

Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Pupils January 2021	<b><u>ST MARY'S PRIMARY SCHOOL</u></b>	Ref No	C19/010
		Date	13/07/2020

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Assessor	Print Name: Emma Robertson/Tracy Metcalfe	Head Teacher	Print Name: Emma Robertson	Equipment or Plant No.	N/A
	Signed: <i>Emma Robertson /Tracy Metcalfe</i>		Signed: <i>Emma Robertson</i>		

Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members
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Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required	Modified		
						L	S	R
<b>Spring Term 2021 – National Lockdown 3.0 Open to Critical Key Worker/Vulnerable Pupils</b>	<p>At 8pm on Monday 4<sup>th</sup> January 2021 the government announced a further National Lockdown.</p> <p>A Full National Lockdown came into force Tuesday 5<sup>th</sup> January 2021. The schools risk assessment has been reviewed to reflect this and any changes required.</p> <p>From Tuesday 5<sup>th</sup> January 2021 the school will be open for critical key worker and vulnerable pupils <b>only</b>.</p>	3	4	<b>M</b>	<p>See Organisational plan for specific group arrangements.</p> <p>Pupil numbers restricted during national lockdown, to be reviewed in line with Government Guidance.</p> <p>Average numbers of pupils in school = 44 (24% including nursery)</p> <p>All pupils not in school will receive remote learning.</p>	2	4	<b>M</b>

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<b>Nursery Provisions</b>	<p>The schools nursery provision remains open, places are available to children of critical key workers, vulnerable children and others in line with Government Guidance.</p> <p>The schools risk assessment will be regularly reviewed and numbers may need to be re-evaluated to ensure the setting remains safe for all staff and children attending.</p>	3	4	<b>M</b>	See Organisational plan for specific group arrangements.	2	4	<b>M</b>
<b>Visitors to premises: Including Contractors and Parents</b>	All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site.	2	4	<b>M</b>	<p>See Visitors risk assessment for more information (not attached).</p> <p>Only essential visits will be authorised during this period. All other visits will be held remotely or deferred until February half term.</p> <p>All staff and visitors <b>should</b> wear face coverings when transitioning around school and in general communal areas.</p> <p>Face covering for children remains optional and</p>	2	4	<b>M</b>

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					at the discretion of the parents/guardians but face coverings should <b>not</b> be worn in class. A notice is displayed at the main entrance.  <b>Note:</b> Children under the age of 3 will not be permitted to wear face masks for safety reasons.			
<b>Before/After School Entry/Exit Procedures.</b>	<p>We will seek parental permissions for Yr. 6 children, to enable as many as possible to walk to and from school independently (to avoid playground grouping). Parents advised there is no school patrol.</p> <p>There will be a one-way system for the school so far as is practicable. To further avoid congestion, 15 minutes will be allocated to the morning arrival (8.45 – 9.00) and another 15 for the afternoon departure (3pm-3.15).</p> <p>Parents will be asked to drop/ off and collect their children from the allocated space as outlined in the Organisational Plan.</p>	3	4	<b>M</b>	See Organisational plan for specific group arrangements.  All parents/guardians will be asked (where possible) if they would wear a face covering when dropping off and picking up their children from school if on the school site.	2	4	<b>M</b>

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<b>Early Years &amp; Primary aged children – lack of understanding</b>	<p>Early Years &amp; Primary aged children cannot be expected to remain 2 metres apart from staff and other children at all times.</p> <p>We will be using songs, rhymes and repetition as well as good routines to embed regular handwashing and not touching</p>	3	4	<b>M</b>	See Organisational plan for specific group arrangements.	2	4	<b>M</b>
<b>Staff and Pupil Wellbeing</b>	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). <a href="#">link</a>. Staff receives sufficient breaks during the school day.</p> <p>Staff encouraged to leave the school site shortly after the end of the school day. Staff informed of 24 hour free counselling service.</p>	3	4	<b>M</b>	<p>Ongoing monitoring</p> <p>Staff are made aware of: <a href="#">healthy child programme</a></p> <p>Parents and carers to be made aware of the following agencies;</p> <ul style="list-style-type: none"> <li>- <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health.</li> <li>- <b>Rise Above</b> is a website co-created and produced by young people.</li> <li>- <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone</li> </ul>	2	4	<b>M</b>

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					to feel more confident in taking action to look after their mental health and wellbeing. - Barnardo's <b>See, Hear, Respond</b> programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies. - <b>Bereavement UK</b> and the <b>Childhood Bereavement Network</b> provide information and resources to support bereaved pupils, schools and staff.			
<b>Sensory Seeking Behaviours displayed (SEND issues)</b>	Pupils with sensory seeking behaviours identified. Risk assessments are in place for pupils who demonstrate sensory seeking behaviours. Relevant staff are involved in the risk assessment and follow action set out via risk assessment.  Staff and pupils to wash their hands regularly.	3	4	<b>M</b>	Review whether PPE is required when managing sensory seeking behaviours e.g. gloves to be worn, access to cleaning equipment / anti-bacterial wipes. Behaviour Policy amended.	2	4	<b>M</b>

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<b>Emergency Procedures</b>	<p><b><u>Fire</u></b> Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <p>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p><b><u>Lockdown</u></b> Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid</p>	3	4	<b>M</b>	<p>A fire drill was carried out W/C 7<sup>th</sup> September 2020.</p> <p>The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.</p>	2	4	<b>M</b>
<b>Handling Cash</b>	<p>Reduce the amount of cash payments from parents/carers-</p> <p>Disposable gloves are available for any member of staff handling cash.</p> <p>Hand sanitiser is available in the school office.</p>	1	4	<b>L</b>	<p>Encouraging parents/carers to use the schools on line payments systems where possible i.e. Parent Pay</p>	1	4	<b>L</b>

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<b>Handwashing</b>	Handwashing will take place: On entry to school Every time a child goes outside Every time a child comes back into the school building Handwashing will normally take place in the classroom and only one child at a time. All classrooms have hand basins for the children to wash their hands in. Staff will have continual access to hand sanitizer	2	4	<b>M</b>	Signs have been posted near all hand basins throughout the school with regards to the importance of thorough handwashing and how to wash hands correctly.  Outdoor sinks have been installed to allow increased handwashing as necessary.  Ongoing Monitoring	2	4	<b>M</b>
<b>Lunchtimes /Playtimes</b>	The staggered lunchtimes will be: - Nursery/ Reception - Year 1/Year 2 - Year 3/4 - Year 5/6 They are shortened in order to reduce the unstructured playing out time to a minimum.  The children will be in the hall and use one side of the tables to ensure no-one faces each other.	3	4	<b>M</b>	School kitchens are fully operational but must comply with the "Guidance for food businesses on Coronavirus (COVID 19)". Which has been agreed by Stockton Borough Council within their SLA  See Organisational plan for specific group arrangements	2	4	<b>M</b>

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	<p>All windows in the hall will be open to ensure ventilation</p> <p>Outside at lunchtime and playtime, children will be assigned to a specific area as directed in the Organisational Plan</p>							
<b>Staff room/eating and safe use of facilities</b>	<p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Staff should wherever possible bring in packed lunches and a flask for hot drinks, the use of tea clubs is prohibited</p> <p>Staff to be encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site.</p>	2	4	<b>M</b>	<p>Restrict the number of people using staff room at any one time.</p> <p>Maximum occupancies (1 person every 2 metres) identified on the door.</p>	2	4	<b>M</b>
<b>Deliveries</b>	<p>Advise all delivery drivers that no goods or food should be physically handed over.</p>	2	4	<b>M</b>	<p>Decide on a location as a set drop-off point agreed in advance.</p>	1	4	<b>L</b>



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<b>Meeting Rooms &amp; Offices</b>	Display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.	2	4	<b>M</b>	Display the maximum occupancy of the offices. The maximum occupancy should be communicated with staff.	2	4	<b>M</b>
	Encourage increased natural ventilation in smaller offices.							
	Staff should leave their desks as clear as possible so that it can be easily cleaned.							
	Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot.							
<b>Classrooms</b>	To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open;	3	4	<b>M</b>	See Organisational plan for specific group arrangements.	2	4	<b>M</b>
	Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins with hazards bags will be provided in all classrooms for disposal of tissues and paper towels. Other bins will be provided in all classrooms for any other waste				Revised classroom layout to include side by side and facing forward seating, rather than face to face or side on, where possible.			
					Children to wear PE kit on days they have PE – timetable to be shared with parents			

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	<p>Children will have a tray with all the materials they need for the day placed in a zip wallet on the table they are working with a plastic wallet pencil case to place all materials.</p> <p>All resources used during the day will be sanitised and cleaned daily Staff and children will be actively sanitising their areas throughout the day and predominantly at the beginning and end of the day.</p>				<p>Pupil numbers restricted during national lockdown, to be reviewed in line with Government Guidance.</p> <p>Provisions for regular spot cleaning are located in each classroom.</p>			
<b>Resources/Pupil Supplies</b>	<p>Individual children's equipment will be minimal and kept where possible at their table.</p> <p>Pupils will be encouraged not to share resources</p>	2	4	M	Children encouraged to wash hands / use hand gel before lessons and after each lesson.	1	4	L
<b>Facilities and Premises</b>	<p>See re-opening checklist.</p> <p>Complete all usual pre-term opening checks.</p>	1	4	L	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	L
<b>Lettings</b>	All lettings (other than essential wraparound care) will be suspended until at least February half term.	1	4	L		1	4	L

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<b>Cleaning</b>	<p>See cleaning schedule.</p> <p>Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.</p>	3	4	<b>M</b>	<p>PPE will be worn by all cleaning staff (disposable gloves and aprons).</p> <p>All cleaners (where possible) will have own set of cleaning resources to reduce the risk of indirect transmission.</p> <p>All areas within school will be cleaned thoroughly on a daily basis.</p> <p>Particular attention will be paid to touch points such as door handles, light switches and handrails.</p>	2	4	<b>M</b>
<b>First Aid/Possible COVID-19 Symptoms</b>	<p>Individual children's medical equipment will be available in each classroom. Where possible children will be encouraged to clean cuts and scrapes and change themselves if necessary. Teachers should provide minor first aid to any child who requires it in the School Office.</p>	3	4	<b>M</b>	<p>Personal protective equipment <b>must</b> be worn when administering first aid.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning</a></p>	2	4	<b>M</b>

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	<p>Protective equipment, such as gloves and a mask, should be worn when first aid is administered in the Main Office.</p> <p>First Aid trained/responsible person/s in place.</p> <p>Disposable gloves and aprons available.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them. Suitable PPE equipment must be worn. The Main Office is to be used as an isolation space.</p>				<a href="#">g doffing standard PPE health and social care poster .pdf</a>			
	<p>There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.</p> <p>See PPE Matrix.</p>							
<b>Contact due to personal / intimate care</b>	<p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care.</p> <p>Disposable gloves and aprons available.</p>	3	4	<b>M</b>	<p>PPE Is in place and staff have being given instruction on how to use, store, clean and dispose.</p> <p>See PPE Matrix.</p>	2	4	<b>M</b>
<b>Contamination of outdoor play equipment</b>	<p>Cleaning regime in place for outdoor play equipment (portable) at the end of the school day.</p> <p>Outdoor play equipment includes;</p> <ul style="list-style-type: none"> <li>• Climbing Wall</li> </ul>	1	4	<b>L</b>		1	4	<b>L</b>

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	<ul style="list-style-type: none"> <li>• Outdoor gym</li> <li>• Trim Trail</li> <li>• Tyre Park</li> </ul>							
<b>Shielding Staff (Medical complications relating to pre-existing medical condition/ Medical complications relating to medical treatment)</b>	<p>The school has no member of staff who is classified as Clinically Extremely Vulnerable under the Government Guidance.</p> <p>Members of staff who are living with individuals who are clinically extremely vulnerable and at a significantly higher risk, are asked to make their line manager aware so that additional controls can be put in place (if possible) to support the member of staff whilst in school.</p>			N/A	From the 5 <sup>th</sup> January 2021 to the 21 <sup>st</sup> February 2021 staff who are CEV and have received an official shielding notification letter will be advised to work from home where possible. If they cannot work from home, they should not attend work for this period of restrictions.			N/A
<b>Clinically Vulnerable/ Vulnerable Staff (Current Medical issues giving rise to increased risk of catching Coronavirus or increased risks associated with symptoms)</b>	<p>The school has a general risk assessment in place for staff who are classified as vulnerable under the government guidance.</p> <p>All staff within this category will be given a copy of the risk assessment for reference.</p>	3	4	M	Pregnant members of staff 28 + weeks will be advised to work from home, where possible. If a member of staff wants to continue to attend school for their own mental wellbeing the school will support this and additional controls will be put in place via the pregnancy risk assessment process.	2	4	M

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<b>Potential Symptoms (General)</b> <b>Significant breathing difficulty.</b> <b>High Temperature</b> <b>Coughing and sneezing</b> <b>Loss of taste and smell</b>	General precautions as advised by the Government strictly observed: Tissues widely available for staff and pupils Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean.	3	4	<b>M</b>	Ongoing monitoring  A flow chart has been created to ensure procedures are followed for any persons presenting with Covid-19 symptoms.  To arrange a test call 119 or visit <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a>	2	4	<b>M</b>
		<b>NHS Test and Trace/NHS Test and Trace App</b>	The school are following the updated guidance- <a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a>  <ul style="list-style-type: none"> <li>School applies the following definition.</li> <li>of a close contact regarding a staff member/pupil who has tested positive.</li> <li>A person who lives with or spends significant time in the same household as</li> </ul>	2		4	<b>M</b>	Any member of staff contacted by Test and Trace must notify the school immediately.  Any member of staff who receives a positive test result must be very clear of the definition of 'close contact' when communicating with Test and Trace.

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	<p>a confirmed case of coronavirus (COVID-19)</p> <ul style="list-style-type: none"> <li>• Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time.</li> <li>• Being less than 1m from a confirmed case for 1 minute or longer.</li> <li>• Being less than 2m from a confirmed case for more than 15 mins (As a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day).</li> </ul> <p>Travelling in a small vehicle with a confirmed case.</p>				<p>Staff or students bringing mobile phones in to school, must ensure they follow the schools phone policy along with Government Guidance for when to pause the App.</p> <p>Example: When an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.</p> <p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p>			
<b>COVID-19 home testing of staff</b>	The DfE has confirmed that primary schools should expect to receive a delivery of home testing kits between <b>18 and 22 January</b> for testing of staff.	2	4	<b>M</b>	Please see attached R.A for use of LFT	2	4	<b>M</b>

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					<p>All staff have agreed to participate in the testing and this will be done in a timely manner following Government Guidance.</p> <p>The risk assessment for LFT has been produced to ensure health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly.</p>			
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<p><b>Risk Assessment Notes:</b></p> <p>There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.</p> <p><a href="#">Guidance</a> for vulnerable persons  <a href="#">Guidance</a> for Pregnancy taken from a link on the NHS FAQs <a href="#">site</a>.</p> <p><b>General Advice:</b></p> <ul style="list-style-type: none"> <li>• To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.</li> <li>• Hair should be tied back where possible to reduce the risk of touching you face.</li> </ul>
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- Staff are advised that when passing in corridors to adhere to the non-verbal signalling method of communication to reduce the risk of the virus spreading.
- When with the children do not bend down to their level and where ever possible stand to the side or the back of the child.

***\*Throughout the re-opening process there will be incidents that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
		1	2	3	4	5	6
Severity Rating	Description	Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent

Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Pupils January 2021		<b><u>ST MARY'S PRIMARY SCHOOL</u></b>		Ref No	C19/010
				Date	13/07/2020
Task Description	Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Pupils	Location	All Areas	Date of Review	12/11/2020, 04/01/2021, 22/01/2021

1	Delay only				
2	Minor injury, minor damage				
3	Lost time injury, illness, major damage				
4	Major injury, disabling illness, major damage				
5	Single fatality, or permanent total disability				
6	Multiple fatalities				

## COVID-19 Organisational Plan January 2021

### Version 10

Numbers	Room	Staff	Rationale
26 children	Nursery classroom	Miss Daley Mrs Astli Mrs Martin	<ul style="list-style-type: none"> <li>• Own entrance</li> <li>• Toilets</li> <li>• Access to outdoor area</li> <li>• Staff to have walkie-talkie for communication with whole school and office</li> </ul>
15	Reception classroom	Miss Barwick Mrs Morris Miss Orange	<ul style="list-style-type: none"> <li>• Own entrance</li> <li>• Toilets</li> <li>• Access to outdoor area</li> <li>• Staff to have walkie-talkie for communication with whole school and office</li> </ul>
30	Year 1/2 classroom	Ms Saunderson-Darkes Mrs Overrend Mrs Corcoran Mr Bennett	<ul style="list-style-type: none"> <li>• Own entrance</li> <li>• Toilets</li> <li>• Access to outdoor area</li> <li>• Staff to have walkie-talkie for communication with whole school and office</li> </ul>
30	Year 3/4 classroom	Ms Heaney Mrs Hissitt Miss Lowther Miss Warburton Mr Jones	<ul style="list-style-type: none"> <li>• Own entrance</li> <li>• Toilets</li> <li>• Access to outdoor area</li> <li>• Staff to have walkie-talkie for communication with whole school and office</li> </ul>
30	Year 5/6 classroom	Mrs McPhail Mrs Green Mrs Tweddle Mrs Hissitt	<ul style="list-style-type: none"> <li>• Own entrance</li> <li>• Toilets</li> <li>• Access to outdoor area</li> <li>• Staff to have walkie-talkie for communication with whole school and office</li> </ul>
	Hall		To give flexibility to the school
15	Year 5 classroom	Mrs Green Mrs Hissitt	<ul style="list-style-type: none"> <li>• Own entrance</li> <li>• Access to outdoor area</li> </ul>

			<ul style="list-style-type: none"> <li>Staff to have walkie-talkie for communication with whole school and office</li> </ul>
	Main Office	Mrs Chalmers	<ul style="list-style-type: none"> <li>Own entrance</li> <li>Access to outdoor area</li> <li>Staff to have walkie-talkie for communication with whole school and office</li> </ul>
	Outdoor area- to have a handwashing station  Water bottles to be taken outside if needed	Staff to rotate to ensure all children get access to all areas throughout the week.	<ul style="list-style-type: none"> <li>Staff on duty to use walkie talkies to ensure children can access toilets in their own classrooms</li> <li>Walkie talkies to be used for shared duties and break transitions</li> <li>Water bottles to be sanitised on entry back into school</li> </ul>

Entering school- A member of staff will be on duty at entrance and exit gate

15 minutes separation start and end time to avoid crossover of any of the 'bubbles'- average group size 30 (with many siblings within each bubble reducing the number of parents entering by a third)

Siblings to discuss with HT or AHT for personalised plan to ensure we minimise wait time and to ensure parents are not waiting around.

Children and predicted numbers	Route	Timings			
			Start time	Lunch	Finish time
Nursery	Enter school through the Foundation Stage entrance gate Drop children at main entrance Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	8.45am	11.30am	3pm
		Tuesday	8.45am	11.30am	3pm
		Wednesday	8.45am	11.30am	3pm
		Thursday	8.45am	11.30am	3pm
Reception children	Enter school through the Foundation Stage entrance gate Drop children at main entrance Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	9am	11.30am	3.15pm
		Tuesday	9am	11.30am	3.15pm
		Wednesday	9am	11.30am	3.15pm
		Thursday	9am	11.30am	3.15pm

		Friday	9am	11.30am	3.15pm
Year 1/2 children	Enter school through the entrance gate Drop children at side gate Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	8.45am	11.45am	3pm
		Tuesday	8.45am	11.45am	3pm
		Wednesday	8.45am	11.45am	3pm
		Thursday	8.45am	11.45am	3pm
		Friday	8.45am	11.45am	3pm
Year 6	Enter school through the entrance gate Drop children at side gate Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	8.45am	12.30pm	3 pm
		Tuesday	8.45am	12.30pm	3 pm
		Wednesday	8.45am	12.30pm	3 pm
		Thursday	8.45am	12.30pm	3 pm
		Friday	8.45am	12.30pm	3 pm
Year 3/4	Enter school through the entrance gate Drop children at Year 3/4 entrance door Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	9am	12pm	3.15pm
		Tuesday	9am	12pm	3.15pm
		Wednesday	9am	12pm	3.15pm
		Thursday	9am	12pm	3.15pm
		Friday	9am	12pm	3.15pm
Year 5	Enter school through the main entrance gate Drop children at Main Office Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	9am	12.15pm	3.15pm
		Tuesday	9am	12.15pm	3.15pm
		Wednesday	9am	12.15pm	3.15pm
		Thursday	9am	12.15pm	3.15pm
		Friday	9am	12.15pm	3.15pm

## Outdoor Area Organisational Plan

Week commencing January 4<sup>th</sup> (Week 1)

	Reflection/Story Stage	MUGA	Playground/Tyre Park
Monday	1/2	5/6	3/4
Tuesday	3/4	1/2	5/6
Wednesday	5/6	3/4	1/2
Thursday	1/2	5/6	3/4
Friday	3/4	1/2	5/6

Week commencing January 11<sup>th</sup> (Week 2)

	Reflection/Story Stage	MUGA	Playground/Tyre Park
Monday	5/6	3/4	1/2
Tuesday	1/2	5/6	3/4
Wednesday	3/4	1/2	5/6
Thursday	5/6	3/4	1/2
Friday	1/2	5/6	3/4

Week commencing January 18<sup>th</sup>

	Reflection/Story Stage	MUGA	Playground/Tyre Park
Monday	3/4	1/2	5/6
Tuesday	5/6	3/4	1/2
Wednesday	1/2	5/6	3/4
Thursday	3/4	1/2	5/6
Friday	5/6	3/4	1/2

Date:

Daily Cleaning schedule

Rooms	Frequency	Areas	Extra areas/ resources used through the day which require cleaning
Nursery	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Computer Desk Play equipment	
Reception	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Computer Desk Play equipment	
Year 1/2	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Bean bags Computer Desk	
Year 3/4	Daily	Floor Tables Chairs	

		Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Bean bags Computer Desk	
Year 5/6	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Bean bags Computer Desk	
Year 5 Classroom	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Computer Desk Door handles Doors	
Hall	Daily	Floor Cupboard tops Doors Door handles	
Office	Daily  <b>If the room has been used through the day- signing in sheet attached to door of room</b>	Floor Desk Table Computer Phone Window ledge	
HT Office	Daily	Floor	








		Desk Window ledge Computer Phone	
Staffroom	Daily	Floor Worktops Door and handle Water boiler Sink Dishwasher front Microwave interior and exterior Tea/ coffee/ sugar jars Doors and handles of cupboards Photocopier	
Staff toilets	Daily	All within	
Corridor	Daily	Floor Work tops Doors Handles	
Entrance	Daily	Doors Handles	
Outdoor Area	Daily	Trim trail Outdoor gym Tyre park Foundation/ KS1 Climbing Area Foundation Stage outdoor area	

## Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

*The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.*

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	<b>X</b>
Kitchen/Dining roles	When hand washing facilities are not available	<b>X</b>	In line with normal guidance and while clearing used crockery/cutlery	<b>X</b>	<b>X</b>
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	<b>X</b>
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	<b>X</b>
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Pupils encouraged to use their own	<b>X</b>	<b>X</b>	<b>X</b>

