. • Fire safety. Review escape routes and continue to carry out weekly checks of fire alarms, call points and emergency 	<p>Yes</p>	<p>constant throughout. The cleaning company are in the process of deep cleaning, sanitising and disinfecting every room in the school. With the school partially open the cleaning company are able to cope with the additional cleaning. We have arranged for a cleaner to be in during the school day to sanitise toilet areas and touch points. This continues to be monitored.</p> <p>The site team have a schedule the running of every water outlet ensuring no stagnation. Hot water temperature records have been kept ensuring they are within the limits under the legionella regulations. BM to get advice on whether to bring forward the legionnaires test from December.</p>	<p>G</p>
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	<p>lighting. Check fire doors are operational. Brief the children on how to evacuate and where to assemble, whilst maintaining social distancing at the assembly point.</p> <ul style="list-style-type: none"> • Security including access control and intruder alarm systems. All areas of the school should be kept secure. Further site security guidance is available. Access to certain closed areas should only be possible by relevant staff • Ventilation. All systems to remain energised in normal operating mode. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Where possible, occupied room windows should be open. If you are unsure advice should be sort from your heating, ventilation and air conditioning (HVAC) adviser. <p>Staff should be familiar with the actions for schools during the coronavirus outbreak and work with their responsible bodies to ensure that statutory health and safety arrangements are in place.</p> <p>In all schools, a member of staff should be identified with responsibility for managing premises. In cases of staff illness, cover arrangements should be put in place as soon as possible.</p> <p>Contact your contractors and suppliers to check on any special interim arrangements in place due to the coronavirus outbreak.</p> <p>Staff should be familiar with guidance on actions for education and childcare settings to prepare for wider opening from 1 June 2020.</p>		<p>Gas servicing on all appliances has continued throughout the Covid-19 period.</p> <p>Kitchen equipment including dishwashers and combination ovens have been run weekly.</p> <p>The weekly fire alarm test has been carried out and the fire system and emergency lighting has been serviced.</p> <p>Air conditioning is not on in school. Staff are not to use fans or similar in school which recirculates the air.</p> <p>Site staff are kept informed of all actions the school are taking in connection with coronavirus outbreak and encouraged to bring their practical side to any decision being made.</p>	
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	<p>More detailed information on maintenance arrangements can be found in good estate management for schools, in the section on maintenance checks and testing.</p>		<p>Currently the site staff are working in 2 separate groups working a 3 day on 2 day off rota. If a member of this group were to have Coronavirus symptoms they would follow the government guidelines. Arrangements to cover the school where the site team would go to a one site person in a day on a 3 day rotational rota.</p>	
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