



Ecclesall Primary School Covid-19 Risk Assessment for School/Childcare Settings (this is a live document)

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**

School/childcare settings are essential for us to effectively manage our response to Covid-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the Covid-19 pandemic.

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

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

- Avoid contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene
- Regular cleaning of settings

- Minimising contact and mixing

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

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.
- All efforts will be made to secure a reliable and adequate supply of suitable PPE.
- If supplies were to be threatened, distribution would be prioritised according to clinical risk and 'mission criticality'.
- PPE does not negate the need for social distancing and hand and respiratory hygiene.
- Having entered a period of sustained, community transmission, all staff and clients are approached as potentially carrying Covid-19.

The national guidance and response requires that where possible we: **Stay Alert and Stay Safe**

Only go outside for food, health reasons or work (but only if you cannot work from home).

Schools/Educational settings are required to remain open to support children/young people of key workers, vulnerable children/young people and are starting to increase the number of children/young people from the 1st June to include:

- Stage 1: From Monday 1st June all key worker children and vulnerable children that require a place moving to Monday 15th June for more key worker and vulnerable children places.

- Stage 2 :Year 6 (EPS to start increasing numbers of Y6 children from Monday 22nd June for some part time places as part of the wider opening until Fri 17th July 2020)
- Stage 3: All EPS children to return to school from Wednesday 2nd September 2020.
- Eligible children should be offered a full-time place if they wish in their bubble.

Therefore staff are required to go into work, (unless they are in the clinically vulnerable or extremely clinically vulnerable groups.

Actioned

Not applicable

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Covid-19	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/	Allow staff time to read the guidance and voice any concerns they have. Regularly send updates to staff on any changes to the guidance 21.5.20 Letter sent to staff 22.5.20 Updated letter sent to staff 22.5.20 HT video to staff explaining letter in more detail

				<p>26.5.20 EPS Risk assessment shared with staff and governors</p> <p>27.5.20 Bubbles shared with Staff</p> <p>28.5.20 Goggle Meets for teachers 10am . Sent to all staff recorded version to access</p> <p>28.5.20 Update letter 2 shared with staff and governors</p> <p>29.5.20 Greg Fell statement from Public Health and letter from Councillor Mohamed sent to all staff, governors and parents/carers</p> <p>29.5.20 Updated email shared with staff and governors and reminder to read Risk assessment via the Google drive as it's a live document.</p> <p>29.5.20</p> <p>31.5.20 Daily reminders for staff shared by NR (for children and for adults)</p> <p>3.6.20 Updated risk assessment shared with staff and governors and put on EPS website.</p> <p>6.7.20 Updated risk assessment shared with staff and governors and put on EPS website.</p> <p>Daily reminders for adults</p>
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				<ul style="list-style-type: none"> • Wear casual clothes such as jeans or sports wear • Bring packed lunch (no staff dinners) • Open all windows, prop open doors • Check class supply of first aid • Wash hands every hour • Wash hands before and after using hot drinks dispenser • Anti bac hands before and after signing in • Anti bac hands before and after using photocopier • All children to work on paper • Wash hands after any marking • Keep cleaning products out of reach of children • Wipe down PE equipment after use • Leave school at 3.30pm Mon-Thurs, 1.00pm Fri to allow for cleaning • Shower after work and wash clothes everyday
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<p>Home to School transport</p> <p>Not applicable</p>	<p>Transmission of the virus – leading to potential ill health & fatality</p>	<p>Driver, Passenger Assistants & pupils</p>	<ul style="list-style-type: none"> • Driver and Passenger Assistant to ensure that all children are seated in the minibus so that social distancing can be maintained at all times • When embarking/disembarking passengers at the road side and at school sites ensure social distancing measures are maintained wherever possible. • Driver and passenger assistant to wash/clean hands regularly. • Children, parents and school staff briefed about the school transport control measures. • COVID-19 safe working measures in place at Staniforth Road Depot • Wherever possible crews will work with the same partners. • Wherever possible the same buses will be used by the same crews • Face-to-face seating will be avoided • Ensure some fresh air ventilation from open window(s). Passengers to be briefed to wear warm clothing 	<p>If the driver / passenger assistant has momentary contact with the pupils (e.g. putting on a seat belt) then the appropriate PPE must be available – gloves, face masks and eye protection (if a pupil is known for spitting)</p> <p>For further information see Government advice</p> <p>https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p> <p>It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine</p> <p>For further information on cleaning visit the governments advice</p>
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			<ul style="list-style-type: none"> ● Sign stating maximum COVID-19 occupancy in each vehicle. This maximum not to be exceeded ● Ensure that a seating plan is in place and adhered to all times ● Pupils and staff are not allowed to eat or drink whilst in the vehicle (to reduce the risk of contamination by touching their mouth and face) ● If a pupil requires assistance getting on / off the vehicle the staff supervising this activity should wear the relevant PPE ● When pupils arrive at School they must clean their hands for at least 20 seconds with warm soapy water before entering any of the classroom / teaching areas ● Pupils in wheelchairs (accessing transport) that require the wheelchair to be clamped in the minibus – staff should wear the relevant PPE when undertaking this task ● The vehicle must be regularly cleaned after each “drop” has taken place. Antibacterial wipes should be made available in all vehicles. Dispose of wipes & PPE by double bagging and put in the external waste ● If a pupil or member of staff is diagnosed with covid-19 and they have been in the vehicle a deep clean of the vehicle must be carried out 	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
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			immediately with a chlorine based product and the vehicle taken out of action for at least 72 hours	
Pupils using public transport to get to and from School (Not applicable)	Transmission of the virus – leading to potential ill health & fatality	Pupils & staff	<ul style="list-style-type: none"> Children should be encouraged to walk or cycle to school where possible. Where pupils use public transport they must maintain social distancing at all times and avoid contact with hard surfaces (where possible) Pupils should be discouraged from eating and drinking when using public transport to reduce 	<p>Information to be sent to parents to reinforce social distancing and deter them from eating and drinking when their child is using public transport</p> <p>Further information is available on the government website</p>

			<p>the risk of contamination by touching their mouth and face</p> <ul style="list-style-type: none"> When they arrive at School they must clean their hands for at least 20 seconds with warm soapy water before entering any of the classroom / teaching areas 	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Staff using public transport to get to and from	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> Staff should be encouraged to walk or cycle to work where possible Where staff use public transport they must maintain social distancing at all times and avoid contact with hard surfaces (where possible) Face coverings should be worn when using public transport Staff should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face When staff arrive at their workplace they must clean their hands for at least 20 seconds with warm soapy water before entering any of the office, kitchen areas etc. 	<p>Further information is available on the government website</p> https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
School Crossing Patrol (Not Applicable)			<ul style="list-style-type: none"> The School crossing patrol person will ensure that social distancing measures are implemented when allowing pupils and parents to cross the road Pupils and parents will wait (maintaining 2 metres distancing) in an orderly queue before 	Schools to write to parents about the crossing patrol and social distancing measures

			<p>they are can cross the road safely with the School crossing patrol person</p> <ul style="list-style-type: none"> • When the School crossing patrol person arrives at School they must clean their hands for at least 20 seconds with warm soapy water before entering any of School areas. • The “lollipop sign” to be cleaned with an antibacterial sanitizer / wipes and left in a safe place (with no access from pupils) • All used wipes and cloths should be doubled bagged and put in the external waste bin 	
Visitors / parents and pupils accessing the site dropping off / collecting pupils	Transmission of the virus – leading to potential ill health & fatality	Staff, parents, pupils, visitors etc	<ul style="list-style-type: none"> • No one should enter the School premises if they are displaying symptoms of covid-19 e.g. staff, parents, pupils, contractors etc. • Schools should limit the external visitors to the school during school hours • Parents should only enter school buildings when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required). • Any such meetings should take place at a safe distance • A clear demarcation line is in place around the reception areas so that 2 metre social distancing where possible can be maintained • Where possible a visual screen / barrier is in place to protect office staff 	<p>School to inform all staff and parents – not to enter the School premises if they are exhibiting symptoms of covid-19 via letters/EPS website</p> <p>Signage to be displayed in the main entrance reinforcing the message to not enter the School if they are symptomatic</p> <p>Parents and carers are informed via regular parent letters/ EPS website/ signsabout where and when they should drop off and pick up their children.</p>

			<ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact at all times • Manage external site access points to enable social distancing where possible • Where electronic / touch screen “signing in” systems are used – ensure these are cleaned / wiped down after every person has used the system or temporarily disabled to avoid risk of contamination • Allow plenty of space (where possible two metres) between people waiting to enter site • Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. • Where visitors are expected to sign in at reception – ensure this is carried out by office staff and no pens are visible • Regularly clean staplers, hole punchers, “touch screen” photocopiers, marker pens & whiteboards 	<p>Parents are reminded not park in the School car park and adhere to parking sensibly to avoid conflict with local residents via letter/EPS website as usual</p> <p>Systems are in place to monitor how many people are on site at any one time: staffing (use of jobs and signing in system and attendance registers for children)</p> <p>Systems are in place to monitor which staff and children are on the “essential” list.</p> <p>(Use of surveys and excel spreadsheets/Google docs/ Bubble lists for staff)</p> <p>N/A Systems in place to deal with those arriving at school who are not supposed to be there</p> <p>Where possible introduce one way systems in to the building (not necessary at present as large site and different classroom outside doors and areas used for each bubble) On 22.5.20 Letter to parents and also on 28.5.20 updated letter to parents</p> <p>All information from school letters to Parents/Carers to children in bubbles also relates to all children being home schooled.</p>
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The handling of cash is discouraged from parents and where possible online / contactless payments are made : Only online payments used at EPS

7. Staggered timings: Taken from Parents letter 22.5.20

Parents must stick to the timetables given for entry and exit to the site.

This will start at 8:45am in the morning for some bubbles to arrive and finishing at 9:15am for others. In the afternoon, we will begin sending children home from 14:45pm and finish the process by 15:20pm. We are considering a one entry system where children will enter the school via the High Storrs entrance down the driveway to their designated area and then parents who are bringing their children to the outside part of the building will then exit via the Huntley Road exit. This will help adults and children to socially distance more easily. At home time, please enter again via the High Storrs entrance and then leave with your child via the Huntley Road exit. Parents will not be allowed on site apart from the outside school grounds to drop off and collect and may only attend the front desk by appointment. Please leave the school grounds immediately to avoid too many adults on site at once. Children will only be able to use entry and exit points to the building that are specific to their bubble and only specific toilets. More information will be provided in a separate letter to key workers before Monday 1st June.

Hand sanitiser/Antibacterial wipes to be made available at the side of the “signing in” system, photocopiers, marker pens etc

				<p>Signage and gold stars on outside ground area (2 metres apart) is displayed and on the main entrance door/ reception area to inform parents, pupils and visitors to keep 2 metres apart</p> <p>And also to wipe down screens after use</p> <p>Hand sanitizers / gels and wipes are available on reception for parents, pupils and visitors to use</p> <p>Ensure appropriate cleaning products are available for staff to clean all hard surfaces on a regular basis.</p> <p>Remind staff re this May 2020 (email sent to all staff re daily cleaner on site from 2.6.20 and washed daily cloths for each bubble)</p> <p>All used wipes and cloths should be doubled bagged and put in the external waste bin</p> <p>Parents are aware that no cash will be handled by the office staff (cash free school already in place)</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p>
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				https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing-workforce
Vulnerable Groups			<p>Staff and young people who are clinically extremely vulnerable are at high risk of getting seriously ill from coronavirus (COVID-19). They should have received a letter advising them to shield or have been told by their GP or hospital clinician.</p> <p>If staff and young people have been told that they are clinically extremely vulnerable, they should follow the government guidance</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>Identify staff and young people who are clinically extremely vulnerable and contact them on a regular basis to check on their wellbeing</p>
individual risk assessments			<ul style="list-style-type: none"> Ensure that the individual risk assessment is completed below <p> COVID-19 Individual Staff Risk Assessment</p>	<ul style="list-style-type: none"> Additional information on carrying out the assessment is below

				 <p>COVID-19 individual risk assessment addit</p>
Cloakroom Areas	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	<ul style="list-style-type: none"> • Parents are not allowed to enter the cloakroom areas, staff will be available to help younger children • Staff to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the School day to ensure social distancing is maintained 	<p>Inform all parents that once they have dropped their child off at School, they must leave the premises as soon as possible. (see above) advice not to allow parents onto school site) Parents should be allowed onto school site only when strictly necessary and by appointment and one parent. Parent letter 22.5.20 and Updated parent letter 28.5.20</p>
Staff availability		Staff and pupils	<ul style="list-style-type: none"> • Staff may need to work with different groups of children (but the same group on a daily basis) • Will need to determine number of staff available for work when considering staff ratios • Some staff may be prepared to undertake different roles on a temporary basis. • Try and keep staffing arrangements as consistent as possible. • Where cover is needed ensure this is agreed on a weekly basis not daily to limit contacts • Assume all children will attend for the purposes 	<ul style="list-style-type: none"> • Some staff may be anxious and may value the opportunity for discussion and reassurance <p>HT did a video to staff/ Deputy Heads have met with small staff groups on Google meets.</p> <p>Google meets 28.5.20 10am for teachers first.</p> <p>Schools should not plan on the basis of a rota system, either daily or weekly</p> <p>Only offering a place in a bubble that doesn't change for that child/adult. No rota systems.</p> <p>Some children may be part time (parent request) but will stay with the same bubble when in school.</p>

				<p>All information from school letters to Parents/Carers to children in bubbles also relates to all children being home schooled.</p> <p>2. <u>Stages of return: (Taken from Parents letter 22.5.20)</u></p> <p>The following is subject to change based on Government guidance and how the school has coped in the first week linked to staffing.</p> <p><u>Stage 1:</u> We will, in order to ensure a safe, secure and organised return to school, have to stagger the return, starting on Monday 1st June with only key worker and vulnerable children for week 1 and week 2 (up to 156+ KW / Vulnerable children with 15 bubbles totalling 30 FTE staff with 2 adults in each bubble for well being and safety).</p> <p><u>Stage 2 :</u>From Monday 15th June, 2 more bubbles were created for an increase in more key workers and vulnerable children (Y3/4 bubble and Y6 bubble so now 17 bubbles in total with 34 staff with 204+ places offered.</p> <p><u>Stage 3: On Monday 22nd June</u>, we are admitting more Y6 children as part of the wider opening on a part time basis that have requested a place. (Mon/Tues 2 days place, Wed/Thurs 2 days place and a Tues/Wed 2 days place)</p> <p><u>Stage 4:</u> We may, if we have capacity, admit more Reception children that require a place. However, at present,</p>
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				<p>this is looking highly unlikely due to our inability to staff it and the availability of spare rooms.</p> <p>Stage 5: Then we may, if we have capacity, admit more Y1 children that require a place. However, at present, this is also looking highly unlikely due to our inability to staff it and the availability of spare rooms.</p> <ul style="list-style-type: none"> • Ensure staff have agreed PPA time
Class sizes		Staff and pupils	<ul style="list-style-type: none"> • It is important to reduce contact between people as much as possible so pupils should only mix in small consistent groups and that group should stay away from other people and groups. • Classes should not exceed the maximum covid-19 capacity including 1 teacher and 1 teaching assistant (if necessary) • Vulnerable children and children of critical workers in other year groups should be split into small groups not exceeding the covid-19 maximum capacity • Where desks are used they should be spaced as far apart as possible 	<p>Signage to be displayed in each classroom stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved. Various different posters for each classroom door/main doors have been produced.</p> <p>While in general groups should be kept apart, brief, transitory contact such as passing in the corridor is low risk</p> <p>When passing on corridors this should be carried out in a “phased way” – one class at a time to ensure social distancing</p> <p>Yellow/Black tape put in corridors or at classroom doors and other entrances</p>

				<p>All information from school letters to Parents/Carers to children in bubbles also relates to all children being home schooled.</p> <p><u>3. Bubbles/small groupings of no more than 15 children: (Taken from Parents letter 22.5.20)</u></p> <p>For Stage 1, there will be 15 bubbles of key worker children to introduce to new school routines including social distancing of 2 metres during that week.</p> <p>Because of the numbers, the need to maintain bubbles of no more than 15 children and difficulties with staffing along with the need to meet the needs of key worker and vulnerable children first, classes will have to be mixed. This is in addition to some children not being in their usual classroom or a different part of our school building and possibly not with their usual class teacher or a teacher/ TA from their year group. Our ambition is to have smaller bubble sizes than 15 if at all possible.</p> <p>Each bubble will have different indoor and outdoor sessions timetabled through the day. They will not be able to mix with any other bubble at any point of the day.</p> <p>Books, bags and equipment must stay in school and must not be taken home and then brought back. Children will have stationery for their sole use. Reading books will not be sent home and children should not be bringing books into school each day.</p>
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				No resources including exercise books, reading books, reading diaries, library books or any other books or stationary are allowed to be sent home to any children or to be brought into school (this includes all our children whether they are home school children and children in bubbles attending school).
Attendance reporting		Staff and pupils	<ul style="list-style-type: none"> • Prepare to resume the attendance reporting and continue to complete the daily data returns using the DofE portal • The school will not be held account for your attendance figures during this time • You should encourage parents whose children have been invited in to call you each day if they are not coming as normal so you understand and can discuss it with them if needed • You should continue monitor the welfare of vulnerable children who are not attending school, and other pupils they might wish to keep in touch with, for safeguarding purposes. <p>Further information is set out in the vulnerable children guidance.</p>	<p><u>6.6 Do schools need to take an attendance register?</u></p> <p>Schools should resume taking the attendance register following re-opening to more pupils. Guidance on completing the attendance register at this time, along with which codes to use, is available.</p> <p>Schools should also continue to submit the Educational Setting Status form via the online portal to report whether they are open and how many children and staff are in school.</p> <p><u>Until Friday 17th July 2020: See below</u></p> <p>Ongoing on a daily basis</p> <p>EH to complete the DfE daily form re attendance of children and staff.</p> <p>Admin staff to complete the daily excel register and send the LA.</p>

				School and parents in constant contact re attendance (registers used and parents inform school if they are not attending)
Planning what to teach and how		Staff and pupils	<ul style="list-style-type: none"> • Each school context will vary and needs are likely to be greatest where children have not been able to access remote education consistently • Children who have had limited opportunities to exercise should be encouraged to exert themselves physically making use of non-touch games within their group • For younger children, resources for child initiated learning, should not be shared and consideration for their use considered • Resources for such activities as painting sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use. • For Y1, schools should ascertain where children have fallen behind and or progressed further than the schools curriculum. • Reteach and practice this material where necessary 	<p>For Y6 the focus should be on readiness for secondary school including academic readiness</p> <p>EH has been in touch with both Claire Tasker Head at High Storrs Sarah Simms Head at Silverdale Meadowhead and King Ecgberts have both sent transition forms to be completed by Y6 staff</p> <p>*FS and Y1 classroom resources have been greatly reduced. Resources are now contained in trays to enable easy cleaning.</p> <p>Children throughout school to have zip wallets or children's own trays with equipment such as pens and pencils and work in (kept in their area/table)</p>

			<ul style="list-style-type: none"> • Provide opportunities for children to discuss their concerns about transition and missed activities 	
Managing mental health of staff & pupils			<ul style="list-style-type: none"> • Whilst getting back to normal is important staff may need to consider how they support children for whom the long period at home hard to manage, those who have developed anxieties in relation to the virus, and those who may make safeguarding disclosures once they are back in school • Some children may have experienced bereavements or had increased/new caring responsibilities • Staff may wish to provide opportunities for children to talk about their experiences, one to one conversations with trusted adults, 	<ul style="list-style-type: none"> • All children will have missed the routine of school, seeing friends, and being supported by their teachers • The different experiences of all pupils will play a part in how easily they adapt to school and its routines • Schools should also give consideration to the mental health and wellbeing of staff and the need to implement flexible working practices in ways that promote good work life balance for teachers and leaders • Bereavement counselling / support to be offered to staff and pupils where necessary

			refocused lessons on relevant topics, pastoral activity and other enriching activities.	<p>SENCO has prepared a transition document and lots of emotional well being documents for all families to be sent out end of May</p> <p>*Deputy Head sent out wellbeing information to all staff</p> <p>*Health Minds resources updated on StaffShare to support staff.</p> <p>Additional info from SENCO to parents through the EPS Update letters</p>
Uniform			<ul style="list-style-type: none"> • There is no need for further advice re uniform other than personal hygiene and washing of clothes following a day at school. • Uniform that cannot be machine washed should be avoided 	<p>Consider leeway for any child who has grown out of parts of their uniform since March but whose parents cannot currently replace it</p> <p><u>5. Clothing: (taken from Parents letter 22.5.20)</u></p> <p>We are asking all children to wear their school jumper/cardigan if possible please and either PE joggers/leggings/jeans/shorts etc. Following Government guidance, all clothing should be washed at the end of the day and children should not wear the same clothes on two consecutive days if they have not been washed.</p>

Circulatory Areas / staircases	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> ● Movement between classrooms / on corridors should be done in a phased way to maintain social distancing ● Where possible one way up / down rules should be implemented on all staircases, and carried out in a “phased way” – one class at a time to ensure social distancing 	<p>Staff to regularly reinforce the rules on corridors and staircases to all pupils Added to half term letter to Parents May 2020</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p>
Teaching & Learning in the Classroom environment	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<p>The group should remain the same in terms of children within in and staff. Each group should consist of a maximum of 15 pupils/children (if social distancing allows for these numbers)</p> <ul style="list-style-type: none"> ● When entering / leaving the classroom this should be on a phased “one person at a time” basis ● Where possible Staff are to maintain a safe distance between each other (2 metres) ● Pupils must be encouraged to do the same ● Limit the number of persons in each room/area to follow social distancing guidance. ● All persons are to wash their hands upon entering classrooms using warm soapy water 	<p>Signage to be displayed in each classroom stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved</p> <p>Signage to be displayed in each classroom stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved where possible</p> <p>Refer to guidance on Establishing protective social bubbles</p>  <p>Establishing Protective Social Bubl</p>

			<p>Strict hygiene rules to be implemented, all staff and pupils to be asked to do the following:</p> <ul style="list-style-type: none"> ● Wash hands on entry ● Use alcohol-based hand sanitiser ● Wash hands every hour ● Wash hands if face is touched ● All hand contact surfaces to be cleaned throughout the day <ul style="list-style-type: none"> ● All pupils to have their own pen, pencil, rubber, ruler etc that is personal to them and should not be shared with any other pupil <ul style="list-style-type: none"> ● All resources, equipment etc should be cleaned on a daily basis with an antibacterial cleaning product ● All soft toys to be removed from all areas of the School site ● Playdoh and sand should also be taken out of action to avoid contamination 	<p>A seating plan should be explained on the classroom so all pupils know where they must sit</p> <p>Ensure that regular handwashing / hand gels and sanitizers and wipes are available for staff and pupils to regularly use: check this is in place/ concentrate on regular hand washing for children</p> <p>Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds</p> <p>https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Ensure antibacterial wipes / cleaning products are available to clean hard surfaces regularly throughout the day.</p> <p>All cleaning products should be stored out of the reach of children.</p> <p>All cloths and wipes should be doubled bagged and put in the external waste</p>
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			<ul style="list-style-type: none"> • Tissues should be provided in classrooms and pupils encouraged to use them and put them in the waste bin • Discourage any activities where social distancing cannot be maintained e.g. cooking / baking / drama / sports clubs, etc • Tooth brushing clubs should be discontinued until further notice • Ensure that all educational visits and parents evenings are cancelled for the foreseeable future • All Computers / ICT equipment should be cleaned after every session with an antibacterial spray / wipe • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units 	<p>Staff to supply pupils with a pack of stationary that is kept in their own drawer when not in use. Pupils regularly reminded not to share stationery.</p> <p>Ensure that staff / cleaners use gloves when cleaning down all resources, toys, equipment etc Remind staff about this (on separate staff daily reminders sheet)</p> <p>Bins (where possible to have a lid on) that contain used tissues, paper towels etc must be regularly emptied</p> <p>Pupils should be encouraged to hand wash hourly Added to half term letter to Parents May 2020 Remind staff</p> <p>Hand washing should be undertaken when pupils change location and use toilets</p> <p>Inform all parents that all clubs are postponed until the foreseeable future Added to half term letter to Parents May 2020</p> <p>Daily reminders for the children</p>
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			<ul style="list-style-type: none"> prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 	<ul style="list-style-type: none"> Open all windows on arrival in the classroom, prop open doors. Discuss handwashing procedures-hourly and for 20 seconds washing hands on arrival, before and after playtimes, after coughing or sneezing, before and after eating, before home time. 20 seconds with soap Adults to supervise all hand washing Discuss hygiene rules-Handwashing/coughing into elbow/tissues in bin/no touching faces All used tissues to be put in lidded bins Children to sit at table place with coat, packed lunch, water bottle etc Daily well being check in every class No leaving the classroom/adult to accompany children to the toilet. Only use designated toilet. Discuss equipment in the zip wallet. No sharing of equipment. Remind children about social distancing rules.
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				<ul style="list-style-type: none"> • Discuss playtimes and not mixing with other children or entering the building. • Staff in bubbles will administer first aid. • Lunches to be eaten in classrooms • No going to the office.
Foundations Stage pupils – including free flow play	Transmission of the virus – leading to potential ill health & fatality	Staff & Pupils	<p>We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, this must be taken into account.</p> <ul style="list-style-type: none"> • It is still important to reduce contact between people as much as possible. To achieve this and reduce transmission, risk settings are asked to ensure that children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups. This is termed ‘cohorting’ and achieves a protective bubble meaning that pupils minimise contact • All resources in Foundation Units / Nurseries are cleaned after each session and where necessary items are disposed in the waste bin. 	<p>Signage to be displayed in the Foundation classrooms stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved</p> <p>Remind small children - using the correct format that it's not safe to hug / kiss / be in close contact with other children. Added to half term letter to Parents May 2020 as parents to talk through this at home before returning to school.</p> <p>Parents are encouraged to reinforce social distancing rules at home Added to half term letter to Parents May 2020</p> <p>Send letters to parents to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes / trainers, any clothing that doesn't require adult supervision. Added to half term letter to Parents May 2020 re Clothing.</p>

			<ul style="list-style-type: none"> ● All soft toys to be removed from all areas of the School site ● Playdoh and sand should also be taken out of action to avoid contamination ● Free flow is phased so that its “one in and one out” and this is managed effectively by staff ● Encourage parents to send their child in clothing that is easy for them to manoeuvre e.g. elasticated waste trousers for when using the toilets ● Encourage social distancing at all times ● When small children are distressed / upset – staff are encouraged to refrain from close contact ● Supervision is key at all times ● Any art work etc produced by pupils is not to be taken home and must remain in the setting ● Presents / gifts should not be accepted by staff, from pupils 	<p>*Resources in FS and Y1 classrooms organised into trays for easy cleaning</p> <p>Parents are reminded via a letter, newsletter etc that they child is not allowed to take toys from home into the setting In parent letter 22.5.20</p> <p>For the purpose of free flow - where possible one door should be used to allow the young children out and another door should be used for letting children back into the setting, these should be clearly signed “in and out”/ entrance/exit</p> <ul style="list-style-type: none"> ● No additional PPE is required for changing nappies unless a child is symptomatic <p>PPE should disposed of by double bagging and put in the external waste</p> <p>Remind parents via a letter, newsletter etc not to send in presents / gifts for staff</p>
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Educating pupils on the risks of covid-19		pupils	<ul style="list-style-type: none"> • There is a concern that different age groups of pupils will interpret the information differently on the risks of covid-19. Therefore:- • Staff should consider delivering the information in different formats pitched at the right level for the age groups • It is very difficult to explain the need to social distance to very young children as they will not understand the meaning and rationale behind this. • ensure that help is available for children and young people who have trouble cleaning their hands independently • consider how to encourage young children to learn and practise these habits through games, songs and repetition • ensure that bins for tissues are emptied throughout the day • 	<p>Ensure all government advice and resources are provided in the correct format to the different year groups</p> <p>Encourage parents to explain the rationale in their own home surroundings e.g. using their own personal circumstances – i.e. cant visit grandparents and friends because of the risks associated with the virus</p>
Pupils Toilets	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	<ul style="list-style-type: none"> • Ensure that toilet times are staggered to avoid congestion • Ensure access to hot running water • All toilets are cleaned on a daily basis with an antibacterial spray, paying particular attention 	<p>Pupils regularly reminded about staggered toilet times and the need to wash their hands more regularly and after every time they have used the toilet</p> <p>*Allocate toilets wherever possible to bubbles</p>

			<p>to the toilet seat, taps, flush, door handles, sinks etc</p> <ul style="list-style-type: none"> • Hand washing frequently with soap and in hot water where possible • ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time • noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) 	<p>When cleaning vomit from toilets ensure that gloves and face masks are provided to staff and cleaners</p>
Assemblies	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	<ul style="list-style-type: none"> • Assemblies should not be held in large groups/protective social bubbles should not be mixed and brought together for assembly due to the potential for the number of pupils and staff in close proximity • Assemblies can take place in individual groups in their allocated classroom spaces rather than bringing children together in one hall or large space. 	<p>No Assemblies to take place in hall. (Only in bubbles as part of PSCH/RE in classrooms)</p>
Break times	Transmission of the virus – leading to potential ill	Staff & Pupils	<ul style="list-style-type: none"> • At break times ensure pupils are allowed out in small numbers so that social distancing can be maintained 	<p>Where possible stagger the break times to avoid congestion on the playground Zones outside and staggered breaks organised and shared with staff</p>

	health & fatality		<ul style="list-style-type: none"> ● Restrict the number of pupils accessing the toilets at any one time ● Restrict the use of play / climbing equipment ● Restrict all contact sports such as football, basketball etc ● All play equipment to be restricted / locked away ● Water fountains to be decommissioned and signage displayed enforcing the fountains not to be used 	<p>Display signage to ensure pupils do not use the play climbing equipment (including traversing walls) Added to half term letter to Parents May 2020 for reminder</p> <p>Pupils are regularly reminded not to use play / climbing equipment / engage in any contact sports</p> <p>All cloths and wipes should be doubled bagged and put in the external waste</p> <p>Water to be provided to pupil by other means. Pupils encouraged to bring their own water from home In Parents letter dated 22.5.20 . Added to half term letter to Parents May 2020 for reminder</p>
Dining Room – lunch times	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Kitchen staff	<ul style="list-style-type: none"> ● All persons should be required to stay on site once they have entered the School premises - access to the local shops is not allowed ● When staff take their lunch breaks they need to ensure that they adhere to social distancing at all times and wash their hands before entering back into the classroom ● Lunchtimes to be staggered to avoid congestion and at one time see below re children mixing with other groups. ● Lunchtime Supervisors must stay in the protective bubble with the same group of children 	<p>Parents are informed via a letter, newsletter etc that pupils must remain on the School site at lunchtimes</p> <p><u>4. Lunchtime: (taken from Parents letter 22.5.20)</u></p> <p>School dinners will be a grab bag packed lunch only – no hot meals or you can provide your own packed lunch in a labelled, plastic box that has been thoroughly cleaned before it is brought to school. These grab bags will be delivered to each classroom door and each bubble will eat in their own classroom with their adult or weather dependent, outside in a zoned area with their bubble and adult. This is to avoid mixing of bubbles. Water bottles: please give these a</p>

			<ul style="list-style-type: none"> • Food and drink should only be consumed in dedicated areas • Hand cleaning facilities or hand sanitiser should be available at the entrance of the dining room where people eat and should be used by all persons when entering and leaving the area • Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home • All persons should sit 2 metres apart from each other whilst eating • Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used • All catering staff should wear gloves when passing pupils utensils, cups etc • All food displays should be protected against contamination by coughing, sneezing, etc.) • Tables and chairs should be cleaned between each use. • All areas used for eating must be thoroughly cleaned at the end of each 	<p>thorough clean each day at home before and after being at school.</p> <p>Allocated lunch breaks for staff to allow for social distancing within the staff room / eating areas</p> <p>The School may need to consider employing additional lunchtime supervisors (EPS have 2 adults in each bubble)</p> <p>If you use a catering contractor ensure that you have seen their risk assessments and safe systems of work on how to keep themselves, staff and pupils safe from transmission of the virus School Meals service have sent their RA/Letter</p> <p>Further advice can be obtained from the Local Authority School Meals Service Received from Debbie Bremner</p> <p>All kitchen waste should be doubled bagged and put in the external waste</p> <p>N/A: A seating plan should be displayed in the dining area that ensures social distancing is maintained. All children will eat their lunch in their classroom with their bubble and</p>
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			<p>break and shift, including chairs, door handles, vending machines and payment devices</p> <ul style="list-style-type: none"> • All vending machines to be decommissioned for the foreseeable future • Parents must inform any changes to their child's dietary requirements via email to the Headteacher – if parents don't have access to email / a telephone conversation / zoom call to be arranged 	<p>adult or outside in a zoned area weather permitting. parents informed on letter dated 22.5.20</p> <p>Children should not mix with other groups. This may mean having several lunch sittings or serving lunch in more than one location including a classroom. See above.</p> <p>All PPE should be disposed of by double bagging and put in the external waste</p> <p>Plastic screens should be made available to protect the food. Further advice can be obtained from your catering contractor and the Local Authority School Meals Service</p> <p>N/A : All tables and chairs should be cleaned after sitting with an antibacterial spray (NOT USING DINING ROOM)</p> <p>All cloths and wipes should be disposed of by double bagging and put in the external waste. NOT USING DINING ROOM</p> <p>Headteacher to liaise with the catering staff on any changes to a pupils dietary requirement Normal practice.</p>
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Breakfast and after School clubs	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Where possible these clubs should be reconsidered, however some settings may need to operate such clubs. Therefore you need to consider:- The number of pupils attending the clubs so that social distancing is maintained Entering and existing the club is done in a phased way “one in one out” All food items are taken to the pupils seating area by a member of staff All food items and utensils are collected by staff and handed over to the catering staff All tables, chairs, hard surfaces etc are cleaned with an antibacterial spray after use 	<ul style="list-style-type: none"> Discourage any activities where social distancing cannot be maintained e.g. cooking / baking / drama / sports clubs, etc n/a <p>NO BREAKFAST CLUB OR AFTER SCHOOL CLUB TILL FURTHER NOTICE.</p> <p>INFO ON LETTER TO PARENTS 22.5.20 AND FROM PRIVATE kids CLUB LETTER 22.5.20 and updated letter to parents 28.5.20</p> <p>1.Taken from Parents letter 22.5.20</p> <p>Ecclesall Kids Club will not be able to provide any wrap around care, neither breakfast club nor after school club. This is because the children must, whilst in school, stay with the children in their group (their bubble) and with specific adults. They must not mix at any time. Kids club are also sending communication to their parents/carers with more information about their decision. School will not be able to look after any children before or after school.</p>
Music lessons	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<p>Schools may continue with music lessons providing the following measures are in place:-</p> <ul style="list-style-type: none"> Each pupil has their own individual instrument, the instrument is wiped down before and after use with an antibacterial spray / wipe 	<p>Postponed as advised for the foreseeable future</p>

			<ul style="list-style-type: none"> • The instrument is stored securely in a case with the pupils name on • Pupils are regularly reminded not to use other pupils instruments • Small groups of children can partake in a music lesson – but they must remain in their protective bubbles • The lessons can be provided by zoom / online conference call • If the music teacher visits the School – he/she must maintain social distancing at all times and adhere to all hygiene protocols that the School has in place • 	
Physical Education	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> • Physical education lessons may continue (if deemed appropriate) provided they are non-contact and do not involve more than any one temporary group • Where possible Staff are to maintain a safe distance between each other (2 metres). • Pupils must be encouraged to do the same • Limit the number of persons in the Gym to follow social distancing guidance • Ensure hand sanitizers / gels are made available for staff and pupils 	<p>N/A: Signage to be displayed in the gym and changing rooms stating maximum COVID-19 occupancy so that 2 metre social distancing can be achieved</p> <p>*Outdoor PE sessions whenever possible</p> <p>*Staff reminded of wiping down PE equipment on daily reminders document</p>

			<ul style="list-style-type: none"> • All PE equipment is wiped down after each session • Ensure that contact sports are not undertaken • Social distancing measures must be implemented in changing rooms 	
Governors Meetings, SEN meetings with parents etc	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> • Where possible Staff are to maintain a safe distance between each other (2 metres) in the meeting room / office environment • Arrange Google Meets conference calls • Other online conference call facilities • Meetings with parents should be pre-arranged in a setting where social distancing can be maintained. If this is not possible then the meeting can take place over the telephone or via zoom etc 	No normal staff meetings (Google meets conference calls only)
Conflict management between pupils and parents	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> • Staff are discouraged from physical intervention if pupils are fighting • De-escalation techniques should be used to try and calm situations • if the situation escalates then staff must wear the PPE if restraint is required 	Regular information sent out to parents via email, letter, newsletter etc

			<ul style="list-style-type: none"> • Restraint should only be undertaken as a last resort by a qualified Team Teach trained member of staff • Parents are regularly reminded of their responsibilities and behaviours on the School site 	
Staff marking homework from pupils	Transmission of the virus – leading to potential ill health & fatality		<ul style="list-style-type: none"> • Where appropriate, homework should be submitted online to avoid the use of handling books etc • If homework cannot be submitted online all books should be left in the School setting – staff must not take books home to mark advise says limit number of shared resources. • When marking a book, gloves should be worn by staff to avoid cross contamination / risk of transmission I think its better (and guidance advises same) to ask staff to wash their hands and surfaces after handling books. Should still wash their hands even after wearing gloves so easier to just say wash hands. 	<p>Work has been sent home weekly via our EPS website under each year group in the Curriculum section.</p> <p>Year group emails set up for parents to send completed work once a week (preferably one piece). Teachers will comment on the work.</p> <p>Gloves should be disposed of by double bagging and put in the external waste</p> <p>*Children to work on paper instead of in books.</p> <p>*Staff reminded to wash hands if marking paper included on daily reminders document.</p>
Administering First Aid	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> • Children, young people or learners who require first aid should continue to receive care in the same way • No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms 	<p>For further information on administering first aid and PPE visit the government below</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>

			<ul style="list-style-type: none"> Wash hands and ensure the affected area is cleaned upon completion All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste 	
Administering Medication	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Children, young people or learners who require administration of medicines should continue to receive care in the same way No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms Staggered times of administration of medicines should be considered Wash hands and ensure the affected area is cleaned upon completion All waste and PPE should be disposed of by double bagging and put in the external waste 	If a child's care plan requires updating a zoom meeting should be arranged with a member of school staff, parents and a professional health worker, school nurse etc. to address any issues relating to the care plan
Providing intimate care	Transmission of the virus – leading to potential ill health & fatality	Employee, pupils, agency staff, member of the public	<p>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces.</p> <p>If you are not providing intimate care to someone, PPE is not needed.</p>	<p>For staff providing intimate care – this is category 3 PPE</p> <p>RJ: Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE</p> <p>See parent governor video EH send to all staff for training</p> <p>A symptomatic PPE pack (100 units) will be provided for each school with details of how to order additional stock if required. This is via the LRF forum and will mean that the</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 <p>Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.</p> <p>School staff should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils.</p>	<p>required PPE specification is met and available in school settings.</p> <p>Received at school early June 2020 to the school office.</p>
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South Yorkshire Local Authorities have collectively agreed a Covid-19 PPE position statement which clearly defines when PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.

	Category	PPE Requirements	Educational Setting
1	Staff client interaction where distance of 2m can be maintained throughout	Close adherence to hand (i) and respiratory hygiene protocols (ii). No additional PPE required beyond what would usually be worn for any given task	The majority of school and childcare settings will fall into this category. For example Class Teacher and Classroom assistants working within a classroom environment where social distancing can be adhered to.
2	Staff client interaction where momentary (iii) physical contact is required or cannot maintain 2m distance.	Close adherence to hand and respiratory hygiene protocols. Surgical facemask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances.	In some childcare and school settings where intimate care is required it may be necessary to wear a surgical facemask when undertaking certain tasks (e.g. administration of medication where it cannot be self medicated, or When administering first aid, self-administration is not possible e.g. child places their own plaster on a cut / laceration
3	Prolonged/intimate (v) physical contact is required between member of staff and client.	Close adherence to hand and respiratory hygiene protocols. PPE required - Disposable gloves, disposable apron, sessional surgical facemask	Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of a serious injury. And if that child is coughing or spitting, this should include eye protection.

		(include eye protection if client is coughing or sneezing). Donning and doffing according to standard protocols (vi) and disposing of clinical waste appropriately(vii).	
4	Any scenario in the household of a 'shielded' (viii) person. Close adherence to hand and respiratory hygiene protocols	PPE required - Disposable gloves and plastic apron in addition to single use (ix) surgical facemask.	Not applicable
5	Specialist Specialist scenarios e.g. Aerosol generating procedures, hospital inpatients, home births, phlebotomy in non-compliant patients etc.	Specialist PPE requirements	Not applicable

In circumstances where staff feel PPE is appropriate following the principles above careful judgement should be used to consider likely risk and also any impact of behaviour the child/young person may demonstrate as a result of PPE being worn. The wearing of PPE unless carefully removed in itself can add increased risk therefore it is expected that PPE in educational settings **will only be required for momentary use** and not for long period of time.

Fire Drills / Activation of the fire alarm	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Cleaners, Catering staff etc	<ul style="list-style-type: none"> • When undertaking a fire drill social distancing should be maintained at all times • Markers should be displayed at the assembly area / muster point to avoid congestion 	<p>Ensure a fire drill plan is produced highlighting where each year group will be positioned : to be finalised</p> <p>RECEPTION: Patio area</p>
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			<ul style="list-style-type: none"> • A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing • Washing of hands etc still required on entry back into the building 	<p>Y1: Y1/EYFS playground</p> <p>Y2: Outside Y2 rooms on main playground</p> <p>Y3: Outside Y3 rooms on main playground near grass</p> <p>Y4: Outside leading out of Y4 classroom near main playground</p> <p>Y5: Outside Stingrays door on grass</p> <p>Y6: Outside Y6 area</p> <p>You may have to use one or more external areas of the School to achieve social distancing</p> <p>Ensure someone is in charge to co-ordinate the fire drill and communicate with others who might be using other areas of the site. You may need one more fire marshal to achieve this. A debrief must be undertaken to share any lessons learnt:</p> <p>EHardy</p> <p>RJahangir</p> <p>G Willatt</p> <p>N Ramsey (Wed/Thurs/Fri)</p>
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				<p>Ensure the fire drill is recorded in the fire precautions log book :A Moffatt</p> <p>Ensure that the fire alarm is regularly serviced / maintained to reduce the risk of false activations RJ/AM</p>
Cleaning	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Cleaners, visitors etc	<p>A cleaning schedule must be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> ● Hard surfaces to be cleaned prior to disinfecting ● A combined detergent disinfectant solution or chlorine-based cleaner is to be used ● Extra attention is to be given to frequently <ul style="list-style-type: none"> ○ “touched” areas and surfaces, e.g. doors, toilets, door handles, phones ,light switches and door fobs, keyboards, whiteboards etc. ● Hand towels and hand wash area to be 	<p>To meet the cleaning regimes and conform to government guidance on maintaining the standard required to reduce the risk of contamination – you may need to consider increasing resources and extending the hours cleaning staff operate: A cleaner has been employed daily throughout the day in addition to the normal cleaners</p> <p>Fri pm school will be closed to all key workers and staff for a thorough clean</p> <p>For further information on cleaning visit the governments advice</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>

			<ul style="list-style-type: none"> ○ Checked and replaced as needed by the Cleaning and Caretaking staff. ● Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. ● Only cleaning products supplied by the school are to be used ● Bin liners should be used in all bins 	<p>RJ: It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine</p> <p>Ensure that all COSHH assessments are carried out for all cleaning products</p> <p>Staff are trained in the safe use of cleaning products</p> <p>Ensure that all cleaning products are stored safely and out of the reach of pupils</p> <p>The correct PPE should be worn at all times by the Cleaning staff and disposed of by double bagging and put in the external waste</p>
Staff & volunteers transporting food hampers into the local community	Transmission of the virus – leading to potential ill health & fatality	Staff & volunteers	<ul style="list-style-type: none"> ● When having to travel for business related reasons such as delivering food hampers etc please only travel when this is essential 	

			<ul style="list-style-type: none"> • When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household • Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking, cycling and public transport where you maintain a distance of 2 metres from others. • Where using a car is essential to carry out a school based task involving two or more people, it is recommended that two or more cars are used rather than staff travelling together in the same vehicle. • Once you arrive at the property – you must maintain social distancing. Knock on the door and leave the hamper on the door step • If you are lone working it is important to follow your lone working guidance and ensure a buddy system is implemented and you are in regular contact of your whereabouts • If staff are visiting a number of homes (e.g. delivering food hampers etc) and cannot get 	<p>Staff where possible should use their own vehicle</p> <p>N/A Staff should only share a vehicle as an absolute last resort</p> <p>If you have to share the vehicle with another staff member – remember to wipe down the car after the visit has taken place e/g steering wheel, handbrake, door handles etc with an antibacterial wipe (dispose of the wipes by double bagging) and open windows</p>
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			access to warm soapy water then you must use a hand sanitizer between visits	
Home Visits to be undertaken by staff	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> • Home visits should only be undertaken if absolutely necessary • Staff should use their own vehicle to get to the visit • Once they arrive they must knock on the door and step back to maintain social distancing • It may be possible to have a conversation with parents and pupils via an open window • Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School 	<p>Under no circumstances should staff enter people's homes</p> <p>If staff are concerned over a pupils welfare this must be reported immediately to the Headteacher</p>
Deliveries	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils & delivery drivers	<ul style="list-style-type: none"> • When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries • If practicable drivers should wash or clean their hands before unloading goods and materials • Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance • Staff should not sign for deliveries 	<p>All deliveries to School (including milk and fruit) should be left at the main entrance and sanitized with wipes before taking them inside the School premises</p>

			<ul style="list-style-type: none"> • Hands are to be thoroughly washed after handling all deliveries • Keep deliveries to a minimum with essential items only 	
Contractors / essential repair work	Transmission of the virus – leading to potential ill health & fatality	Staff, pupil, Contractors etc	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance work are to be allowed on the School site • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash their hands upon entering the site <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation). 	The contractor is to notify the Headteacher / Senior manager of all areas visited, in order that these can then be thoroughly cleaned

Information to Staff, pupils & parents		Staff, pupils, parents etc	<ul style="list-style-type: none"> • Posters to displayed in the main entrance, staff room and in suitable places around the School site • Regular meetings with staff will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available • Regular updated information will be shared with parents via either a letter, email, newsletter, EPS school website • https://ecclesallprimary.co.uk/ 	<p>Staff encouraged to regularly visit the government website for updated information</p> <p>https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
Suspected case of covid-19 on the School site	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils, cleaners, contractors etc	<ul style="list-style-type: none"> • If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance. • 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. 	<p>What happens if there is a confirmed case of coronavirus in a setting?</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>See outbreak plan below for further information</p>

			<ul style="list-style-type: none"> • 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. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 	 <p>COVID-19 Schools Resource Pack Sheffield 29th J</p>  <p>COVID-19 Schools Poster Yorkshire and Humber.p</p> <ul style="list-style-type: none"> • if a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
Personal Protective Equipment			<p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> • where an individual child, young person or other learner becomes ill with coronavirus 	<p>All PPE to be used in accordance with the manufacturer's instructions and disposed of by double bagging and put in the external waste. See below for further information on PPE</p>

			<p>(COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> • where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • Gloves, aprons, face masks, eye protection should be made available to all staff, if momentary / intimate care is required • Staff should be trained in the use of PPE 	<p>Parent Governor provided a PPE video on safe use of putting on PPE and taking off PPE. Also video sent from doctors.</p> <p><u>8. PPE: Taken from Parent letter 22.5.20</u></p> <p>Some staff may wear PPE – a mask and/or protective shield and gloves. Some might not.</p> <p>If a child displays symptoms of Covid-19, the member of staff dealing with them will wear full PPE.</p>
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Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
- 3 Put on your eye protection if there is a risk of splashing.
- 4 Put on non-sterile nitrile gloves.
- 5 You are now ready to enter the patient area.

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 3 Snap or unfasten apron ties the neck and allow to fall forward.

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 4 Once outside the patient
- 5 Perform hand hygiene
- 6 Remove surgical mask
- 7 Now wash your hands with

Terms/definitions/clarifications etc		
i	Hand washing protocol	Attached at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6

v	Prolonged / Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures https://www.youtube.com/watch?v=-GncQ_ed-9w
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Shielded person	Definition at appendix 2.
ix	Single use	Refers to disposal of PPE after each client interaction.
x	PHE Covid-19 IPC	https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-

		cf38d248abba&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
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SARS-CoV-2 Test: Testing for key workers who are self isolating: Interpreting Test Results

As shared previously in the School Bulletin the Government has announced testing for:

- essential workers with symptoms
- people who live with essential workers and have symptoms

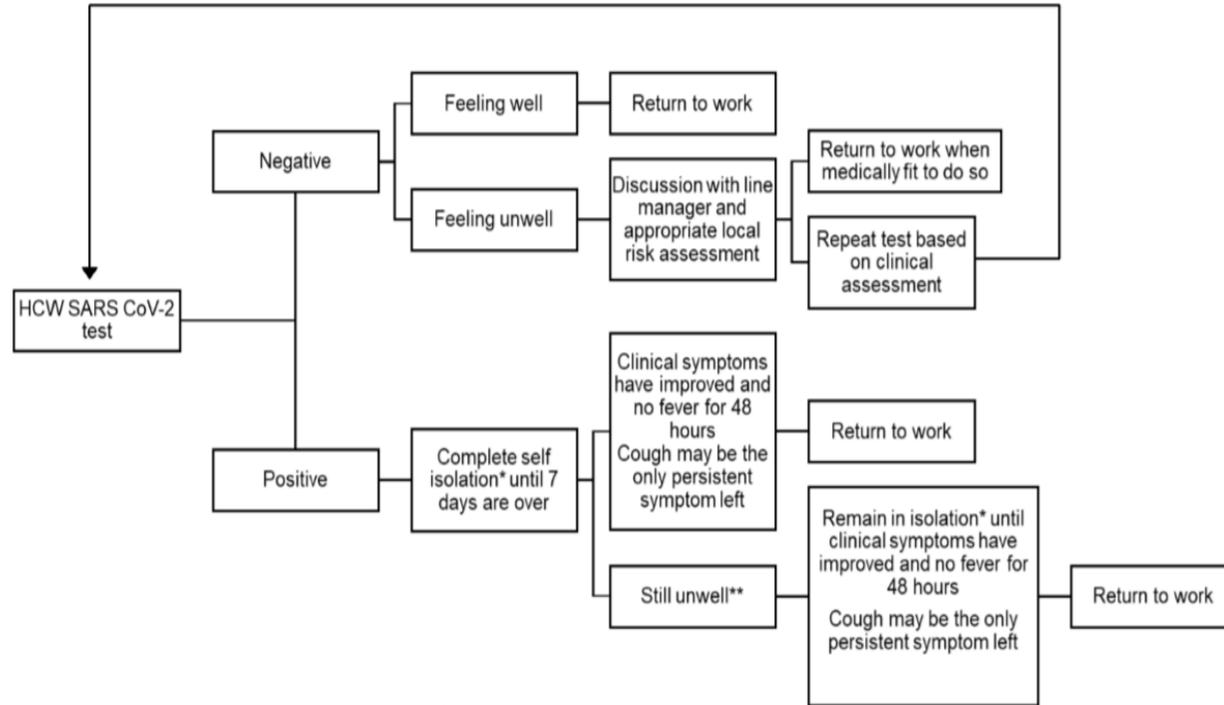
This direct link provides further details about how to get tested:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#essential-workers> details were also given in the School Bulletin dated Tuesday 28th April 2020. The following aims to provide some guidance on the interpretation and action to take following a member of staff receiving a test result.

Interpreting Test Results and Subsequent Action If a member of your staff/employee or member of their household is symptomatic and has had a test you may find the following helpful in interpreting the test results and subsequent action to take as a result.

- **Firstly it is recommended that you link directly with your Occupational Health Provider to consider how they can help both your setting and directly support staff receiving tests.**
- Employees with negative results should only return to work if they feel well enough to do so. If everyone with symptoms who was tested in their household receive a negative result, the employee can return to work immediately, providing they are well enough, and have not had a fever for 48 hours.
- If a household member tests positive, but the worker tests negative, the worker can return to work on day eight from the start of their symptoms if they feel well enough and have not had a fever for 48 hours.
- If the worker does not have symptoms but a household member tests positive, the worker should continue to self-isolate in line with national guidance.
- Employees/your staff should discuss their return to work with you, following the steps outlined in the Flowchart describing return to work following a SARS-CoV-2 test.
- If, after returning to work, they later develop symptoms they should follow national guidance and self-isolate.
- The testing programme does not return the test results to an employer. It is the individual's responsibility to discuss their test result with their employer as part of their return to work conversation.

Flowchart describing return to work following a SARS-CoV-2 test



*Refer to [Stay at Home Guidance](#)

**Consider contacting the [NHS online coronavirus service](#), or in a medical emergency dial 999.

Action to be taken as a result of a positive SARS-CoV-2 Positive Test Result: 30th April 2020

If a member of your setting/school has a positive test result and has recently been at work in your setting, therefore having contact with other staff members and children/young people then the following applies:

- As of this current time (Thursday 30th April 2020) **there is no immediate direct action** that the setting/should school take. There is **no need** to inform parents/carers or other staff members about the confirmation of the positive case. It is important to remember individual's confidentiality at this time and it is not appropriate for information relating to a particular individual to be shared.
- At present we are **not** in a contact tracing (containment) phase of the pandemic. We know that the Covid-19 virus exists within the community and that there is transmission of the virus at community level.
- The positive staff member should not be in the school/setting and should be isolating at home along with their household.
- If the positive staff member has recently been at work in the setting/school you can carry out a clean of areas/classrooms they may have worked in. This does not need to be a 'deep clean' but a general clean of areas and surfaces paying particular attention to 'touch points' such as light switches and door handles. It is recommend that educational settings follow the Public Health England guidance on [Cleaning in non-healthcare settings](#)
- Having a positive case in your staff will of course be concerning for you and your colleagues and can lead to increased anxiety. It is important to recognise that the majority of individuals who have the Covid-19 virus will have a mild to moderate illness and children and young people have less severe symptoms.

- It is recommended that you continue to ensure that good hygiene is followed. Staff and children and young people should be regularly encouraged to wash their hands with soap for a minimum of 20 seconds.
- If anyone in school/the setting starts to show symptoms such as a persistent cough or high temperature then they should isolate and not be in the school/setting.
- Anyone with symptoms can find further information via:
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

When guidance changes and further action is required to be undertaken as a result of a positive test you will be informed via the School Bulletin