

RISK ASSESSMENT



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

High Lane Primary School

Version 8 – updated 20.01.2021



Issue	Things to consider	Actions we have decided to take
<p>Staffing needed to meet the requirement for 'class size'/'bubbles'.</p>	<p>Be clear about how many staff you have available to work</p> <p>Consider:</p> <ul style="list-style-type: none"> • How many teachers are available to work in school? • How many teaching assistants are available to work in school? • How many staff will need to be involved in the on-going cleaning during the day, whilst children are working? • How much staff time will be needed to provide online learning for lockdown/quarantine scenario? • Consider the implications for those staff who may need to use public transport 	<p><i>1 Headteacher</i></p> <p><i>Maximum 7 teachers – 7 classes</i></p> <p><i>HLTA + 6 available TAs (not all FT) – maximum number would be 7</i></p> <p><i>2 office staff (+ 0.1)</i></p> <p><i>Additional cleaning staff have been employed to do most of the daily ongoing cleaning</i></p> <p><i>School is open only for the children of critical workers and vulnerable children. This amounts to 91 registered children. The significant increase in registered pupils from the last full lockdown is due to the Government's change in some of the critical worker and vulnerable children criteria.</i></p> <p><i>Of these, 43 are attending full time, 8 are attending for 4 days, 23 are attending for 3 days, 7 are attending for 2 days and 10 are not attending. Where attendees are part time, it is expected that they will attend on the same days each week with consistent attendance on these days.</i></p> <p><i>The maximum of requested places in any one class on any day is 13 (Wednesday Y1).</i></p> <p><i>The maximum number of children allowed in any classroom will not go above 15.</i></p> <p><i>All staff drive (apart from one – lift from parents)so no need for public transport</i></p> <p>Sufficient numbers of staff are available to support all children of critical workers returning to school as long as all staff stay well. We do not have the capacity to support all Nursery children attending, only those in critical worker families.</p> <p>We have 8 classrooms.</p> <p>Children will stay in their usual allocated classes.</p> <p>We have 7 groups so 7 will be needed for this system. The class teacher will be allocated to each class. Teaching assistants will be allocated to one class only apart from in UKS2 where the TA will work across Y5 and 6. Additional PPA time for preparation of learning and organisation/administration of remote teaching will be available to all</p>

		<p>teachers and covered by the allocated support staff. In addition to this, teachers will take time when the in class pupils are working to engage with home learning where possible.</p> <p>The Reception classroom will be split in half. Each half will be allocated for use with Y1 or Y2. On Mondays it will be used for LSS intervention, if this continues throughout lockdown, and may also be allocated to other confidential meetings where necessary. In this case, the areas used will be cleaned before the next use.</p> <p>The library will be used for Y3/4 intervention if required The hall will be used for Y5/6 intervention if required In an emergency this classroom may be needed as a temporary classroom.</p>
	<ul style="list-style-type: none"> • How will you ensure that working arrangements for staff are fair and acceptable to the staff involved? 	<ul style="list-style-type: none"> • <i>DfE/Government Guidance has been followed as closely as possible</i> • <i>Consultation with staff regarding systems and challenges in returning to school (shared with Governors)</i> • <i>Risk assessment has been discussed with all staff and they have fed into the processes, they will be sent a copy once it is complete and when significant updates are added. Elements of the systems are discussed at weekly meetings, with staff opinions actively requested and taken into account. Agreed changes are communicated clearly verbally and/or via email.</i> • <i>Staff are advised to wear face coverings when moving around school, in communal areas (unless eating/drinking) and whenever they wish to add an extra layer of protection. Although current Government advice (4th Jan 2020) is that, '...face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.' at High Lane, staff <u>may</u> wear a face covering <u>at any time</u> they feel it is appropriate/safer to do so. Whilst we are in higher tier restrictions, this can also include within the classroom environment.</i> • <i>However, TAs will be allocated to fewer classes than usual to reduce contacts/risk – usually one and no more than two. Wherever possible, they will work at a 2M distance from pupils</i>

		<p>– particularly when they are in classrooms they do not usually attend. If closer than 2M, they will take other measures as specified in this document (eg working next to rather than facing pupils, wearing a face covering if necessary, or if they wish to).</p> <ul style="list-style-type: none"> • Where intervention areas are required, they have been set up to facilitate 2m distance for TA group work. • H&S team were approached to discuss specific cleaning concerns with caretaker/cleaner. They attended the school and advised on concerns. Ongoing advice is sought where necessary. • H&S team have been consulted re. our concerns regarding balancing ventilation with temperature concerns as Winter comes. Advice received is to keep windows open until temp drops below 16°C, then close windows until temp rises, then reopen. Window handles would need to be wiped each time. We acknowledge that this is not an ideal solution, but would meet legal requirements. • Staff meetings/CPD may be face to face or remote meetings. The hall will be used to allow for social distancing. Staff are advised to wear a face covering during these meetings. • Discussions with caretaker in school before/after school as necessary to raise any relevant issues • Additional risk assessments to be carried out with vulnerable staff as necessary and reviewed monthly. OH reports will be requested as necessary.
	<ul style="list-style-type: none"> • How will you cover staff absence to meet the obligations you have set out for parents. Consider here the use of ‘supply’ staff. 	<p>As pupil numbers are very low, in the first instance, staff absence would be covered by the attached member of support staff, with their agreement. Where appropriate, the HT may cover some classes. However, in this instance it is important that all steps are taken to avoid the need for the HT to self-isolate in the event of a bubble closure as this would cause significant difficulties with availability of Leadership in school at this critical time.</p> <p><i>Supply cover may need to be brought in from Teaching Personnel for other teacher absences. Discussion of school COVID procedures and</i></p>

		<p><i>overview notes/class pack to be provided to them on arrival at school. Full risk assessment to be provided for longer term supply cover</i></p>
Staff accommodation	<p>How many additional rooms will be required to provide:</p> <p>Staff room facilities for staff where they can socially distance?</p> <p>Staff to be able to access PPE if necessary?</p> <p>A comfort area for any distressed staff?</p>	<p><i>The ICT suite will act as an additional, overflow staffroom to ensure sufficient distance can be maintained between staff during breaks. A timetable will be developed for the busier KS2 lunch time. This will be reviewed after the first full week and then half termly.</i></p> <p><i>Care will need to be taken with food/drinks. – particularly in the kitchen. If queueing or within 2M, staff will be asked to wear a face covering. Staff must be at least 2m apart if eating in a communal area.</i></p> <p><i>Timetabled staggered breaks have been introduced which will mean that staff are less likely to need the facilities all at the same time.</i></p> <p><i>Comfort area – staffroom</i></p> <p><i>2 sets of partial PPE will be supplied to each classroom (medical mask + gloves)</i></p> <p><i>Reusable visor will be supplied to caretaker and cleaners for specific tasks that may require additional protection. They will wear usual gloves for cleaning.</i></p> <p><i>LA bag of PPE + additional school sourced PPE will be kept in staffroom. Kettle in HT and school office for use by HT and office staff so that they can minimise staffroom use.</i></p> <p><i>Microwave/toaster – if using, staff must ensure that they sanitise hands before and after use</i></p>
Classroom accommodation	<p>Have you an isolation room that has good ventilation and access to a sink for the use of anyone who becomes symptomatic prior to them going home?</p> <p>Will you need to use any classrooms to store equipment that has been removed from teaching spaces to enable children to operate at a safe distance?</p>	<p><i>Yes – Upstairs – lilac room</i></p> <p><i>However, if weather is reasonable, central outdoor courtyard may be more appropriate. Use of disabled toilet if needed.</i></p> <p><i>Additional furniture/resources to be stored in the library or spare classroom.</i></p> <p><i>Unnecessary furniture to be taken out of classrooms, where possible/practical, to maximise floor space.</i></p>
Wrap around care	Can you provide wrap around care safely taking account of the need to maintain 'bubbles' or socially distance during the provision	<p><i>Yes, although this will depend on the ability of the setting to cover their costs with the resulting reductions in the demand for places. School protocols have been sent to MCC for information. MCC will ensure Government guidelines are followed.</i></p>

Visitors to school	How will you ensure transmission risk from other adults is minimised?	<p><i>Apart from</i></p> <ul style="list-style-type: none"> • <i>services that are essential to ensure the smooth and safe running of school, such as deliveries and engineers/advisers</i> • <i>school staff</i> • <i>essential visiting professionals</i> • <i>a parent in very exceptional circumstances</i> <p><i>other adults will not be allowed on the school site during the school day. This will avoid unnecessary mixing and airborne/surface transmission</i></p>
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Operational considerations prior to the re-opening of school

Issue	Things to consider	Actions we have decided to take
Staffing		
Dress code	<ul style="list-style-type: none"> • Staff Dress code 	<p>Staff may wear active wear or easy-to-clean clothes if they wish Staff are advised to change clothes regularly and consider changing when they get home from school if they feel this is necessary If appropriate, staff should wear a face covering in communal areas or whenever they feel it is necessary.</p>
PPE	<ul style="list-style-type: none"> • How many children do we have returning where PPE would be needed? • How many additional sets might we need for children if they become symptomatic • How often do we need to re-order? • Where will it come from? 	<p>No children need PPE apart from illness/toilet accidents All children/parents have been asked to send in a winter type scarf or other face covering for occasions where children may need minor first aid. A small number of disposable masks will also be available in classrooms/the school office for staff to use if needed for this purpose. LA has supplied 1 small bag of PPE for use with symptoms of coronavirus. School has sourced additional masks and a small number of visors</p>
	<ul style="list-style-type: none"> • Providing appropriate training for staff to use the equipment well 	<p>Training refresher delivered to staff in June – Instructions from LA bag has been shared.</p>
	<ul style="list-style-type: none"> • Consider the extent to which PPE may be needed by site/cleaning/catering staff? 	<p>Disposable gloves, reusable visor (where needed) has been supplied for use when necessary. Staff have their own face covering (optional but recommended when moving around school), LA advised caretaker on cleaning procedures during school visit in May.</p>
Social Distancing (see RA below for further details)	<ul style="list-style-type: none"> • What training will be put in place for staff 	<p>Training on COVID prep day 2 and ongoing where necessary</p>

	<ul style="list-style-type: none"> • What response will be used if parents/carers don't follow social distancing advice? • Consider what responses are appropriate for students 	<p>Updated Home/School agreement to be shared with parents at the beginning of September and January and updated where necessary. Parents/carers have been asked to wear a face covering when on the school site, including in the playground when dropping off/picking up children. Most are complying with this</p> <p>Information has been sent out to parents prior to returning to communicate expectations.</p> <p>Notices in playground and around school will make school's expectations clear. Parents/carers not complying will be reminded of the SD expectations. All staff will have a responsibility to do this if they see adults not sticking to the guidelines on school premises. HT will be out on playground whenever possible.</p> <p>Where <u>essential</u>, parents may come in school for a meeting. These should be done outside the school day if possible. It may include parents of potential pupils. Staff may only meet with 1 family per day and the meeting must follow all social distancing rules. All adults must wear face coverings unless exempt.</p> <p>Parent consultations will be via phone call in the Autumn Term. This may also be considered for Spring Term meetings.</p>
	<ul style="list-style-type: none"> • How will you ensure that social distancing can be maintained for the adults in school especially in the staffroom/toilets 	<p>Additional staff area to be available (ICT suite). Staff requested to ensure that access to the staffroom area is equitable for all staff (eg not the same staff every day). Notices to be put on staffroom door to remind people of 6 person seating limit. Additional kettle in HT and school office.</p> <p>Staggered starts, playtimes and lunchtime will mean fewer busy periods. Numbered cubicles in female toilets. Staff asked to use the same cubicle. Individual RAs to be carried out for staff who are vulnerable. Staff to flag with HT if they feel they come into this category.</p> <p>Extremely vulnerable staff will not be expected to attend school and will be asked to work from home as appropriate.</p>
Re-orientation	<ul style="list-style-type: none"> • How are you planning to engage with whole staff team to assess their emotional wellbeing/thoughts & feelings around what has happened so far and around the return to 	<p>Staff wellbeing lead has been appointed and will lead staff in supporting each other's wellbeing.</p> <p>Ask – regular informal checking on staff in school to be a priority for senior leaders (and all staff).</p>

	<p>increased contact with staff & pupils in school?</p> <ul style="list-style-type: none"> • How will you provide clarity about the role when supporting for the different cohorts of children (key worker/vulnerable groups and the focussed year groups)? • How will you ensure that the building and maintaining of relationships across school remains a priority, so that staff are able to engage with their children as people first, learners second? • How will you ensure staff are clear about safe working practice within the new environment? 	<p>Listen – all staff members to be aware of the need to consider others' feelings and the need to support each other. Counselling support is available where needed. Please ask HT if you feel this is appropriate for you.</p> <p>Understand – Staff to continue to do their best to understand others' situations, opinions, challenges and concerns and to respond empathetically/positively to these as much as possible.</p> <p>Building and maintaining relationships is a strength of the staff team. Flag up where someone is struggling.</p> <p>Notes for parents has been shared.</p> <p>Risk assessments and procedures will be shared with staff and updated regularly. It will be shared at least each half term and comments invited.</p>
Supervision of staff	<ul style="list-style-type: none"> • How will you ensure that staff regularly have time to spend together to de-brief and problem solve together? With regular focus on what do we need from ourselves and each other to be the best at this time? • How have you ensured there is safe space within school for staff to access as a refuge if needed? • How will you ensure planning time (for relevant staff) is timetabled into a working week? 	<p>Check ins + staff meetings</p> <p>Main staffroom area can be used. Alternatively, pre and post building or school field during the school day.</p> <p>PPA time will be covered by support staff connected to each class and will be spread out over the week. More PPA time will be allocated to allow staff to manage remote learning.</p>
Building		
Cleaning	See separate document at the end of this section	<p>Daily sectioned cleaning schedules</p> <p>Restricted access to areas of the building / site as appropriate</p> <p>Whilst a deep clean will only be necessary if required by Public Health Authorities, all touch surfaces must be given priority for cleaning – particularly those in communal areas.</p>

		Additional cleaners have been employed. They will regularly wipe communal touch surfaces throughout the day. A tick sheet has been put up in toilets/classrooms/staffroom/kitchen so that people know it has been cleaned and a daily cleaning timetable has been produced. Urinals in boys' toilets out of action at present time
Statutory compliance checks	Ensure all checks are complete: eg: legionella, fire safety, gas safety, kitchen equipment, security systems, ventilation, fire evacuation procedures , compliance with COSHH regulations	Record all checks as usual Record is in files in the office Caretaker to ensure he has done COSHH for any new chemicals being used and that it is in the file.
Safe distances	<ul style="list-style-type: none"> How will you use floor markings/signage to implement safe movement and social distancing on the way into school 	One way system to be used in playground for drop off and pick up. Specified entrances and exits to be used for drop off/pick up
	<ul style="list-style-type: none"> How will you use floor markings/signage to implement safe movement and in school? 	Removable spots to be used on classroom carpets when needed. Spots in corridor to guide children Signs around school Signs in playground
Hand hygiene/Tissues	<ul style="list-style-type: none"> What use of hand sanitiser will you make in school? Where will it be? Is soap and hot water available in every toilet? Are tissues available in all classrooms? Where are lidded bins available for the disposal of waste? 	Hand sanitiser will be available at school main entrance, in staffroom and provided in classrooms for when staff feel it necessary to use it - either for themselves or for children. Children will wash hands (or sanitise) on entry into school, before and after playtimes/eating and at any other times that staff feel it is necessary. Bowls of soapy water are available for ongoing hand rinses (between regular washes). The water should be changed regularly Hot water and soap is available in every toilet Tissues will be available in every classroom Staff will have a pocketed apron with essential hygiene equipment for spot cleaning where necessary. They should also carry a face covering in this. Lidded pedal bins are available in each classroom. They will be emptied by the cleaners/caretaker at the end of the day.

		Bottles to go home at the end of the day, washed and returned to school full. These will be put in a box and cleaned before they are given back to children to ensure they do not bring the virus into the setting
Lunch	<ul style="list-style-type: none"> How will you ensure that your catering company manages hygiene standards and the requirements of social distancing 	<p>Catering staff to prepare and produce in isolation TLC have received training on SD and good practices Hot/cold grab bags to be ordered online and provided for lunches. Name stickers to be put on bags (coloured text will indicate the need to check contents for allergy) Children who access school meals to ensure they put all their own rubbish in the bag and put it in the bin. Tables to be permanently set out and children to have allocated place. Tables and benches will be cleaned before each sitting and after service.</p>
Outdoor spaces	<ul style="list-style-type: none"> What other spaces can be used during the day? What arrangements need to be put in place to ensure these are safe to use – cleaning, maintain safe distances between groups? 	<p>There will be a rota for playtimes/lunchtimes. The field can be used by all classes. List to be up in staffroom for booking a slot. Playground can be used outside playtimes although staff should keep children away from Y2 classroom windows.</p>
Children		
Entering and leaving school	<ul style="list-style-type: none"> How will you manage the flow of children coming onto the school site? How will you manage the parents/carers to ensure that they socially distance? Are you considering staggered start and finish times 	<p>Marked entrances and a one way system for entry and exit. Communicated to all before coming back to school in September and maintained for as long as necessary (including during January lockdown). Parents requested to phone before visiting school office and asked to wear a mask when on school site. Outdoor queuing system will be used if necessary Start/finish times will be slightly staggered. (Children must arrive on time. If late, parents must phone the school office to arrange to bring children into school).</p>
Moving around school	<ul style="list-style-type: none"> Consider how staff/children should move around school including possible one-way systems Consider how to move people around the building avoiding 	<p>Marked floor – spots as necessary (eg queue for lunch hall, queue for toilet. Children must not use the water fountains. They can be used by staff to fill water bottles. Y3 and 4 children to enter/exit classrooms through external door/ fire exits entrances (apart from year 6 who will use the main corridor</p>

	<p>communal areas/points of typical congregation</p> <ul style="list-style-type: none"> Consider how to reduce the amount of movement across the school 	<p>entrances. EYFS and KS1 to use own entrances. Y5 to use large fire doors in main corridor. Y6 to use main corridor doors.</p> <p>Y4, Y5 and Y6 pupils to keep coats in classrooms. Y3 pupils to use mobile unit.</p> <p>Movement around corridors to be minimised.</p>
Break times	<ul style="list-style-type: none"> How will you organise break times to ensure that the groups remain distinct and separate from each other 	<p>Staggered break and lunchtimes.</p> <p>Separate areas to be used for play.</p> <p>Staff from each class to agree times when they can take a break and/or agree the rota between them wherever possible.</p>
Lunchtime	<ul style="list-style-type: none"> How many children can you safely accommodate within the dining room? How will you stagger lunchtimes? Can a hot meal be provided to all attendees? If not, what alternatives could be provided 	<p>Up to 64. 16 tables. 4 pupils at each table, all facing forwards. (NB Nursery will sit at smaller tables). Tables will stay set out all the time.</p> <p>Children will sit in the same seat.</p> <p>Mid-day staff will be asked to temporarily change/increase their hours where necessary.</p> <p>Mid-day staff will be allocated to specific groups of children (where the mid-day staff are also TAs, they will be allocated to the class bubble they work with most often when in the hall).</p> <p>Mid-day staff may wear face coverings at any time they feel this is necessary.</p> <p>There will be a gap between sittings for cleaning tables.</p> <p>Hot/cold grab bags will be provided. They should be delivered to pupils by midday staff standing behind the children</p> <p>Children will remain in dining hall until the end of their sitting, unless sufficient numbers of staff are available to take them outside. Film to be shown on screen after 15 minutes.</p>
Assemblies	<ul style="list-style-type: none"> How many children can be safely accommodated within the usual assembly space? How can these be staggered Do you decide not to have any? 	<p>No formal assemblies until further notice. This will be replaced by PSHE/Wellbeing dedicated time until further notice.</p>
Symptomatic students	<ul style="list-style-type: none"> All staff must be aware of what to do and where to send the child if they develop symptoms 	<p>Procedure and current Government rules to be communicated on COVID prep days and at staff meetings.</p> <p>Office to prepare flowchart for quick decision making and post around school</p>

		<p>Move child away from others in the classroom. Child to put on their own scarf/face covering if they have one.</p> <p>Send 2 children or an adult to the office with a card to flag up that support is needed. Consider using walkie talkies for this.</p> <p>Staff member to put on PPE and collect child.</p> <p>Isolate either in quad area if not raining/very cold or lilac room (supervisor to stay in mini suite with doors/windows open)</p> <p>Office to call parents so that child can be collected.</p> <p>Family to isolate and symptomatic person to get tested, as per Government guidelines. Track and trace system to be used. GM advice sheet sent out to parents/carers/staff advising what to do in different situations.</p> <p>Area OOB for at least half an hour</p> <p>Cleaner to use PPE to clean thoroughly</p> <p>Advice sought if positive test. Area to be cleaned thoroughly by school cleaner using products advised by H and S officer.</p>
Risk Assessments of children	<ul style="list-style-type: none"> Consider the extent to which RAs many need to be reviewed, or indeed completed for additional children prior to the return to school 	Additional RAs to be completed as necessary
Behaviour Policy	<ul style="list-style-type: none"> Consider whether the policy needs to be reviewed in the light of the behaviours required to maintain communal safety 	Behaviour policy remains the same although COVID annex of additional unacceptable INTENTIONAL behaviours to be added and shared.
Home-school agreement	<ul style="list-style-type: none"> What arrangement have been made to help parents, staff and students understand their respective responsibilities in maintaining the safety of school? This should include giving clear instruction that children should not bring equipment from home 	<p>During Jan lockdown, most procedures for parents will be kept the same to avoid confusion. Parent guide to be sent out to families and updated as required.</p> <p>Parents to be encouraged to ask questions to clarify</p> <p>Staff training to be carried out on COVID prep days</p>

....AND FINALLY

It has to be remembered that the children who are returning to our schools will have had a wide variety of experiences, as will our staff.

At all times we must treat both groups as ‘humans’ first and staff/learners ‘second’.

Specific issues in relation to cleaning

What are the hazards ?	Who might be harmed and how?	Current Control Measures?	Further Measures required?	Action by whom?	Action by When	Complete
Exposure to COVID 19	Pupils/staff coming onto site may be carrying COVID-19 virus which could be spread to other pupils or staff	<p>Daily cleaning regime in place.</p> <p>Rubbish is removed daily and disposed of safely.</p> <p>Personal Protective Equipment (PPE) to be used by staff if it is normally required for their role.</p>	<p>Use standard cleaning products to clean and disinfect frequently touched objects and surfaces that are used communally, including:</p> <ul style="list-style-type: none"> Railings Door and window handles Desks and table tops Sports equipment Toys Teaching and learning aids Computer equipment Telephones Bathroom facilities <p>Weak bleach solution may be used as advised by H and S team</p> <p>Cleaning staff will wear disposable gloves and wash their hands after removing the gloves. Cleaners advised to wash their uniform after every shift.</p> <p>Face mask/visor, gloves and aprons will be made available to be used as necessary to</p>	<p>Caretaker and cleaning team</p> <p>Caretaker and cleaning team</p>	<p>Timetable in place by INSET Day</p> <p>PPE to be available if needed</p>	Y

			<p>ensure cleaning staff feel confident that they are safe.</p> <p>Following current advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>			
There is a suspected case of COVID 19 in school	Pupils/staff coming onto site may be carrying COVID-19 virus which could be spread to other pupils or staff	If anyone becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance .	<p>Isolate the person with the suspected infection as soon as possible.</p> <p>If possible, close and secure areas the person has been in for 72 hours before cleaning in the same way you would any other area (see above).</p> <p>If that's not possible, follow the list below:</p> <p>Clean and disinfect surfaces the person has come into contact with, including:</p> <p>Objects which are visibly contaminated with body fluids</p> <p>All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</p> <p>There is no need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids.</p>	All staff Caretaker and cleaning team	Staff to know procedure by INSET Day	
Cleaning after a suspected case	Caretaker and cleaning team	Following current advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, a surgical mask or full-face visor should also be used.	Caretaker and cleaning team	Written procedure in place by	

		<p>After a suspected case, all cleaning staff to wear the following: Disposable gloves Aprons Face masks When completed, washing their hands with soap and water once these have been removed.</p>	<p>Fluids should be cleaned using the usual products, then area disinfected</p> <p>When cleaning hard surfaces and sanitary fittings, use either: Disposable cloths, or Paper rolls and disposable mop heads.</p> <p>Laundry any possibly contaminated fabric items on the hottest temperature the fabric will tolerate.</p> <p>If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p> <p>Dispose any items that are heavily soiled or contaminated with body fluids.</p> <p>Keep any waste from possible cases and cleaning (e.g. tissues, disposable cloths) in a tied plastic rubbish bag inside a tied bin bag, and place these bags in a suitable and secure place, marked for storage.</p> <p>After 72 hours, dispose of these bags in your normal waste.</p>	<p>INSET Day</p>	
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			<p>ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a</p>	<p>All Staff</p> <p>All Staff</p>		
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		<p>Maintain normal cleaning routines. Additional deep cleaning will be taking place during this period.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>Personal Protective Equipment (PPE) to be used by staff as normally required for their role.</p>	<p>high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Advise staff/parents to follow guidance about self-isolation, which says:</p>	<p>Caretaker and cleaning team</p>		
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			<p>If they live alone, they must self-isolate for 7 days from when they first experience symptoms.</p> <p>If they live with others, then they must again self-isolate for 7 days but anyone they live with must self-isolate for 14 days.</p> <p>Reinforce good hand washing routines. As a minimum:</p> <p>All staff and pupils will wash their hands when they arrive at school in the morning.</p> <p>All staff and pupils will wash their hands after break and lunch before returning to the classroom.</p> <p>Cleaning staff will wear disposable gloves and wash their hands after removing the gloves.</p> <p>All surfaces in areas of use will be disinfected daily with the cleaning products normally</p>				Written procedure in place by INSET Day
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			<p>used. Paying particular attention to frequently touched areas and surfaces, such as toilets and washrooms, desks, grab-rails in corridors, stairwells and door handles.</p> <p>Continue to monitor advice regarding additional PPE for teachers and other educational support staff.</p>		Ongoing	
Social distancing	Staff and pupils working together could increase the risk of spreading the virus	<p>Following current advice https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</p> <p>Outside space is used For exercise, breaks and for outdoor education, where possible, as this can limit</p>	<p>Staff and pupils should work at a distance of 2 metres apart unless this is not possible for example, during the administration of first aid where normal PPE will be worn.</p> <p>Classroom layouts will be arranged in line with the social distancing requirements, where appropriate.</p>	All staff	Ongoing	
				All staff	Ongoing	

		transmission and more easily allow for distance between children and staff.	<p>All activities being delivered must take into account the social distancing requirements.</p> <p>Staff should NOT socialise together when working unless they are maintaining the 2 metres distancing requirement.</p> <p>During break and lunch periods – queues and should be managed in line with the 2 metres distancing requirement.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff/kitchen staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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Do people need to wear face coverings at work? The official position

Face coverings are not compulsory in primary schools. However, if you can, people must wear face coverings in enclosed public spaces where social distancing is not possible or where you are more likely to come into contact with people you do not normally meet (eg shops). Face coverings can help us protect each other and reduce the spread of the disease if you are suffering from coronavirus, but not showing symptoms.

A face covering is not the same as the surgical masks or respirators used as part of personal protective equipment by healthcare and other workers; these should continue to be reserved for those who need them to protect against risks in their workplace such as health and care workers and those in industrial settings like those exposed to dust hazards.

At High Lane, staff are encouraged to evaluate risk dynamically at all times, taking into account the need to protect others and their own personal views. Where they judge it to be appropriate to use non-medical or medical face coverings, then they should feel free to do this. All staff should should take steps to avoid all close contact (less than 2m) with other adults and avoid busy times in communal areas. If they know they must spend more than a small amount of time with another adult at less than a 2m distance, they should wear a face covering, if possible (eg when queueing for or using the staff kitchen in busier times). Face coverings should also be used, if possible, when it is necessary to spend an extended period up close to a child (eg first aid). Staff have been trained in putting on and taking off full protective equipment for if such a need arises, where there is a suspected case of COVID.

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