

		<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 with at least one window open in classrooms and other rooms throughout school. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • 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. • Touch surfaces cleaned (door handles, light switches, door panels, photocopier control panel etc.) frequently throughout the day around the whole of school and also the staff room. • Continued use of enhanced cleaning using Milton fluid by hygiene floater- Ange Wilson and class staff • Continue to have clutter free 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. 	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"> • P.E .equipment to be cleaned immediately after each bubble. • Reduced use of the school trampoline as it cannot be completely disinfected in between uses. It will be left for more than 72 hours before a new bubble use it. Timetable managed by PE co-ordinator. • 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 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. (Dragonflies/Ducklings, Owls/Hedgehogs and Robins/Butterflies) • PPA will be taken at home by staff where possible to maintain space in school. In school office a rota system is in place with some working at home to reduce bodies in close proximity. • No congregation by parents or staff in confined areas-foyer, school office etc. • Unnecessary movement around school is kept at a minimum as far as is possible-this includes children on jobs or visiting staff around school. • 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. 	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"> • Children use same classroom or area in setting throughout the day with thorough cleaning of rooms during and at the end of the day. • When whole groups are self-isolating and a classroom is free, once it has been deep cleaned it can be used by one other designated class to split their group, to reduce the amount of people in one room. • Lunch to be eaten in classes/bubbles by pupils. • School- hot meals 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 • 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 or online where possible • Visits to classrooms kept to a minimum where possible. Virtual tour of school posted on school website. • Maximum capacity measures in place in all work areas. • Some areas marked in tape for visual reminders. • Management checks to ensure this is adhered to. • Regular reminders that staff should be at least 2m apart whenever possible <p><u>Reducing contact point activities</u></p>	L		Whole school family	Daily	Yes
			L		Staff and pupils	Daily	Yes

		<ul style="list-style-type: none"> • If any children have staff or family members with Covid symptoms they should self-isolate until a test result is received and then act accordingly. <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. • Essential visits only will be allowed to school during national lockdown <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. • 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. • Fire evacuation is planned for in the usual way, although we are in lockdown there are still high numbers of staff and children in school due to their SEND status • Fire drills will be suspended during this period as management of class bubbles will be compromised through them 	L	Ange Wilson to check daily on supplies and replenish classrooms/ inform office when new orders needed.	Staff Ange Wilson	Daily	Yes
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		<p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> • Staff do not need to wear masks whilst in their bubbles unless they choose to do so. It is expected, , that staff wear masks when travelling through the corridors, in communal areas or when collecting/delivering children to and from transport, or at any time that they are unable to social distance. Hands must be washed both prior to putting mask on and after removal, mask must be stored in a sealed plastic bag when not being worn. • The hygiene hub will be situated 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. • Staff not allocated to a bubble must take additional precautions not to enter busy areas without face coverings and frequent handwashing 					
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 possible 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. 		If there are any shortages of teachers, then teaching assistants to lead groups.			

		<ul style="list-style-type: none"> • 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 guidance to follow, regular discussions will take place to ensure children are receiving their entitlements through the EHCP but are also being kept safe. • Voluntary and student placements can continue, those persons should follow Covid guidance and be well supported. • Recruitment can continue as usual. • Daily report to the HT on number of absences and symptoms. <ul style="list-style-type: none"> • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • No return to school following self-isolation or illness from Covid without a negative lateral flow test for all staff, also encouraged for pupils • Lateral flow home testing kits distributed to all school staff and anyone else in school regularly, to be used twice weekly and results recorded both locally and nationally • Families encouraged to get lateral flow tests twice weekly • 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 possible. 					
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. 	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

Lone working		<ul style="list-style-type: none"> • 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. • Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. • Lone working should not be an issue at Broadmeadow- from open to close there are multiple staff members in the building • All entrances to the building are secure • The car park area is well lit 	L				
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	Name	Position	Signature	Date	Review Date
Risk Assessor	Kate Flynn	HLTA and H&S Co-ordinator		March 21	As guidance to school significantly changes
Line Manager	Lisa Walker	Head Teacher		March 21	