

		<ul style="list-style-type: none"> • 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. This will be monitored using CO2 monitors in the coming term. • Face coverings are no longer a requirement in school but could be worn in busier environments. <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.) cleaned at midday 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. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All equipment 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 	L		WCC cleaning staff, school staff, caretaker Ange Wilson	Daily and enhanced throughout the day	Yes
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		<p>suppliers are not to visit school if they are displaying any symptoms of coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • PPA will be taken at home by staff where possible to maintain space in school. • No congregation by parents or staff in confined areas-foyer, school office, staffroom etc. • Conference calls to be used instead of face to face meetings where possible. • Staff meetings to be held with social distancing in place, staff briefing to be held virtually. <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 continuous cough, loss of taste or smell and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • 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 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. Staff supporting them will wear full PPE • 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 the appropriate bodies to report the case, any actions required will be directed by PHE. • If anyone is away from school with any symptoms they will be asked to get a Covid test. Or anyone 	L	<p>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.</p>	<p>All staff and pupils Visitors to school</p>	Daily	Yes
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		<p>unable to do this they must be symptom free and feel well for 48 hours before returning to work.</p> <ul style="list-style-type: none"> • Anyone who is a positive contact of a case should self-isolate for 10 days from point of contact, unless they are a child or have had both Covid vaccines more than 14 days ago. In this situation people are asked to take a PCR test and then stop isolating when a negative result is returned. • If 5 or more cases from a group that mixes frequently then school may be asked to bring in additional restrictions. These will be around: <ul style="list-style-type: none"> - Face coverings in communal areas - Ventilation checks in areas of school - Enhanced testing - Review cleaning processes <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. <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. 	L		Whole school family	Daily	Yes
			L		Visitors and contractors	Daily	Yes
					Staff and pupils		

		<ul style="list-style-type: none"> • Fire evacuation is planned for in the usual way • Fire drills are planned for in the usual way <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> • All the necessary items for cleaning, hand washing, Grey bag disposal bins and PPE will remain in the staff workroom/ caretaker's store. 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	<p>Ange Wilson to check daily on supplies and replenish classrooms/ inform office when new orders needed.</p> <p>SLT to update procedures daily as and when government advice changes.</p>		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 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. • 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. 		<p>If there are any shortages of teachers, then teaching assistants to lead groups.</p>			

		<ul style="list-style-type: none"> • 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. • 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 • Children will receive full access to the curriculum including PE, swimming and off-site visits. 					
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. • Children new to school will be medically reviewed with regard to Covid, if we have a spike in cases there are some options which could be offered to these children such as remote learning for a very small amount of time. • 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 • 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 	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"> • All entrances to the building are secure • The car park area is well lit 	L				
Educational visits			L	Careful planning Use of back packs	Staff and pupils	Whenever there is a visit	

		<ul style="list-style-type: none"> • Classes can plan visits, those to outdoor areas are considered to be lowest risk. • Once at a venue the group leader should check if the area is Covid safe and not too crowded or busy to pose a risk to staff and pupils. 		Discussion with SLT before leaving school			
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	Name	Position	Signature	Date	Review Date
Risk Assessor	Kate Flynn	HLTA and H&S Co-ordinator		Sept 21	As guidance to school significantly changes
Line Manager	Lisa Walker	Head Teacher		Sept 21	