

		<p>adequate stock levels for each class / office from the start of each day and are replenished as needed.</p> <ul style="list-style-type: none"> • All used PPE equipment and used tissue to be disposed of in grey bags, sealed and placed into bins with lids situated in the Hygiene hub. • Pupils discouraged from sharing cutlery, cups or food. • Parents informed of hygiene expectations and asked to ensure their children wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • All rooms will be deep cleaned over the summer break. • Touch surfaces cleaned (door handles, light switches, door panels etc.) • Carpets cleaned thoroughly with industrial carpet cleaner. • Continued use of enhanced cleaning using Milton fluid by hygiene floater- Ange Wilson and class staff • Cleaners to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Remove clutter from classrooms to enable regular cleaning, keep toys to a minimum. Continue to keep soft toys from classrooms, all hard surfaced toys to be washed daily and sprayed with diluted Milton fluid. • Single use only for resources such as playdoh, pasta, and other such sensory materials. Water play in individual trays with anti-bac soap. • Playground equipment such as swings, bikes etc. to be wiped with disinfectant after each joint bubble use either by class staff or hygiene float. • P.E .equipment to be cleaned immediately after each bubble use. 	L		WCC cleaning staff, school staff, caretaker Ange Wilson	Daily and enhanced throughout the day	Yes
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		<ul style="list-style-type: none"> • Sensory gym (No balls in ball pit) and sensory room to be allocated to each class for half a day per week, deep cleaned after each bubble. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit school if they are displaying any symptoms of coronavirus (COVID-19). • Pupils will be in class bubbles, 2 class bubbles will pair up for certain activities during the school day and travel to and from school, travelling daily on the same bus. • No congregation by parents or staff in confined areas- foyer, school office etc. • Children brought in by parents/taxi to have staggered arrival and departure times- 9.00am, 9.10 and 9.20 – 2.50pm, 3.00, 3.10 Two families per slot. • The same staff members are assigned to each group and stay the same during the day only mixing with an assigned bubble. • Children use same classroom or area in setting throughout the day with thorough cleaning of rooms during and at the end of the day. • Lunch to be eaten in classes/bubbles by pupils. • School meals to resume- hot meals delivered in boxes that are delivered to classrooms. • Break times and the movement of pupils around school to reduce large groups of children gathering- Rota provided by SLT • No more than 3 children at any one time in toilets and all must be from same class/bubble. Wipe down all surfaces used with Milton spray. Turn sign Vacant/ Engaged on entry/exit 	L	This is extremely difficult for our pupils but we have strategies in place (bubble systems) to ensure that social distancing happens to the best of our ability.	All staff and pupils Visitors to school	Daily	Yes
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	<ul style="list-style-type: none"> • Review of work schedules including start & finish times, working from home etc. to reduce number of workers on site at any one time. • Redesigning processes / rooms to ensure social distancing in place. • Conference calls to be used instead of face to face meetings where possible. • Large gatherings to be avoided such as whole school assemblies, eating together and use of the staffroom. • Use of ICT for assemblies, eating within bubbles and staggered breaks for staff should be implemented to reduce risks. • Staff meetings and briefings to be held with smaller numbers in place • Visits to classrooms kept to a minimum where possible. Virtual tour of school posted on school website. • Maximum capacity measures in place in all classrooms and work areas. • Management checks to ensure this is adhered to. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. • Any communal display boards which promote or encourage touching due to a sensory element should be temporarily taken down. • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to- 	L		Whole school family	Daily	Yes
		L	SLT to update procedures daily as and when government advice changes.	Staff and pupils	Daily	Yes

		<p>date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in school, they will be isolated (children supervised at all times) and kept in the medical room where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact Public Health to report the case, any actions required will be directed by PHE. <p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • The school will contact every user and inform them of usage expectations: • Compulsory handwashing / use of gel before entering school. • Contractors to ideally be organised before pupils arrive or after pupils have left the building. • Track and trace systems in use. <p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. 	L		Visitors and contractors	Daily	Yes
			L		Staff and pupils	Daily	Yes

	<ul style="list-style-type: none"> • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> • The hygiene hub will continue in the art bay. All the necessary items for cleaning, hand washing, Grey bag disposal bins and PPE will remain situated here. Continue to disinfect all surfaces after use throughout the day with diluted Milton fluid • Use disposable cloths- blue roll- grey bag and bin after use • Continue to wear disposable gloves/aprons when changing nappies, wiping noses or cleaning up any other bodily fluids- dispose of any PPE equipment by sealing in grey bags and placing into nappy bins or disposal bins in hygiene hub. Hands should be thoroughly washed before putting on and after removing any PPE equipment. 	L	Ange Wilson to check daily on supplies and replenish classrooms/ inform office when new orders needed.	Staff Ange Wilson	Daily	Yes
Teacher / staff shortage	<ul style="list-style-type: none"> • School monitors daily any staff absence. • Bubbles will have sufficient staff to ensure a safe learning environment. • Sufficient PPA time – to be taken at home where necessary to reduce the amount of adults in school. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Risk assessments completed by all staff. • All staff to return, those shielding to follow government guidelines at the time. All staff should be in regular contact with SLT. • Specialists, therapists, clinicians, and other support staff can move between settings. They all have their own 		If there are any shortages of teachers, then teaching assistants to lead groups.			

		<p>guidance to follow, regular discussions will take place to ensure children are receiving their entitlements through the EHCP but are also being kept safe.</p> <ul style="list-style-type: none"> • Recruitment can continue as usual. • Daily report to the HT on number of absences and symptoms. <ul style="list-style-type: none"> • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Planning is to return to normal bearing in mind that some resources may be limited or unavailable. • Routines and daily activities should resume to give as "normal" a school day as is practicable. 					
Impact on physical and mental health		<ul style="list-style-type: none"> • Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. • Department for education corona virus (covid-19) helpline- 0800 0468687 Mon- Fri 8am- 6pm • Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 	L	Open door policy to SLT, staff able to approach and talk to SLT about any worries or concerns they may have.	Staff	constant	Yes

	Name	Position	Signature	Date	Review Date
Risk Assessor	Kate Flynn	HLTA and H&S Co-ordinator		August 20	
Line Manager	Lisa Walker	Head Teacher		August 20	