

Plan – Prepare Building

*Reference on Risk Assessment	Action / Comment	By Whom	Notes relating to action
Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.)	Check fire alarms	LB	Alarms recently serviced / overhauled during Lockdown
	Check emergency lighting	LB	
	Legionella to be up to date and all systems to be run	LB	Check has been carried out May 2020
Ventilation No AC systems in setting	Spaces well ventilated using natural ventilation (opening windows) or ventilation units.	LB	Ensure all doors and windows are open
COVID-19 posters/ signage displayed	Posters / signage to be displayed on the outside entrances gate and lobby. How parents access the building and the rules are clearly communicated through signage on entrances.	LB	Posters printed, to order additional signage
Reception area – social distancing (e.g. provide screens or floor markings).	Reception to be taped off to allow for distancing at the hatch when the reception window is opened. Only one adult at a time to enter the reception area. Hand sanitiser provided at all entrances. Visitors do not sign in with the same pen	LB	Visitors by appointment only. Parents are to wait outside and where possible make an appointment.
Consider one-way system if possible, for circulation around the building.	A one-way system is not appropriate as the setting is opened planned; one bubble will only be allowed to attend the setting at a time.	LB/ JR	
In areas where queues may form, put down floor markings to indicate distancing.	Distancing marks at 2m to be displayed at main door, a one way system for entering and exiting the premises. Floor markings outside pre-school to indicate distancing rules (if queuing during peak times). Staggered drop off times also needed.	LB/JR	Markings laid out and one way system put in place
Can separate doors be used for in and out of the building (to avoid crossing paths).	Separate exit and entrance points for the outside of the setting will be used: staff on duty outside pre-school to monitor protection measures. Parents' drop-off and pick-up staggered to minimise contact.	LB/JR	
Identify doors that can be propped open (to limit use of door handles and aid	Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.	LB	Remind staff of fire safety,

ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.	Fire Risk Assessment will be changed to allow for propped doors and identified management team/ playleaders to remove props in event of an alarm evacuation.		
Organise main room for maintaining space between seats and tables.	Tables will be arranged to ensure 2m distance, where possible.	LB/JR	
Arrange sleep rooms to space out the cots and beds.	N/A		
Inspect classrooms and remove unnecessary items.	Unused furniture and additional surface content will be removed.	LB	
Remove soft furnishings, soft toys and toys that are hard to clean.	Soft furnishings (cushions etc), soft toys and toys that are hard to clean will be removed.	LB	
In toilets middle cubicle/ sink/ urinal of 3 to be taken out of use.	Toilets will be used on a one in, one out basis, monitored by staff. Social distance queuing system will be used.	All staff	
Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.	Sufficient handwashing facilities are available. Signs to be printed and laminated and displayed in front of all useable sinks. Frequent hand washing encouraged for adults and children (following guidance on hand cleaning). Hands cleaned on arrival at pre-school, before and after eating, and after sneezing or coughing. Adults and children are encouraged not to touch their mouth, eyes and nose.		
Position clocks with second hand or timers near sinks to teach pupils to wash for 20 seconds.	Timers will be used to increase concept of 20 seconds		
Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this.	No additional cleaning as all class groups will have wipe down materials for operational time, cleaning staff have reduced areas to concentrate on so will concentrate on key areas such as toilets. Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	PR/ AD All staff	All staff to clean down surfaces 3x per day All equipment including any play / sports will be

		<p>Thorough cleaning of rooms at the end of the day.</p> <p>Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.).</p> <p>Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups.</p> <p>Equipment used in practical lessons cleaned thoroughly between groups.</p> <p>Outdoor equipment appropriately cleaned between groups of pupils; Multiple groups do not use outdoor equipment simultaneously.</p>		exclusive to specific groups
20	A COVID-19 message to display on screens when locked.	School will download free COVID 19 message for display on screens		
21	Swimming pools and sports centres remain closed (pending changes in government restrictions).	N/A		
22	Outdoor tennis courts may open in a way compliant with social distancing restrictions. Specific risk assessment is required to determine preventative measures.	N/A		

Plan – Prepare Employees, Parents and Pupils

*Reference on Risk Assessment		Action / Comment	By Whom	Notes relating to action
23	Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken.	Email all staff 19/5/20 to outline initial process, contact isolated / shielded staff and inform that following initial	AD	Staff contacted 25/05/20

24	Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding.	enquiries with parents / carers re numbers, an outline plan will be forwarded on 25/5/20. Staff will be invited to discuss concerns / issues and suggestions. Any plan will consider limiting factors primarily health related	SMT	Plan to be shared all staff and parents 27/05/20
25	Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity.	Any prospective pupils in the above categories to have Risk Assessment.	DSL / SENCo	
26	Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice).	Any prospective employees or pupils in the above categories to have Risk Assessment.	DSL / SENCo	Any staff with underlying condition isolating continue
27	Review EHCPs where required.	EHCPs to be reviewed, where appropriate, re medical, emotional / learning	SENCo / DSL	All appropriate staff meet SENCO to determine existing or new needs
28	Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.	Staff induction (8am – 9:30 on 1 st June) – information and guidance on what to do if you have symptoms including access testing and nearest site will be shared.	AD / COG / DSL	Group 1 staff 8.30 June 1 Group 2 staff 8.30 June 3
29	Information shared about testing available for those with symptoms.	Information on symptoms and testing will also be shared with parents of all pupils attending and reiterated with any parent of child or staff member who presents with new symptoms. Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.	AD / COG / DSL	See above
30	Remote education is continuing as much as possible to limit numbers attending school.	Remote education will be planned for and continue to give non-attending pupils access to work online. Key staff will manage this in year groups.	All staff Year group leads Curriculum Team	Identified staff in year groups continue to provide, monitor and contact re work

		Pupils may be able to receive virtual lessons through Teams in the near future.		
31	Assess how many employees are needed in school and identify those that can remain working from home.	Staffing plan for teachers and support staff on the basis of prospective numbers produced and shared with staff initially on 25/5/20 and finalise on 28/5/20	SMT	
32	Employees shielding at home manage online work, whilst those in school only teach.	Staff will be identified to manage online work	AD/PR	Staff contacted on 21/05/20
33	Returning to school will be for groups on a priority basis – Year 6	The plan is currently based around Year 6 returning on 1 st June.		Groups formed and communicated to staff and parents by 27/05/20
34	If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher.	Any teacher shortage will be filled by HLTA in the first instance.	AD/PR/VB	
35	Reviewing timetables to decide which lessons or activities will be delivered on what days.	Year 6 team to design weekly / daily tasks alongside AH Avoid sharing books and other materials. No books or work handed in on paper. Use electronic submission or if paper put in quarantine (e.g. for 3 days).	Year 6 team and AH	Y6 team to attend SMT meeting 27/05/20 One book per pupil, no worksheets, or additional paper
36	Smaller class groups identified (split in half, with no more than 15 pupils per small group to one teacher and, if needed, a teaching assistant).	Small groups of no more than 10 children identified and parents informed of groups. Class groups kept together throughout the day and do not mix with other groups. Groups use the same classroom or area of a setting throughout the day. Groups do not mix to play sports or games together. The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same.	Y6 team and SENCo	As above other than those Y6 pupils who have attended as Keyworker children or vulnerable form own group “ teacher per group on a 2 day on 2 day off rota with Friday as a planning / resourcing day

37	For early years' settings, the employees to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils.	N/A		
38	Identify and plan lessons that could take place outdoors.	Timetabled outdoor sessions and learning opportunities will be planned	PR / AH / RA	
39	Use the timetable to reduce movement around the school or building.	Timetables will be devised for each group to ensure staggered start and end times, breaks (including lunch), toilet breaks etc. to reduce movement and interactions in corridors and around school. School start times staggered so class groups arrive at different times. Packed lunches only eaten outside if possible. The occupancy of staff rooms and offices limited. Encourage use of phones to communicate between different parts of school to reduce movement around school and in reception office.	SMT	
40	Planning break times (including lunch), so that all pupils are not moving around the school at the same time.		SMT	Packed lunch only with FSM pupils being given packed lunch by parent/ carer as we have now gone to voucher system No more than 2 adults at any time in staff room , no social gatherings. 2M to be observed in admin block
41	Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website).	Post risk assessment on school website.	LM	Post May 27
42	Parents informed only one parent to accompany child to school.	A return to school document will be provided for all parents who have indicated their children will be attending school. This will be signposted on the school website and all children attending will be given a paper copy. Parents will be informed of start and end times (staggered) and information regarding social distancing will be given	AD / LM	May 27
43	Parents and pupils encouraged to walk or cycle where possible.			
44	Staggered drop-off and collection times planned and communicated to parents.			
45	Made clear to parents that they cannot gather at entrance gates or doors.			
46	Encourage parents to phone school and make telephone appointments if they wish to			

	discuss their child (to avoid face to face meetings).			
47	Discourage parents and pupils from bringing in toys and other play items from home.			No toys , books ,stationary
48	Communications to parents (and young people) includes advice on transport.			
49	Daily briefing to pupils on school rules and measures with reminders before leaving rooms.	All teachers will have a script to read daily to pupils regarding protective measures. Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Bins for tissues provided and are emptied throughout the day.	All Staff	Script written with DFE guidance and school routines and expectations. Reinforced daily Tissues per table Double bag waste
50	Review behaviour policies to consider how pupils not following distancing rules will be managed.	Strategies for dealing with consistent breaches of new behaviour protocols will be shared at staff meetings. Members of staff are on duty at breaks to ensure compliance with rules.	AD/PR	"Kind" return. All staff to display appropriate "Kind" behaviours at all times
51	Employees fully briefed about the plans and protective measures identified in the risk assessment.	Risk assessment shared with all staff at induction and daily briefings. Procedures should someone become unwell whilst attending school. Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.	AD/PR/VB	Arriving 27/28/05

		However, PPE packs are being provided by GCC for all schools.		
52	Regular (daily) staff briefings.	Daily briefings will take place prior to pupil arrival.	AD/PR	
53	Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	Email and phone communication regularly with employees encouraged to keep in touch	AD	
54	Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers).	Catering will not be required initially. In house cleaning – communication will be provided through regular briefings.	AD	
55	Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys.	N/A		
56	Communication with others (e.g. extended school provision, lettings, regular visitors, etc.)	N/A		
57	Limit visitors by exception (e.g. for priority contractors, emergencies etc.).	School Business Manager to manager expectations of visiting contractors Non-essential visits will be discouraged	SBM	
58	Keep parent appointments / external meetings on a 'virtual platform.'	Microsoft Teams will be used when available to meet with parents and phone consultations carried out.	All staff	

First Aid Procedures

Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:

- washing hands or using hand sanitiser, before and after treating injured person;
- wear gloves or cover hands when dealing with open wounds;
- if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;
- if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.
- dispose of all waste safely.

Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.