

## The Brook Special Primary School Returning to School Protocol and Procedures

School will be conditionally reopening to wider numbers of children from 8<sup>th</sup> June

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

*There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.*

*In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:*

- **minimising contact with individuals** who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - **promote the 'catch it, bin it, kill it' approach**
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact** and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

The following considerations need to be planned for to ensure a return to school is safe and protecting of all adults and children in school.

1. School has not been shut  
Teachers have been working full time and will be tired.
2. Staffing requirements  
More staff will be required to be in school, but working from home must be retained when possible
3. Entry/exit of school and movement within by both the Brook and the Willow  
The principles of 'staying safe' to reduce transmission must be adhered to
4. Cleaning/hygiene considerations  
Spaces within school will need routine cleaning and will require non-cleaning staff to do so
5. Outdoor play (break and lunch)  
It is important that children still get break time but this needs to be separate from other groups
6. Lunchtime  
Children are required to be fed still and this needs to be done in the safest way possible
7. Supporting medical needs of children  
Our very effective system of administering medication needs to be retained.
8. Re-establishing routines/expectations  
Be mindful of the change of routine. Children have had very different experiences and expectations at home for a long time. Those who have been in school for the last seven weeks will find the new changes from 8<sup>th</sup> difficult
9. Differences in learning and the recovery curriculum  
Some have been learning, some consolidating and some very little school interaction.
10. Online learning for those children not in school  
Some children will still not be attending and we have a duty to continue to support their education

#### 11. Keyworkers children etc

Some children have been in school every day and we will continue to provide for these children

#### 12. Bereavement

Be mindful and prepared for any deaths in the community or triggers for families

#### 13. Sensory needs and separation anxiety

Many have spent long periods in quiet houses and some will not want to be parted from their family

#### 14. Special needs

Some children will be confused and need support with another transition

#### 15. Transitions

Coming back to school – a change in routine from the last few weeks but it will still not be the same as they are used to

#### 16. Uniform

Some children will have grown and won't have uniform; an understanding approach needed

#### 17. Transport

Transport will take much longer to unload in the morning as there will be more buses and less children on the bus This will unsettle children

Considerations	Action
<p><b><u>Schools have not been shut</u></b></p> <p><b>The majority of staff have continued to work providing education and support from home and supporting school in its closure plan, often whilst home schooling their own children. We must recognise these experiences. All staff are going to start tired and this will impact on their ability to lead, manage and respond to change.</b></p>	<p>The first couple of weeks of school reopening will be focussed on ensuring everyone’s wellbeing is catered for, including adults. So the curriculum will need to reflect this. The curriculum that has been taught so far is more akin to a holiday club where stimulus and learning takes place but some of the more prescriptive sessions have not been taking place (i.e. phonics). Behaviours appear to have been reduced probably due to this lack of demands</p> <p>There will be no staff meetings, except by Zoom where necessary, but ad hoc meetings might need to be called to discuss provision and next steps. These will take place outdoors wherever possible with the weather and if need to be indoors then the meeting room will be used for a maximum of five people.</p>
<p><b><u>Staffing requirements</u></b></p> <p><b>The DfE have allowed special schools to choose their own cohort for wider reopening rather than require them to be specific ages.</b></p> <p><b>Considerations – pod type system/ consistent staffing/ minimal contact/ social distancing</b></p>	<p>A staffing rota has been established so that teachers and teaching support staff have time in classes delivering lessons but also time out of class at home to prepare online resources. This rota has been shared with unions who have rolled this out to staff. Whilst every effort has been made to adhere as closely to guidelines as possible, where there are necessary discrepancies this has taken place after consultation with the staff affected themselves. Admin staff will likewise be required to be in school so that they can fulfil their role accordingly, as will site staff, cleaners and SMSA. The focus on working from home will remain as with the number of staff shielding we cannot open fully. In order to have effective social distancing a maximum of five staff should be in the admin office at any time.</p> <p>Each group will be allocated a certain number of adults to support them. Wherever possible, those are the only adults that are to come in to contact with those children – part time has been considered very carefully. Class based staff need to be very aware that they must not routinely come in to contact with additional groups of children as they could be unknowingly spreading the virus between groups.</p> <p>Those children who have already been in will return for a whole week but the additional children may only be in for two days per week – this has not been confirmed due to finalising of staff availability and rotas. All will be in place by 8<sup>th</sup> June.</p> <p>Staff will have to fulfil roles beyond what they are used to. Teaching assistants/Nursery Nurses will be required to take small groups and deliver lessons at times (under the instruction of a class teacher) and we will all have to support with basic cleaning of school throughout the day. Where TAs are on promoted posts, they will be the ones to lead the session if necessary. As usual practice, supplies will need to be kept in cupboards out of reach of children.</p> <p>There will be a requirement to be very flexible as a staff body. If members of staff become unwell (unrelated to Covid-19) then we will need to ensure that people are suitably placed to ‘cover’ and support one another therefore rotas and positions may change regularly. This is where it may be impossible to keep to one group of people at all times.</p> <p>The rota has been shared and staff have been consulted – some changes have been requested and where we possible these changes have been incorporated.</p> <p>If there is an issue in the classroom staff will call the Reception Office. SLT members on site will ensure that they have Walkie Talkies on them at all times.</p>

**Entry/exit of school and movement within**

**We need to make plans to reduce the possibility of large groups of the school community gathering at any one time, that very much includes parents. Therefore, entering school and exiting school pose potential problems, as does movement within school. Our behaviours have to change so that we limit the potential risk to one another. The DfE acknowledge that schools may change the start and finish times or introduce processes for drop-off and collection arrangements.**

**The DfE guidance does not make reference to children socially distancing themselves from one another. This is in acknowledgement that it is impossible to do so. However, we must try to reduce contact as much as physically possible.**

There will be no large gatherings (more than 15 staff using 56sqm room) of adults nor children. Where possible, meetings will take place in large spaces (or outside) so that adults can appropriately socially distance. Likewise, there will be no assemblies for children.

We have set up a one way system for entry and exit from school which is sign posted all the way through the school. Temperatures will still be taken of staff and pupils entering school. Brook staff will enter and exit the building through the main reception entrance **only** as other exits/entrances are being used by Willow. This means that staff will need to walk from the carpark to the main gate. The gate will be closed and entry will be through use of ID cards of the buzzer.

Willow start at 8.45am for Year 6, 9.00 am for Year 1. We will ask parents who are bringing their children to school to bring them for 9.15 am. Parents/carers will be asked to wait outside of the main gate until a member of their team goes to collect them. Parents will be informed of this arrangement by text. If the carer is a staff member they will be able to take the children straight to the classroom providing their temperature is normal (36.5 for children & 37.5 for adults). Where temperature rises outside the parameters pupils or adults will not be allowed in the building.

Where possible, parents **must arrive on time for entry to school**, they must not arrive too early or too late. This may be an issue for our key workers who have schedules. Parents will be asked to drop off and leave, rather than remain on school grounds. Only **one adult** to accompany children to school where practicable.

The school day will end at 3.00pm at present in order for our pupils to be clear of the Willow pupils – transport have been contacted to ask for the earlier time to be organised. This will give staff time to clean down surfaces before they leave and before there is a thorough clean by our cleaning staff.

Teachers will not be available to speak to parents unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through Tapestry if they have queries about the day or they can call to make a phone appointment.

The school office is inaccessible to parents. If parents need to speak face-to-face with the office team, then parents need to call to make an appointment. The office will not be open for parents to drop-in to. However, parents can still call and receive support over the phone or via email. Visitors will also be kept to a minimum and a risk assessment will take place before they enter the building as to what requirements they need to follow to maintain safe practice.

Children need to move around school in their pod groups and not mix with other children, however they are permitted to walk past one another in corridors – observing the one way to the left system and walking on the duct tape lines in the floor. This will need to be observed and enforced by both schools

Teachers will need to consider timings of the school day so that contact between different groups of children is avoided whenever possible. KS1 and KS2 pods respectively will need to make contact with each other in order to organise informal use of space. Where necessary, rotas will be put in place.

The staff room will remain open to adults, however strict social distancing must be in place, and a maximum user number will be posted around the room, so staff are clear (15). It is important for your own wellbeing that you see colleagues and we encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.

A classroom in KS1 (Dragonfly) and KS2 (Snowdrop) corridors has been allocated as an additional staffroom – outdoor spaces are also appropriate to use for breaks with appropriate social distancing measures in place. Breaks will need to be

carefully managed so that staff get breaks but are not all in the staffrooms at the same time.

### Cleaning/hygiene considerations

**In order to contain the virus, a strict cleaning regime needs to be in place. The government have provided very specific guidance about what we should be doing to effectively clean spaces in school. This will require adults that don't normally identify as cleaners to fulfil those duties throughout the day before the cleaning staff are in school to complete a thorough clean.**

**Handwashing protocols are to be strictly followed and 'catch it, kill it, bin it' is to be promoted. Children are to be encouraged not to touch their mouth, eyes and nose.**

When appropriate, members of the class team should wipe down (disinfect) tables, door handles and equipment regularly during the day.

Each class will have their own allotted set of classroom cleaning equipment that will be stored out of reach of children within the classrooms. Teams need to check their supplies on a daily basis and get replacements from KellyAnn who is the BILC point of contact for COVID related issues. The email to use is [Covidresponse@broadwaters.sch.uk](mailto:Covidresponse@broadwaters.sch.uk)

There will be an outside wall mounted sanitiser by reception for staff to use upon entry to the school. Individual hand sanitisers are available for those who do not have them and the refill is in Maureen's office – staff are authorised to go into her office to refill their sanitiser when necessary.

Adults and children are to wash their hands on entry to classrooms, before break time, after break, before lunch, after lunch, before leaving school, and anytime that they visit the toilet or cough/sneeze in to their hands. Hand sanitisers must be kept out of reach of children. Sanitisers do not replace hand washing, they are used when there are no hand washing facilities available. Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.

25litre pedal bins have been ordered so that tissues can be thrown away appropriately and due to the capacity of the bins, disposal does not need to be done until the end of the day by the cleaners.

Water fountains will be cordoned off as will hand dryers. Wipes will be left by each photocopier to facilitate staff to wipe the controls before use.

All rooms should be well ventilated therefore the break out area door can be left open but classroom doors need to remain shut. Main corridor doors will remain open. However, if a fire alarm is sounded, designated floor walkers will ensure doors are closed. This measure will reduce the use of door handles significantly.

It is advisable for staff to consider having a 'work uniform/s' that they wash after each work day in the setting, in accordance with the manufacturer's instructions or at 60 degrees if not specified.

If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines outlined within this document:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

**Outdoor play (break and lunch)**

**Children are to be encouraged to play outdoors as the transmission of the virus is reduced in outdoor spaces. However, we need to reduce the risk of contact between groups of children.**

Individual break out, outdoor areas, will be used for breaktimes for the Brook. A rota for use at lunchtime will be circulated before 8<sup>th</sup>. Willow will use the playground between 10.30 -10.50 and at lunchtimes between 12.35 and 1.30. KS2 can use the playground outside of these times and it is the responsibility of Key stage pods to liaise with each other on a daily basis to agree usage. As the Willow are only outside for designated periods of time it will be necessary for the Brook children (if they are experiencing difficulties at that time) to be contained within the sensory circuit, their outdoor area or the 1:1 room. However, the MEADOW is for use by the Brook only so this is also an appropriate emergency outside space. Lunchtime use of the meadow will be incorporated into the rota.

Outdoor equipment will be cordoned off but items from classrooms can be used. Following consultation with Carlos, staff teams can use items in their classroom from the PE cupboard, but these must then be kept in those teams until able to be returned to the PE cupboard. If bikes are used they must be cleaned and disinfected before and after use and only one child can use one bike in between cleansing.

### Lunchtimes

**We are still required to ensure that our children are fed adequately throughout the school day but also to reduce risk of infection, therefore we need to manage this time carefully so that it is not a 'pinch-point'.**

KS1 will have their lunch in the classroom. The allocated SMSAs will go and collect lunch for their class and their staff at 11.30. One tier of the trolley is for one class's meals only. KS2 will come down at 11.45 and will eat at tables in both dining hall and the middle hall. They need to be away from the tables by 12.15 to allow thorough cleaning before Willow get their lunch. Support staff lunch breaks need to be organised as usual so that only three staff in each key stage are out for lunch at the same time (either in the classroom allocated for staff/ in the staff room or outdoors) ie 11.45 – 12.15/12.15-12.45/ 12.45 – 1.15. As usual, Teachers will decide when it is appropriate for them to take their own lunch break.



**Supporting medical needs of children**

**We need to retain and have a clear understanding of the medical, behavioural and dietary needs of the children in our care. Children might be taught by staff they are not used to which is why sharing medical information is increasingly important, as is protecting staff from those with symptoms of Covid-19.**

Once the rotas are established, it is staff's responsibility to access the pupil passports for children whom they do not know in order to familiarise themselves with their likes and dislikes. Only three children in the school have care plans and those are stored in Maureen's room at the present time. If staff cannot access the passports for any reason then they need to email Ed Putman directly for assistance.

If support is required to administer medication, then adults must wear a mask, apron and gloves to further reduce the risk of spreading the virus, preceded by thorough handwashing.

If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space (Brook Nurse's room) where they can be monitored and supported until they are collected by their parents or carers. There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both spaces will be thoroughly cleaned by a member of staff wearing apron, gloves and a mask. If a member of staff needs to be in the room with the child they will also wear a visor as well as the above PPE

The designated isolation space is the nurse's room as it is quiet and well ventilated.

The child should then be tested for coronavirus. If the test is negative the child could return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to mix as little as possible with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive. **Teams are not required to self-isolate until there is a positive diagnosis.**

**Re-establishing routines/expectations**

**For many the re-establishment of routines will be difficult. This will not just be for school routines; it will also be for those basic daily life routines, such as sleep and getting up. We know that this is difficult and a source of anxiety at the beginning of every term, but this will be on a larger scale. We will need to allow a period of adjustment and be aware of the impact of trying to re-establish these routines for staff, parents and children. We will need to re-learn the rhythm of the school.**

It is important for the transition back to school to involve a routine being put in place swiftly as children prefer routine and it gives them a sense of comfort. However, some families may struggle and it is important for the school to acknowledge this and offer help where needed.

Children will be very tired (as will staff) by afternoon and so the timetable will need to account for this and organise for more open activities. Whilst there is every expectation that learning will take place, we are not requiring classes to stick rigidly to the timetable. It is important that each lead in each Key stage liaises with the colleagues who will be teaching that group the following week – this will allow some consistency for the children.

<p><b><u>Online learning for children not in school</u></b></p> <p><b>Some children will still not be able to attend school. That will be either because they are shielding or unwell, we do not have space for them, or their parents are unwilling to allow them to come to school. Irrespective of reason, we still need to provide educational support to those children.</b></p>	<p>It is important that additional resources continue to be added to our home learning pages when staff are not in school. We are investigating the possibility of You tube sessions which will enhance learning – it is possible that our shielded colleagues will be able to provide some of this. We would like one session a day going forwards. This is still in its infancy but if we are not able to accommodate all children who wish to come into school, then we need to be able to provide additional resources. The weekly update from each teacher must continue unless it is a week when they are in school.</p>
<p><b><u>Transport</u></b></p> <p>Borough transport will continue to be in operation with staff in PPE. As there will be an increase, more stringent unloading and loading procedures will need to be put in place.</p>	<p>Buses will arrive for 9.00am as before. Only one KS1 team and one KS2 team will unload all of their pupils from the buses at one time. They will be summoned by reception. Once they are safely unloaded the next two teams will be summoned in the same way. This will take longer but will ensure less contact between teams. Buses will be loaded at 3.00pm in the same way – one team at a time. This may need to be revised depending on how many buses are in place etc.</p>
<p><b><u>Sensory needs, separation anxieties and wellbeing</u></b></p> <p><b>Many children (and staff) will be looking forward to the return to school but will find being around people difficult, frightening and overwhelming, particularly if we move rapidly from social distancing to a return to school. We will need to be aware of this and support it. For some children this will be exacerbated by a fear of people in general. Having experienced weeks, or even months, of social distancing, children will have received an implicit message that other people are dangerous. Further, their experience of other people, beyond their immediate family, within their personal space will have been limited. For many the hustle and bustle, movement and number of people in school will be difficult. We need to be aware that many will express their sensory issues and anxieties about the proximity of others physically.</b></p>	<p>We will be aware of any sensory issues being highlighted and it is imperative that there is control in walking around the setting so that this can be controlled well. Staff will need to make particular effort in making sure classrooms are relatively quiet spaces so that those that are not used to the noise and find it upsetting can adjust.</p> <p>All staff need to be vigilant, looking for signs of stress.</p> <p>Staff need to also be aware that a lot of the children haven't left their families for a long while and they might find it difficult to leave them. Many will also not have been out of their houses so physical activity, yoga etc will be really important to them.</p> <p>Individual risk assessments will be carried out on staff who were previously unable to work but have now been given permission by their doctors to do so.</p>

The wellbeing of staff and pupils is paramount to [The BILC](#) :

Please continue to check in on the well-being of each other and your teams and try and talk about concerns that you may have.

To try and take the fears and turn negatives into positives there is published advice which, although hard, can really help:

1. Find 3 things every day that you are grateful for or 3 things that you are happy to have in your lives
2. Think about something that has made you happy or smile during each day
3. Try an act of kindness for yourself or for someone else either in your household or a neighbour or a friend. This can be small but it helps you feel better within yourself.

There is good advice on the National College website so try to have a look at the support pages. Try to take a look at the wellbeing training on the site.

Those of you who have been affected by CoVid 19 and have seriously ill family members or friends or indeed coping with bereavement please look after yourselves. Our thoughts are with you all. It helps to talk and we are a community who are here for each other, now, and in the long term. Please share with us and we will try to support in any way that we can.

Benenden offer useful advice on a range of aspects to do with physical and mental health <https://www.benenden.co.uk/coronavirus/stay-healthy-during-covid19/>

Staff are also reminded of the Employee Assistance Programme. A confidential, 24-hour helpline is available on **08000 856 148**

**Communication with parents**

**Parents will want to have reassurance that their children are being kept as safe as possible. However, all children are in school because of parental choice so some of the issues that might arise are less likely to do so. Communication remains vital but our means of communicating are needing to change.**

We will not be using home school books for the remainder of this term to avoid transference of objects. Letters may occasionally have to go home and consent slips returned but generally we will expect parents to telephone reception if they require information or to give information, or to use admin email. We will respond using the same methods. It is also possible to put things on Tapestry if this is appropriate but we are not requiring staff to do so for the remainder of this term. Instead teams may decide that they want to resort to a special book where photos can be stuck in and the book sent home at the end of the term. This needs to be agreed amongst Key stages to allow consistency.

<p><b><u>Transitions</u></b></p> <p><b>Transition arrangements are going to be incredibly important to how effective a return to school is and also how secure and safe the children feel in their new academic year.</b></p>	<p>Some of our Year 6 children will not be returning to school but arrangements will be made to help them transition to their secondary school. It is to be hoped that we will be able to hold a farewell ceremony at the beginning of next term but this has yet to be decided depending on what the Secondary schools can facilitate.</p> <p>For new children coming in, we will do a walk around the school video for them; close liaison will be had with Deirdre and Thibaut and Felicia and our welcome booklet has been ordered. We are assuming that we will all be back full time in September, so class lists etc. will need to be confirmed with parents before the end of the year.</p>
<p><b><u>Uniform</u></b></p> <p><b>Most children will have grown over the time that they have been out of school and so their uniform may not fit. Particularly if we go back to school on short notice, many parents will struggle to get new uniform for their children. This may be exacerbated by financial issues faced by parents without work and issues related to production, import and sale of non-essential goods. So, we will need to consider relaxation of our uniform. Children will need to be welcomed back into school, not penalised for not having the right uniform.</b></p>	<p>Welcome all children back, with or without uniform! This message will be shared with parents (however we will encourage appropriate uniform).</p> <p>Generally however, those children who have been on site have been wearing uniform.</p>
<p><b><u>Floors</u></b></p>	<p>The general rule is that The Brook will use the bottom corridors of KS1 and KS2 and The Willow will use upstairs corridors for both KS1 and KS2.</p> <p>The Brook will use the stairs by Poppy and Daffodil class and by main reception.</p> <ul style="list-style-type: none"> <li>• Year 1 will use the back Y1 stairs</li> <li>• Year 6 will use the Year 5 stairs</li> <li>• Year 4 key worker POD will use Year 4 stairs</li> <li>• Year 2 key worker POD will use Year 2 stairs</li> <li>• The Brook will use the stairs by year 2 for KS1</li> </ul> <p>Signage will be in the building illustrating the above</p>
<p><b><u>Corridors</u></b></p>	<p>Walk to the left will be the general rule.</p> <p>Signs have been placed around the site to support this.</p> <p>We will attempt social distance walking for those who can manage it.</p>
<p><b><u>Toilets</u></b></p>	<p>Brook KS1 – Toilets outside early years and toilet outside soft play</p> <p>Brook KS2 – one in KS2 corridors and in classrooms</p> <p>Otter class – toilet by otter class</p> <p>Bus staff use toilets by the office – they will have on full PPE</p>

<p><b><u>Staffroom</u></b></p>	<p>Each Key stage will be allocated a spare classroom in their corridor as a ‘relaxing area’. A kettle, etc will be provided. (Dragonfly KS1; Snowdrop KS2) Where possible staff will keep within their own pods but can use the staffroom with other colleagues providing social distancing is maintained as far as possible. The main staffroom can be used but staff will be asked to look inside before going in and assessing if it is safe to do so and keep social distance. No more than 15 people can be in the staffroom at any one time. No more than one staff should use the staff room toilets at a time.</p> <p>There is no problem with staff sitting outside in the grounds with appropriate social distancing taking place.</p>
<p><b><u>PPA Room</u></b></p>	<p>Wipe down computer if used in PPA room – however staff will be encouraged NOT to use this space.</p>
<p><b><u>Shared spaces</u></b></p>	<p>General rule is that The Brook have mornings and Willow afternoons. For the following rooms: Gym Art Cookery Fox Forest</p> <p>A schedule will be drawn up and distributed before 8th. Only one class can use one area a session to allow for cleaning in between (apart from Fox Forest) so it is expected that this will occur early on in the day (ie before 11.00am) to give the additional cleaner time to clean the three areas appropriately. Staff are also expected to clean down the surfaces before and after use.</p>
<p><b><u>Pool</u></b></p>	<p>This will be used <b>ONLY</b> by the Brook. At present it is out of commission due to repairs on the filter system. A morning or afternoon slot a week will be allocated.</p>
<p><b><u>Music and Dance Studio</u></b></p>	<p>Brook have the dance studio - this will be permanently set up for a sensory circuit. Willow will have the music studio. (Room will be cleaned after use)</p>
<p><b><u>Library</u></b></p>	<p>Library <b>ONLY</b> to be used by the Willow</p>
<p><b><u>Computer Room</u></b></p>	<p>Computer Room <b>ONLY</b> to be used by the Willow (computer equipment will be cleaned after use)</p>
<p><b><u>Soft Play and Meadow</u></b></p>	<p>Soft play <b>ONLY</b> to be used by the Brook - this needs to be considered carefully. The balls have been removed and the room will be cleaned between morning and afternoon sessions.</p> <p>Meadow is <b>ONLY</b> to be used by the Brook- this can be an emergency outdoor space if a child is having difficulties</p>
<p><b><u>Lunches</u></b></p>	<p>Brook KS1 – classrooms – lunches collected by SMSAs at 11.30 Brook KS2 – 11.45 to 12.15 in dining area 12.15 – clean Willow year 1– classrooms Willow year 6 12.30 in the dining area</p>

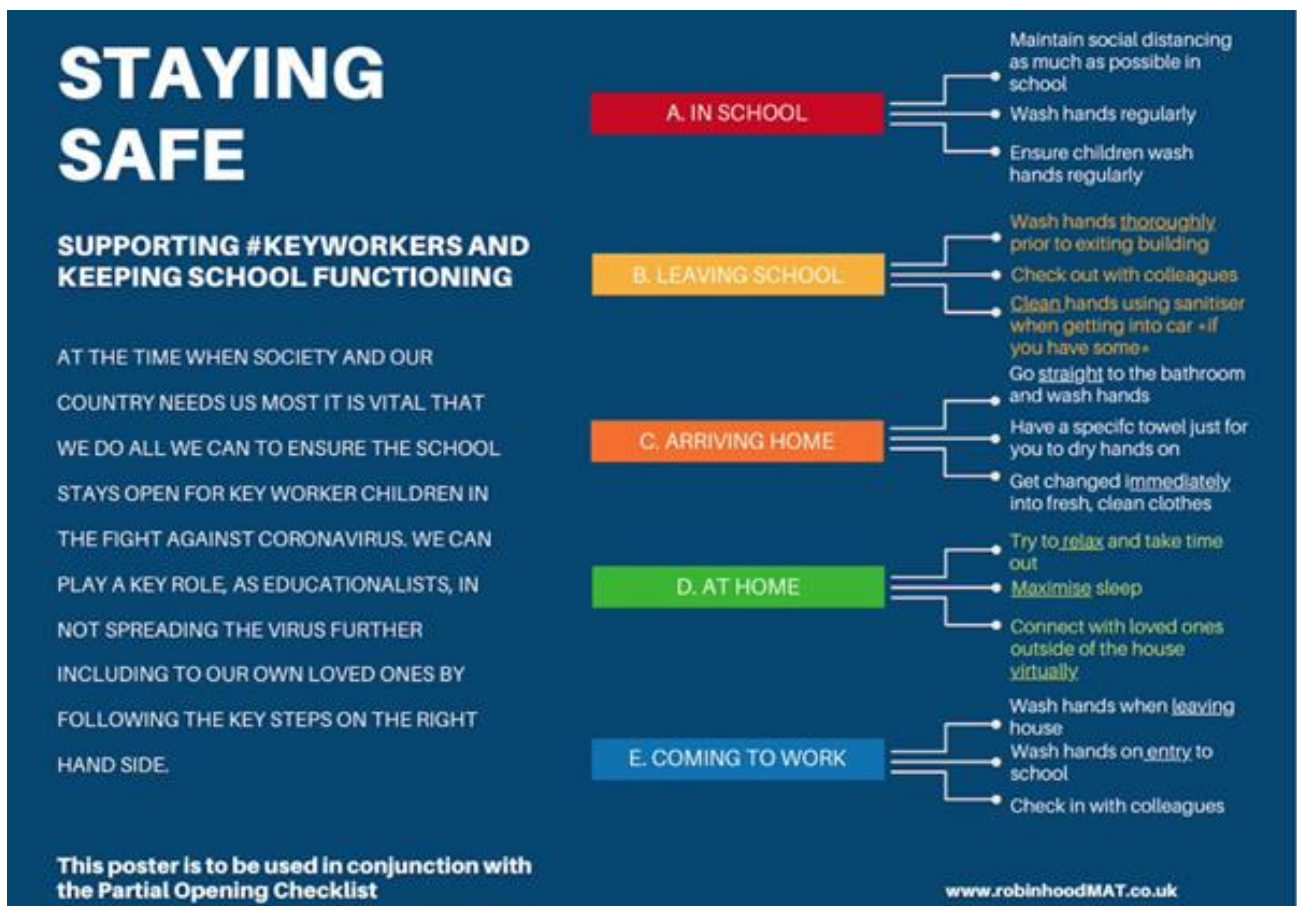
<p><b><u>Playground</u></b></p>	<p>Willow between 10.30- 10.50; 12.30 to 1.35.          Brook can have outside of these times in the morning (allowing for Willow to transition to and from playground)          Brook KS1 can use reception class area but this will need to be reviewed if reception class returns.          Willow will zone off playground.          A rota for use of the playground during lunchtime will be circulated.</p>
<p><b><u>Cleaner on site</u></b></p>	<p>All day to clean specialist rooms at lunchtime          Constant cleaning of toilets, doors and handles,</p>
<p><b><u>Risk Assessment</u></b></p>	<p>To be reviewed by SLTs          Shared with governors – Health and Safety          Shared with Health and Safety committee</p>
<p><b><u>PPE</u></b></p>	<p>PPE is only to be used in intimate care. Government guidelines state clearly that masks are not to be worn as a matter of course in schools. Public Health England explain that it is for transitory contact (ie shops /public transport) not family units which is the way that our pods should work. Regardless of this, the impact on our children will be enormous and the safety of staff compromised if we were to wear masks – firstly many of our children are terrified of hospitals so a mask would compound this; secondly communication will be reduced if someone is wearing a mask; thirdly, some of our children will be fascinated by the mask and will try and touch faces more and more. This is high risk.</p> <p>PPE including masks is to be used for intimate care. Visors will be also worn if somebody is supervised in the isolation room due to suspected symptoms Cleaning and hygiene are effective measures in controlling the spread of the virus</p> <p>The school has the following PPE provisions in place for staff</p> <ul style="list-style-type: none"> <li>• Sani Cloth Wipes- for each class</li> <li>• Alcohol Hand Sanitiser – for individuals</li> <li>• Antiviral Disinfectant Spray – for each class</li> <li>• Non-Contact Infrared Forehead Thermometer – checking pupils and staff</li> <li>• Visors for staff supervising isolated persons</li> <li>• Antibacterial Hand wash – for each class with sink</li> <li>• Disposable Polythene Aprons – for hygiene pupil changing use</li> <li>• Vinyl Powder Free Gloves – for hygiene pupil changing use</li> <li>• Wall Hand Sanitisers – use for all outside</li> </ul>
<p><b><u>Safeguarding, GDPR, Code of conduct</u></b></p>	<p>The school will continue to comply with the safeguarding and GDPR policy. A member of SLT will always be in school should there be a cause for concerned relating to any safeguarding concern.</p> <p>The Brook safeguarding team is as follows: Maureen Duncan, Sukina Campos, Edward Putman, Felicia Rock</p>

The staff code of conduct continues to be in place.

It is important that staff sign in and out using the ID badges and wear their ID badges in the usual way. They must all enter and leave from the main entrance. In the same way that pupils are encouraged to social distance, the same is expected of staff where practicable. Deliberate and continuous failure to do so will result in management action.

As always, staff must comply with best practice at all times.

A risk assessment directly assessing risk can be found on the appendix, sensible measures are put in place to control those risks for pupils and staff will be made available by the SLT. Staff should appreciate that the risk assessment is for unprecedented circumstances and that SLT is relying on them to provide constructed feedback on the risk assessment where they believe the internal control may not be sufficient.



## APPENDIX - COVID-19 Risk Management Assessment

Site / school name:	<b>The Brook Special Primary School / The Willow Primary School</b>		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Catering staff</li> <li>▪ Cleaners</li> <li>▪ Students</li> </ul> <p style="text-align: right;">Visitors and contractors</p>		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ General childcare provision during COVID-19 school closures including social distancing</li> <li>▪ Cleaning and sanitisation</li> <li>▪ Food provision</li> <li>▪ Property maintenance and compliance</li> <li>▪ General site occupancy and site movement</li> <li>▪ Personal hygiene</li> </ul>		
Equipment and materials used:	<ul style="list-style-type: none"> <li>▪ General class and teaching materials</li> <li>▪ Cleaning materials and equipment</li> <li>▪ Catering equipment</li> </ul>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ All school premises</li> </ul>		
Name of person completing this risk assessment:	Duwan Farquharson	Date of completion:	
Risk assessment approved by:	Maureen Duncan / Dawn Ferdinand / Marva Rollins	Date of approval:	
Date risk assessment to be reviewed by:	17/05/2020	Risk assessment no:	

<b>Service:</b> Education	<b>Location:</b> BILC, The Brook, Willow & Broadwaters Children Centre	<b>Assessment Completed by:</b> Duwan Farquharson
<b>Description of Activity/Task Assessed:</b> Early Years and Primary School Educational Provision (Covid-19 Assessment)	<b>Date of Assessment:</b> 17/05/2020	<b>Review Date:</b> 1/09/2020



No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
1.	<p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to a wider population. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>						
2.	<p>Specific groups will not be able to attend school following reopening, the advice from dfe is as follows:</p> <ol style="list-style-type: none"> <li><b>Vulnerable children</b> and young people (0 to 18 years of age) who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield. These children should not attend school or childcare, and they should continue to be supported at home as much as possible.</li> <li><b>Vulnerable adults</b> Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> should work from home where possible. Clinically vulnerable individuals who cannot work from home, should be offered the safest available on-site roles (staying 2 meters away from others when possible).</li> <li><b>Living with shielded or clinically vulnerable person</b> If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting.</li> <li>If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home.</li> </ol>						

## Risk Consideration Priority Matrix

<b>VERY HIGH</b>	<b>Unacceptable risk - immediate action required</b>
<b>HIGH</b>	<b>Risk reduction required - high priority</b>
<b>MEDIUM</b>	<u>Medium risk - action required so far as is reasonably practicable</u>
<b>LOW</b>	Low priority - further risk reduction may not be feasible or cost effective
<b>VERY LOW</b>	Low risk - no further action required

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Schools should review the total space available for teaching activities, beyond classrooms. Classrooms of c. 56m<sup>2</sup> should accommodate 14 people, allowing 4m<sup>2</sup> per person. This should be applied to all other areas that are safe to use to aim for c 50% school occupancy. Ensure that fire exit routes are not compromised.</p>	<ul style="list-style-type: none"> <li>Class size will be restricted to a maximum of 15 pupils per small group and one teacher (and, if needed, a TA/SNA)</li> <li>Vulnerable children, those with SEND and children of critical workers in other year groups should also be split into small groups of no more than 15 with appropriate staff/pupil ratios to accommodate needs</li> </ul>	<ul style="list-style-type: none"> <li>Fire exit routes should be kept clear at all time</li> <li>Organise classrooms and other learning environments such as Life skills room (DT) and Art room for those groups, maintaining space between seats and desks where possible</li> <li>School should have a self-isolation room for pupils sick with temperature or staff displaying symptoms such as temperature.</li> </ul>	<ul style="list-style-type: none"> <li>The Brook and Willow Schools should coordinate social distancing strategy for shared areas used by both schools.</li> </ul>
	<p>Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible.</p>	<ul style="list-style-type: none"> <li>Desks spaced as far apart as possible.</li> <li>Where reasonably practicable remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>Where it is not practical to remove small toys they should be regularly disinfected.</li> </ul>	<ul style="list-style-type: none"> <li>SLT will monitor classroom environment to ensure that free movement is possible</li> <li>Excess furniture should be removed to ensure free movement where possible</li> </ul>	<ul style="list-style-type: none"> <li>Adequate resources or furniture should be allocated to class to avoid sharing or movement of furniture/equipment</li> </ul>
	<p>Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</p>	<ul style="list-style-type: none"> <li>Site manager or cleaning supervisor should ensure that rooms that are not being used are locked.</li> </ul>	<ul style="list-style-type: none"> <li>SLT to give site team a list of rooms that are not currently in use by the school.</li> </ul>	<ul style="list-style-type: none"> <li>Clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</li> </ul>
	<p>Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health</p>	<ul style="list-style-type: none"> <li>School will have adequate parking spaces as not all staff will be in during the period of the reopening for addition of</li> </ul>	<ul style="list-style-type: none"> <li>Priority will be given to disabled users and those identified as having health related issues</li> </ul>	<ul style="list-style-type: none"> <li>As the school opens to more pupils and additional staff members are required</li> </ul>

	<p>related issues. Provide relevant guidance to parents on drop off and pick up arrangements.</p>	<p>pupils to the current cohort for e.g. reception and year 6 and additional SEND pupils.</p>		<p>to be at work, the parking arrangements might need to be reviewed.</p>
	<p>Implement phasing and people-management at key times of the day to maintain social distancing such as pupil drop-off, break times, lunchtime and pupil pick-up.</p> <p>Also maintaining infection control during the day.</p>	<ul style="list-style-type: none"> <li>▪ Children remain in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> <li>▪ The same teacher(s) and other staff are assigned to each group and, where practicable, these stay the same during the day and on subsequent days</li> <li>▪ Where reasonably practicable children will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day, children will be encouraged to sit at the same desk or seat each day if they attend on consecutive days.</li> <li>▪ The School has reduced mixing within building by: <ul style="list-style-type: none"> <li>▪ Accessing rooms directly from outside where possible</li> <li>▪ Using a one-way circulation; where possible place divider down the middle of the corridor to keep groups apart as they move through the building. The school will also place social distancing stickers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Noting that some children and young people will need additional support to follow these measures (for example, routes marked with meaningful symbols, and social stories to support them in understanding how to follow rules).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Succession planning to ensure that there are at least two different covers for the different group, where this is not possible may need to suspend a group until adequate staffing is restored.</li> <li>▪ Where reasonably practicable SLT to monitor controls implemented to ensure that staff and pupils are following the guidance.</li> <li>▪ Premises team to ensure that staff have access to the keys for</li> </ul>

on the floor illustrating the one-way circulation.

- Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- Staggering lunch breaks - pupils should clean their hands beforehand and enter into the lunch room in the groups they are already in; groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- Implementing a Class room management system so as to ensure that toilets do not become overcrowded; this is by limiting the number of pupils who use the toilet facilities at one time.
- Staff will use outside space for exercise and breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
- Outdoor equipment such as bikes must not be used by more than one group on any day. It is prohibited for multiple groups to use it

doors leading directly outside from class rooms

The intervening period will necessitate additional staff supervision.

Premises team to isolate large outdoor play equipment and monitor them on a daily basis to ensure there are not in use.

simultaneously i.e. one child per bike per day. Where possible staff should clean and disinfect equipment before use by pupils. The large playground equipment will be cordoned off and should not be used by staff.

- **For shared rooms:**
- The school will use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. This will be managed by having staggered breaks between lessons and where possible ensuring that different groups do not mix.
- The school will ensure adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance
- Stagger the use of designated staff rooms and offices to limit occupancy. The school will also allocate class rooms to be use as staff rooms for respective pods

**Reduce the use of shared resources:**

- By limiting the amount of shared resources that are taken home and limit exchange of take-home

- Additional areas i.e. class rooms in the school will be reallocated as staff room for specific pods.

resources between children and staff

- By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
- Practical lessons can go ahead if equipment can be cleaned thoroughly (as per guidance) and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between cohorts

**Adjust personal transport arrangements where necessary including:**

- Encourage parents and children to drive, walk or cycle to their education setting where possible
- Make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel
- Ensure that transport arrangements cater for any changes to start and finish times
- Make sure transport providers do not work if they or a member of their household are displaying any symptoms

	<p>of coronavirus and abide by the LA guidance for LBH SEND Transport team</p> <ul style="list-style-type: none"> <li>▪ Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers as outlined in the LB Haringey Transport provision policy</li> <li>▪ Take appropriate actions to reduce risk if hygiene rules and social distancing are not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts as outlined in the LA guidance for LBH SEND Transport team</li> <li>▪ Children will be taken off the buses, one bus at a time.</li> <li>▪ Transport staff can only enter the building to use toilet facilities, transport staff are expected to follow the school procedures and only enter the building when permission is given by the admin staff.</li> </ul>		
<p>Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social distancing.</p>	<ul style="list-style-type: none"> <li>▪ The Willow School and Brook Schools should be clear on their responsibility for and management of any shared facilities.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Both Headteachers to ensure that there are clear and concise communication between the schools</li> </ul>

<p>Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.</p>	<ul style="list-style-type: none"> <li>School will communicate new working arrangement to staff and parents and update them as regularly as is reasonably possible</li> </ul>	<ul style="list-style-type: none"> <li>Staff should check emails regularly</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p>Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary).</p>	<ul style="list-style-type: none"> <li>School will display signage on its premises to encourage social distancing</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p>Protect vulnerable staff and / or those with underlying health conditions by means of adjusting working hours as necessary so as to avoid contact with other school occupants - seek assistance from other staff members where appropriate to support usual duties that cannot otherwise be completed, and / or procure the services of external contractors</p>	<ul style="list-style-type: none"> <li>The school has relaxed its HR policies to protect vulnerable staff for example, where reasonably practicable, giving staff the option of flexible working or working from home.</li> <li>In conjunction with medical practitioners' advice, Individual risk assessments are carried out with staff members where appropriate and adjustments made accordingly. Risk assessment with consider personal risk factors included BAME</li> </ul>	<ul style="list-style-type: none"> <li>Admin team to keep accurate records of vulnerable staff</li> <li>Where the individual risk assessment identify a staff as being vulnerable the school will consider respective controls reasonable practicable to safeguard the staff.</li> </ul>	<ul style="list-style-type: none"> <li>GDPR policy should be strictly followed to avoid data breach</li> </ul>
<p>Display signage prominently at site entrances to encourage social distancing (multiple-language signage where necessary).</p>	<ul style="list-style-type: none"> <li>School will display signage on its premises to encourage social distancing</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



Implement strategy to reduce stress and anxiety concerning returning to work. This will help to reduce the fear that an employee / agency catches COVID-19 or concern of catching virus causing stress and anxiety affecting the body causing illness and sickness

- Staff returning to work will be brief on the risk assessments and control measures for covid-19 controls
- Ongoing clear communication between individuals / teams /homeworkers and Managers is clear:  
 Agreed work activities  
 Scheduled calls / contact time  
 Access to resources e.g.  
 Employee Assistance Programme (EAP)  
 Wellbeing and Health on HR website (includes stress risk assessment)
- Review of pupils that present stress and anxiety due to the covid-19 fears
- Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local Council guidelines and resources.
- Providing early information instruction before any changes to working practices and ensure staff is effectively trained

- Staff who are still remaining at home for specific reasons will be enabled to do so without risk to their jobs. Their circumstances must be discussed weekly with SLT and the spreadsheet updated regularly
- There will be agreed work plans and timetables for all teams which will be shared by senior managers and team leaders over the next months.
- Managers to identify staff with stress or anxiety and complete a follow up stress risk assessment using the LA guidance and template
- There is support for all staff regarding mental health and bereavement counselling through EAP but also through other services which SMT can highlight through case by case

	<p>Limit parent vehicular access to car parks to essential car-users only -this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local; residents resultant from increased on-street parking should be considered on an individual school basis.</p>	<ul style="list-style-type: none"> <li>▪ The school will stagger transport picking up and dropping off of pupils.</li> <li>▪ designated member/s will be on duty to manage drop-off and pick-up</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<p>Staff engaged in managing pupil access and egress from main site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social distancing requirements.</p>	<ul style="list-style-type: none"> <li>▪ SLT members will assign responsible staff groups to manage pupil access and egress from main site entrance</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<p>Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby discrete groups to reduce unnecessary pupil movement within school and assist social distancing - portable coat racks and cycle racks could be relocated.</p>	<ul style="list-style-type: none"> <li>▪ Staff will be encouraged to access or exit the building at different entrances to avoid unnecessary movement.</li> <li>▪ Staff will be encouraged to use communal facilities close to their work area to avoid unnecessary movement.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<p>Where possible designate one primary entrance to the school site and one, separate, primary exit - where this is not possible; entrance to and exit from sites at drop-off and pick-up times should be managed and supervised to maintain social distancing.</p>	<ul style="list-style-type: none"> <li>▪ The school will have implemented a one way system to enter and exit the premises.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Brook and The Willow schools will be designated separate entrance and exit to the BILC premises.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<p>Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision.</p>	<ul style="list-style-type: none"> <li>▪ A one way system will be implemented to minimise contact around the main thoroughfares outdoors</li> </ul>	<ul style="list-style-type: none"> <li>▪ System will be implemented to support some children and young people who will need additional support to follow these measures (for example, routes marked with meaningful symbols, and social stories to support them in understanding how to follow rules).</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

Designate one primary entrance to each building (and one, separate, primary exit).	<ul style="list-style-type: none"> <li>• A separate primary entrance for each school's cohorts and staff will be assigned to avoid unnecessary, contact. Signage will be erected and social distancing floor markings applied in pinch point areas</li> </ul>		
Implement one-way systems for people-movement inside buildings - support with signage, barriers, floor markings and staff supervision.	<ul style="list-style-type: none"> <li>▪ The school will implement a one-way system for movement in the building - where possible place divider down the middle of the corridor to keep groups apart as they move through the building. The school will also place social distancing stickers on the floor illustrating the one-way circulation.</li> </ul>		
All pupil movement (individual or groups) within the school site and buildings to be supervised and managed.	<ul style="list-style-type: none"> <li>▪ The system for movement will be communicated to all staff and supervised by the SLT</li> </ul>		
Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social distancing - all ad-hoc movement to be managed / supervised / escorted (e.g. toilet breaks).	<ul style="list-style-type: none"> <li>▪ Teacher and staff should ensure that that pupils' movements are minimised to essential activities e.g. toilets, break, lunch playtimes, sensory circuits etc.</li> </ul>		
Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks - key holders for such doors, particularly primary entrances and exits, must be appointed with at least two key holders always on-site at any one time.	<ul style="list-style-type: none"> <li>▪ The school will keep all doors in the corridor open.</li> <li>▪ KS2 entrance door will have two key holders</li> <li>▪ All staff should have FB key to access external gates</li> </ul>		

<p>Limit use of passenger lifts to essential users and only one at a time.</p>	<ul style="list-style-type: none"> <li>A list of essential users has been drafted and circulated to all staff. Signage has been placed at all lift entrances setting out usage requirements.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p>Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a “give-way system” with provision of safe areas to wait in order to maintain social distancing.</p>	<ul style="list-style-type: none"> <li>Where a one way system is unable to be implemented a system will be in place that indicates safe areas to wait so that social distancing is maintained</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p>Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.</p>	<ul style="list-style-type: none"> <li>floor markings and signage is used to clearly identify routes within corridors, stairs providing access and doors temporarily taken out of use</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p>Only one adult to accompany children to and from school - place notification signage outside the school entrances.</p>	<ul style="list-style-type: none"> <li>Parent are informed that only one adult to accompany children to and from school</li> </ul>	<ul style="list-style-type: none"> <li>Notification signage outside the school entrances.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p>Extend and phase the time windows for pupil drop-off and pick-up to facilitate ease of management and social distancing.</p>	<ul style="list-style-type: none"> <li>The Brook and Willow schools will straggle/ phase the time windows for pupil drop-off and pick-up</li> </ul>	<ul style="list-style-type: none"> <li>Schools will use separate entrances to drop-off and pick-up</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p>Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people.</p>	<ul style="list-style-type: none"> <li>School to communicate to parents the times that they are to drop off and pick up their child</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p>Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.</p>	<ul style="list-style-type: none"> <li>School has developed a pupil drop-off and pick-up system as part of staff daily routine. See reopening document for guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Staff will be trained on all new systems and processes</li> <li>Staff will be kept informed with any changes regarding the processes.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p>Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social distancing.</p>	<ul style="list-style-type: none"> <li>Pupil movement on the premises will be controlled as outlined in the reopening document.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

		<ul style="list-style-type: none"> <li>SLT will ensure that the school is adequately staffed</li> </ul>		
	<p>Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene and social distancing.</p>	<ul style="list-style-type: none"> <li>External stakeholders, contractors and parent visits will be by appointment only to minimise increased volume of personnel on site. Deliveries will be accepted into reception only when the reception area facilitates social distancing.</li> </ul>		
Fire Safety	<p>With the use of new areas for teaching and activities, there may be parts of the school occupied that would otherwise be empty or little used. Please review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to an escape route is proposed, please agree with Estates.</p>	<ul style="list-style-type: none"> <li>All staff will be reminded about the on escape routes, access to emergency equipment and fire equipment</li> </ul>		
	<p>All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Students returning must be inducted and told of any alteration that may impact on their safety.</p>	<ul style="list-style-type: none"> <li>All staff will be informed of any alterations to fire safety arrangements.</li> </ul>		
	<p>For staff that are to be appointed as a fire marshal must be provide suitable training (Flick and supported by site familiarisation). Schools and staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and students is a priority.</p>	<ul style="list-style-type: none"> <li>Fire marshals should complete their training on safe smart</li> <li>Where fire doors are left open for ventilation purposes, a designated individual and deputy (floor walker) will be assigned to close it in the event of a fire. The fire policy will be amended to reflect this change.</li> </ul>		
	<p>For staff or students that require any assistance in the event of a fire, a PEEP must be</p>	<ul style="list-style-type: none"> <li>The school will ensure that PEEP is completed</li> </ul>		

	<p>completed. Where assistance is needed in the event of a fire, it must be acknowledged that social distancing requirements may not be met, but life safety must be prioritised in the event of a fire.</p> <p><b>NOTE:</b> <i>It is recommended that those staff for students needing physical assistance are consulted and agree. In the failure of agreement, they are to follow the government self-isolation or shielding guidance.</i> In the event of direct physical assistance, it must be understood that social distancing is secondary to the life safety of occupants.</p>	<ul style="list-style-type: none"> <li>Staff will be encouraged to acknowledge that social distancing requirements may not be met, but life safety must be prioritised in the event of a fire.</li> </ul>		
Health & Medical Needs	<p>Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitable stocked with first aid sundries.</p>	<ul style="list-style-type: none"> <li>The school has two dedicated medical rooms that are staffed by suitably trained staff.</li> <li>The school has adequate and suitable stock of first aid sundries.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<p>Staff or students with medical needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Guidance from LA has been provided to manage students with intimate care needs.</p>	<ul style="list-style-type: none"> <li>Dedicated first aid staff have suitable first aid or paediatric first aid training</li> <li>The school has assigned adequate PPE to first aid staff</li> <li>Individual risk assessments in conjunction with medical practitioners are carried out where appropriate</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Security	<p>Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation.</p>	<ul style="list-style-type: none"> <li>Staff are encouraged to ensure that high value items and personal belongings are kept in a safe and secure place</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<p>Whilst the school is not fully staffed, consideration is given to the main entry and exit</p>	<ul style="list-style-type: none"> <li>Staff are encouraged to stay vigilant and inform admin or</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

	<p>points to the school, with suitable arrangements in place to ensure the security of the school from unauthorised visitors.</p>	<p>the premises team should they see any unauthorised visitors without a visitor badge.</p> <ul style="list-style-type: none"> <li>▪ Site management team should ensure that gates are open and closed at the appropriate time.</li> </ul>		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Cleaning &amp; Personal Hygiene</p>	<p>The school has in place suitable cleaning programme to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.</p>	<ul style="list-style-type: none"> <li>▪ The school has increased the amount of hours on the cleaning programme.</li> <li>▪ Staff are encouraged to disinfect frequently used curriculum equipment.</li> <li>▪ School has employed an additional cleaner to work throughout the school day to clean commonly used areas.</li> <li>▪ Equipment, such as pedal bins, has been purchased in order to minimise the amount of maintenance required</li> <li>▪ The school will carry out weekly bio- fogging deep clean on a bi-monthly basis.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<p>Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or students.</p>	<ul style="list-style-type: none"> <li>▪ School has informed cleaning contractor to ensure that staff have PPE and are competent to undertake their cleaning duties</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<p>Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants.</p>	<ul style="list-style-type: none"> <li>▪ School's main cleaning will be done outside of regular school hours</li> <li>▪ High uses areas such as hall, shared spaces and gym will be deep cleaned regularly (two to three times per week)</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

- School has sufficient handwashing facilities in all classrooms.
- Hand sanitiser will be provided in areas where sinks are not available
- Cleaners are trained to clean surfaces that children are touching, such as desks, chairs, doors and handles, sinks, toilets, light switches, bannisters, more regularly than normal.
- Staff should avoid using toys or books if they are not cleaned regularly.
- Normal detergents and bleach will remove traces of the Covid-19 virus, it must be ensured that there are sufficient supplies and cleaning staff available to maintain good infection control.

**Ensure that all adults and children:**

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing
- Are encouraged not to touch their mouth, eyes, and nose
- Use a tissue or elbow to cough or sneeze and use bins for



		<p>tissue waste ('catch it, bin it, kill it')</p> <ul style="list-style-type: none"> <li>▪ Ensure that help is available for children who have trouble cleaning their hands independently</li> <li>▪ Consider how to encourage young children to learn and practise these habits through games, songs, and repetition</li> <li>▪ Ensure that bins for tissues are emptied throughout the day</li> <li>▪ Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>▪ Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>▪</li> </ul>		
	<p>The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of student's hands following breaks, before meals and following the use of toilets.</p>	<ul style="list-style-type: none"> <li>▪ Ensure there are sufficient supplies of soap, anti-bacterial gel and cleaning products if needed before the school opens to a wider population.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<p>Exposure to Corona Virus -Use of PPE</p>	<ul style="list-style-type: none"> <li>▪ The school acknowledges that majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

		<p>2 metres from others. PPE is only needed in a very small number of cases such as using PPE for intimate care needs</p>		
	<p>If staff or a child becomes unwell with Covid symptoms</p>	<ul style="list-style-type: none"> <li>▪ If a child, young person, or staff member develops symptoms compatible with coronavirus, they should be isolated in a room and supervised by a staff member wearing PPE as stated on page 13; sent home as soon as possible and advised to be tested and if proved positive to self-isolate for at least 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</li> <li>▪ School must follow the COVID-19: cleaning of non-healthcare settings guidance</li> <li>▪ Parents to be informed of the actions taken and assurance that the school is following Government guidelines.</li> <li>▪ Where the child, young person, or staff member tests negative, they can return to the school and the fellow</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

household members can end their self-isolation.

- Where the child, young person, or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

<p>Lack of adequate communication</p>	<ul style="list-style-type: none"> <li>▪</li> <li>▪ School will Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</li> <li>▪ School will Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child.</li> <li>▪ School will tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>▪ School will make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>▪ School will ensure parents and young people are aware of recommendations on transport to and from education or childcare setting</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
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		<p>(including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <ul style="list-style-type: none"> <li>▪ Staff will be informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>▪ Early Communication with contractors and suppliers who will need to prepare to support plans for opening will be contacted: for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>▪ Additional cleaning requirements will be discussed with cleaning contractors and staff and additional hours to allow for this will be agreed</li> </ul>		
<b>Property</b>	<p>The school has ensured that relevant property statutory compliance checks have been completed and records updated on LA spreadsheet. Daily and weekly checks have been reinstated and pre-opening checklist completed.</p>	<ul style="list-style-type: none"> <li>▪ All statutory compliance checks have been completed.</li> <li>▪ Premises manager has completed pre-opening checklist</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<p>All serious property concerns have been raised with the Premises Team and appropriate steps</p>	<ul style="list-style-type: none"> <li>▪ The school has reported all serious property concerns to the LA premises team.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

	in place to ensure the safety of all building occupants.			
Food Service	The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained that that students are served food in a way that maintained good principals of social distancing.	<ul style="list-style-type: none"> <li>The school has reviewed its food preparation and handling and serving arrangements to ensure and maintained good social distancing.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Food serving areas have been reviewed and queuing and seating arranged to support good social distancing principals and where needed phasing of lunch and breaks to disperse peak demands on food service.	<ul style="list-style-type: none"> <li>Food serving areas have been reviewed and staff will follow guidance in reopening document.</li> </ul>	<ul style="list-style-type: none"> <li>Pupils will have lunch in their classrooms</li> <li>Lunchtime will be staggered for Brook /Willow pupils and also for KS1 &amp; KS2</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service.	<ul style="list-style-type: none"> <li>Catering team and staff will be given up to date allergy information</li> </ul>	<ul style="list-style-type: none"> <li>Allergy information will include child photo, allergies and class</li> <li>All GDPR procedures will be followed by staff</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of student's hands following breaks, before meals and following the use of toilets.	<ul style="list-style-type: none"> <li>Pupils will wash their hands regularly.</li> <li>School has implemented controls in its reopening document to ensure the suitable sanitisation of student's hands following breaks, before meals and following the use of toilets.</li> </ul>	<ul style="list-style-type: none"> <li>The school has appoint a designated staff as Covid Responses Officer who will be accountable to maintain good supply of soap and hygiene supplies.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Other Risks/Issues for School Leaders to address:

List identified issues e.g. local community, organisational issues etc.

**Risk Assessment Method (continuing).**

**Matrix**

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

**Action Level**

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	<u>Medium risk - action required so far as is reasonably practicable</u>
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required