

RISK ASSESSMENT FOR: Whole school reopening

Return to school of all children

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Risk assessment applies to mainstream schools, Special schools, special post-16 institutions and hospital schools:

Establishment: Torriano Primary School	Assessment by: Senior Leadership Team	Date: 24/02/2021
Risk assessment number/ref: RA-001 RA-002 RA-003 RA - 004	Headteacher Approval: Helen Bruckdorfer Chair of Governors Approval:	Date: 24/02/2021 Date: 27/02/2021
	All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? <u>Y</u>	

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
-----------------------	-----------------------------------	-----------------------------	-----------------------------------	------------------	-----------------	------

<p>Risk to clinically vulnerable groups from COVID</p>	<p>Staff, pupils, contractors, visitors</p>	<ul style="list-style-type: none"> Shielding advice for all adults and children was changed in February 2021 which means that those who are extremely clinical vulnerable will follow the <u>current advice on shielding</u> and are strongly advised to work from home. Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, to follow current advice on shielding. All other members of staff, including clinically vulnerable, can return to school in the Spring term provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. All staff have access to LFD testing twice weekly Twice-weekly testing using rapid lateral flow tests will be given for free to all families and households of children and school staff to help identify asymptomatic cases 	<p>HT to review interviews against new criteria Clinically extremely vulnerable staff identified.</p> <p>Contacted individual members of staff that fall into these categories.</p> <p>Shielding staff working from home</p> <p>Review risk assessment for staff currently pregnant (Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools.)</p> <p>Individual risk assessments updated/reviewed for children</p> <p>Phone calls to shielding families to determine and plan return to school</p> <p>Informed all staff to make them aware of this</p> <p>Welfare checks to families by pastoral team will continue and CPOMS updates to continue to support attendance and transition back to school</p> <p>Staff directed to government guidance regarding testing. who are extremely clinically vulnerable.</p>	<p>HT</p> <p>HT and DHT</p> <p>HT Admin & SLT</p> <p>DSLs</p> <p>HT</p> <p>SLT</p> <p>HT</p> <p>DHT</p> <p>Admin/SLT</p>	<p>Jan 21 Mar 21</p> <p>Feb 21</p> <p>Jan 21</p> <p>Mar 21</p> <p>Ongoing</p> <p>Jan 21 March 21 Sept</p> <p>Ongoing</p> <p>Sept - reviewed in Jan 21 and Feb 21</p>	
<p>SEND pupils</p>	<p>Pupils</p>	<ul style="list-style-type: none"> School to be open for all children No additional requirements for RAs for children with EHCP unless clinically extremely vulnerable and not in school. Pupils with local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use (See First Aid section) Where children require intimate care or where there is a risk of biting, spitting or scratching, PPE will be available for use. Other preventative measures will also be taken as appropriate eg arm shields/visors in addition to masks to protect eyes. Children – Individual circumstances recorded in CPOMS. Staff – Recorded on internal spreadsheet and LA Oracle system Clinically extremely vulnerable children to follow advice outlined in their individual letters. 				
<p>Black, Asian and Minority Ethnic Groups (BAME)</p>	<p>Evidence suggests that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately</p>	<ul style="list-style-type: none"> Risk assessment undertaken with BAME staff members using Individual Risk Assessment form. <ul style="list-style-type: none"> Risk assessments completed for Black, Asian and Minority Ethnic staff members 				

	affected by COVID-19.	<ul style="list-style-type: none">● Staff travel – guidance issued to all, Camden bike scheme shared with staff. Travel options explored● All staff and parents issued information regarding access to testing and notified school that they had read and understood guidance. Letters, guidance, visuals sent home regularly to families.● Conversations with individual staff where required. Advised to consult with GP where necessary.				
--	-----------------------	---	--	--	--	--

<p>Possible transmission of the virus through person to person contact.</p>	<p>Staff, pupils, contractors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <p>virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</p> <p>the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</p> <p>people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	<p>Schools should refer to this Schools Operational Guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</p> <p>SYSTEMS OF CONTROL</p> <p>Prevention</p> <p>You must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. In specific circumstances: 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available. Response to any infection You must always: 10) Promote and engage with the NHS Test and Trace process. 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) Contain any outbreak by following local health protection team advice. 	<p>Following the system of controls to maximise the use of control measures and minimise risks.</p> <p>Regular reminders to parents regarding sickness procedures</p> <p>Ongoing reminders/lessons for children about good hand hygiene – re-induct in March</p> <p>Regular order and reordering of PPE equipment.</p>	<p>HT/Admin</p> <p>Teaching staff</p> <p>SLT/SSO</p>	<p>Sept and then weekly</p> <p>Sept</p>	
--	---	--	--	--	---	--

		<p>Supporting social distancing in the workplace:</p> <ul style="list-style-type: none"> - Changes to classroom layout – non-essential furniture removed, soft toys, resources reduced. Soft furnishings and carpets removed - Two isolated buildings and staff bubbles to limit movement. - Staff – 4 designated staffrooms across 2 buildings. No hot desking in offices, limited technology sharing amongst staff - Designated contained area with sink and toilet access for suspected COVID cases. Community room – toilet and access for both sites. Medical room for non-Covid issues remains in place in the EYFS/KS1 building. - PPE for EYFS personal care issues provided and additional supplies can be ordered from LA. Follow updated PHE advice regularly. - Non-essential visitors will not be permitted in the school. - No more than 6 staff in a space at any time, including halls. - Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). - Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. - Children do not need to wear a face covering. - Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings. - Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. - Staff trained in safe wearing of face coverings. 	<p>Updated wraparound care survey and letters sent to parents.</p>	<p>DHT / AHT</p> <p>SBM</p>	<p>Mar 21</p> <p>Ongoing</p>	
--	--	---	--	-----------------------------	------------------------------	--

		<p>VENTILATION</p> <ul style="list-style-type: none"> - Where mechanical ventilation systems exist, they should be maintained in accordance with the manufacturers recommendations. - Good ventilation with fresh air is essential at all times in settings and particularly during this period. - Windows to be kept open in all classrooms and doors open wide when children not in the room to purge the air. - Fire doors must remain closed. 		All staff	Feb 21	
<p>PREVENTION:</p> <p>Personal Hygiene</p>	<ul style="list-style-type: none"> ● Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up. ● Ensure soap and hand towels are regularly topped up at all washing stations. ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. ● Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. ● Site staff to regularly clean the hand washing facilities. ● Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. ● Tissues will be provided for classrooms. Staff to replenish as needed. ● Ensure lidded bins are provided for tissues in every classroom. ● pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <ul style="list-style-type: none"> - Where children with complex needs may struggle with social distancing an extra adult may work within that bubble to assist, PPE will be provided and the adult will help maintain 	<p>Children in school organised into class / year group bubbles of maximum with staff allocated to each class.</p> <p>Some staff to move between bubbles if necessary, ensuring social distancing as much as possible.</p> <p>No free-flow across bubbles between children.</p> <p>All meetings with parents and staff virtual. No more than 6 adults in a room at any one time.</p> <p>Book bags can be sent home for children accessing the school provision.</p>	<p>SLT</p> <p>SBM/SSO SLT</p> <p>HT</p> <p>All</p> <p>SSO</p> <p>SLT</p> <p>All staff</p>	<p>Sept</p> <p>Sept and ongoing</p> <p>If required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Jan</p> <p>Ongoing</p>		

		<p>social distancing between the child and other children, where possible.</p> <ul style="list-style-type: none"> - Timetable adapted to facilitate bubble groups. Shared resources minimised. - Allocated stairwell for year group bubbles. Infant building – no stairwell. Allocated entrances and exit for each year group. (See map) - Allocated toilets in both buildings for bubble groups. Ensure hand washing facilities and clear signage to direct children. Staff allocated to supervise handwashing in classrooms. - Children to wash hands following toilet use, and again on return to their classrooms. - Use of outdoor spaces including Earth Kitchen, pitch etc permitted but timetabled and cleaned regularly. - Colour coded equipment bags for each class bubble. - Play zones established in 5 separate playgrounds to reduce contact between class bubbles. - Shared offices – considerations for moving furniture to allow for 2m social distancing or opportunities to work in other spaces offered. 		<p>SLT</p> <p>CB</p> <p>All staff</p>	<p>Sept</p> <p>Sept</p> <p>Ongoing</p> <p>Jan 21</p>	
PREVENTION: Enhanced Cleaning		<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p>	<p>Continue contract of SSO to provide enhanced daily cleaning.</p>	<p>SSO/SBM</p> <p>SSO/SBM</p> <p>SSO</p>	<p>August</p> <p>Ongoing</p> <p>Ongoing</p>	

		<p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> ● Wear disposable gloves and apron ● Wash their hands with soap and water once they remove their gloves and apron ● Fluid resistant surgical mask if splashing likely ● Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>		All staff	Ongoing	
				SBM	Sept	

<p>PREVENTION:</p> <p>Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc</p>		<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <ul style="list-style-type: none"> - Water bottles already provided –spares available in office. - Fountains not in use. <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources - for children accessing the school provision</p> <ul style="list-style-type: none"> ● Re-plan activities to avoid shared resources. ● Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use. ● Individual tabletop trays and pencil cases for each child in school. <p>Any essential shared resources to be cleaned after use (including computers, PE equipment etc.). This must be built into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all classrooms and teacher to ensure students wipe down after use. If student is too young then arrangements for IT support staff etc. to clean.</p> <ul style="list-style-type: none"> - Staff procedure shared regarding hygiene systems. ICT equipment wiped at the end of day. Children in KS2 provision to each have their own allocated laptop for working on, clearly labelled. <p>Support staff to reduce working with paper/other materials that are shared in a way that may aid transmission, i.e. when printing out work from Google Classroom provision), photocopying, etc.</p> <p>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p>	<p>Admin to continue regular cleaning sign in systems, printers etc.</p> <p>Clear timetable for using the photocopiers to ensure only one person in the area at a time. Cleaning products stored near the photocopier and any other shared areas - all staff instructed to wipe down after use.</p> <p>Online marking policy updated to focus on verbal and electronic feedback.. Verbal/video feedback using Google Classrooms</p> <p>Home learning to be set online (Google Classrooms)</p> <p>Blended learning opportunities for catch-up programmes</p> <p>Pre/post teaching using Google classrooms.</p>	<p>Parents</p> <p>Cleaning Staff/Ridg ecrest</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SLT</p> <p>Teaching staff</p>	<p>Ongoing</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Jan</p> <p>Daily</p>	
---	--	--	--	--	--	--

<p>Managing cases of confirmed coronavirus in a setting</p> <p>Covid-19 Outbreaks on site</p>	<p>Staff, pupils, contractors, visitors</p>	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. 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. If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation. if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. <p>This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p> <ul style="list-style-type: none"> Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. 	<p>Maintain systems for isolation of suspected cases in quarantine room (Gatehouse allocated space).</p> <p>Admin team to have regular updates on local procedures and testing locations</p> <p>Bilingual leaflets to support communication with parents</p> <p>Follow-up phone calls made by admin and recording procedures maintained to record outcomes of assessment (CPOMS)</p> <p>Testing kits available in school for families requiring support to access a test.</p> <p>LFD tests available to all households for regular, asymptomatic testing</p>	<p>All staff</p> <p>Admin/SLT</p> <p>Admin</p> <p>Admin</p> <p>SLT</p> <p>HT</p>	<p>Ongoing</p> <p>Weekly</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>from March 21</p> <p>As required</p>	
--	---	---	---	--	---	--

		<ul style="list-style-type: none"> • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. <p>Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>		<p>HPT</p> <p>HPT/HT</p>		
--	--	---	--	--------------------------	--	--

<p>Testing and contact tracing</p>	<p>Staff, Pupils, visitors, contactors</p>	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. <p>School is provided with a small number of home testing kits that they can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>LATERAL FLOW TESTS</p> <p>Lateral flow tests are available to all Camden employees. The two test sites (Crowndale Library and Swiss Cottage Library event space) are open every weekday 9-5pm to be booked through the following link. https://outlook.office365.com/owa/calendar/CamdenCOVIDrapidtesting%40camden.gov.uk/bookings/</p> <p>All staff working the provision will have access to home testing kits for twice weekly lateral flow tests - to be taken only if staff do not have symptoms.If a lateral flow test comes back as positive, staff should</p>	<p>Updated Information provided to parent/carers about testing procedures and booking systems.</p>	<p>Weekly</p> <p>Parents/staff</p>	<p>As required</p>	
---	--	---	--	------------------------------------	--------------------	--

		<p>have a PCR test, following the booking guidelines. See Lateral Flow risk assessment.</p> <p>Results to be recorded in three ways:</p> <p>1.) The school MIS system - Arbor</p> <p>2.) The NHS reporting website https://www.gov.uk/report-covid19-result</p> <p>3.) NHS email then emailed to dedicated school email address c19@torriano.camden.sch.uk with the results.</p> <ul style="list-style-type: none"> All staff have access to LFD home testing twice weekly Twice-weekly testing using rapid lateral flow tests will be given for free to all families and households of children and school staff to help identify asymptomatic cases https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff 	<p>All staff to be informed during Inset of testing changes. week 11th Jan 21</p> <p><i>Consent to be obtained from all staff before testing</i></p> <p><i>SLT Webinar for training 18th Jan</i></p> <p>Parents informed of lateral flow test availability in newsletter 5th March</p>	<p>Commencing from 18th January</p> <p>From week of 22nd January</p> <p>March 21</p>		
Communication to parents and carers	Staff, Pupils, visitors, contactors	<ul style="list-style-type: none"> Protocol in place and includes: School is open to all children. Education is not optional. All pupils receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life. Children unable to attend school due to self-isolation will be educated remotely using online learning. Parents advised to wear a mask on school grounds and follow a one way system at collection and drop off. Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend Advise 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) 	<p>Bilingual advice leaflets provided to parents.</p> <p>Parents updated regularly about school procedures.</p> <p>Remote Learning Policy updated to reflect online expectations.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>Weekly and as required</p> <p>Feb 21</p> <p>As required</p>	

		<ul style="list-style-type: none"> ● 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) ● Parent webinar on Test and Trace systems ● Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. ● Letter from PHE distributed to parents when available. Weekly coronavirus update shared via newsletter. ● SLT daily briefing and staff CPD. Headteacher weekly staff update email signposting to relevant guidance. ● Signs and posters placed in the foyer and around the school building. Parents/carers to be advised to follow guidance below ● COVID-19: guidance for households with possible coronavirus infection guidance ● Regular updates for staff on Test and Trace procedures. ● Online Acceptable Use Policy created shared with parents, teachers and support staff and signed. 		PHT/HT	Half-termly	
Pupil's Non-Attendance	Pupils, staff, parents	<p>DFE is clear that the expectation is everyone except those who are shielding and or self isolating should be at school and absences are recorded in the usual way</p> <p>Communication to parents about school reopening from Monday 8th March.</p> <p>Review of attendance monitoring systems</p> <ul style="list-style-type: none"> - Daily online registers completed to monitor online attendance. - Daily in school registers completed to monitor in school provision attendance. 	Letter to all parents	SLT	March 21	CPOMS recording

		<ul style="list-style-type: none"> - CPOMS Welfare Check entries made to monitor attendance, engagement and family welfare - Register codes amended following guidance. <p>Welfare Checks to continue to monitor attendance and identify barriers to good attendance, including school refusal.</p>		DSLs	Ongoing	
Access and egress onto school premises	<p>Staff, pupils, contractors, visitors</p> <p>Possible transmission of the virus between staff and children, and into the wider community.</p>	<ul style="list-style-type: none"> ● Entry into building must be controlled ● Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced ● Demarcation to be made at school entry points to ensure adequate social distancing ● Pictorial notices for social distancing to be displayed ● Supervision of queues by nominated staff members ● Staggered start times to be considered where possible ● Staff supervising entry to school to follow social distancing guidelines ● Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. ● Staff trained on hygiene protocols to eliminate cross-infection risks ● Age appropriate instruction provided to pupils on hand washing methods ● Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings. ● Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed 	<p>Information / protocol on safe entry to be disseminated to parents / carers / contractors</p> <p>Staff training on protocols – refresher in March</p> <p>Staff must avoid the admin area - use internal phone system where possible or speak with admin from the foyer area, behind Perspex screen</p> <p>PSHE and mental health lead to develop a programme of supportive lessons.</p> <p>Adjustments to PE – no contact sport, outdoor activities where possible.</p> <p>Timetable established for all communal activities and breaks</p> <p>Markers, visual maps, signs for parents regarding school access.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SSO</p> <p>All staff</p> <p>Class teachers</p> <p>All</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Daily</p>	

		<p>into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <ul style="list-style-type: none"> • Entry and exits identified – multiple available due to two sites. Map provided for parents and staff. Entry/exit changes to gate access to limit parent contact. • All PTA and community events cancelled e.g. summer fair. See school schedule document regarding adjustments to school events and parent communication. • Installation of barriers at main gates, restricted areas to be indicated with barrier tape to ensure compliance. • Signage to be displayed across the school. • 1 parent collect/drop off – already in place and trialled with current key worker/vulnerable group. Exceptions made for EYFS or particular vulnerable children. • Parents advised to wear a face covering on school grounds and follow a one way system at collection and drop off. • Additional signage and wall mounted hand gel dispensers in use throughout the site • Reminders communicated to parents to phone/email where possible. 	<p>Map to be reissued in March 21 to remind parents.</p>	<p>SLT</p> <p>SLT</p> <p>HT</p> <p>SLT</p> <p>SSO</p> <p>SLT</p>	<p>Sept</p> <p>Sept</p> <p>Oct & ongoing</p> <p>Sept & ongoing</p> <p>Sept</p> <p>Sept</p> <p>Sept</p>	
Reception areas	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise queues at reception • Screens in place to separate staff and/or demarcation in place to maintain adequate social distancing • Notices to maintain social distancing displayed • Sanitisation / hand washing protocols to be observed when handling deliveries. • Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance • Secure door system to allow only 2 parents into foyer at a time and to remain socially distant. 	<ul style="list-style-type: none"> • Personal deliveries to be limited • New system required for returning of lost property. 	<p>Admin</p> <p>Admin</p> <p>Ridgecrest</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

		<p>Visitors</p> <ul style="list-style-type: none"> ● Only essential visitors are allowed onto the school site. ● Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. ● Signage in reception regarding good hygiene. ● A record should be kept of all visitors ● Payments made online rather than in person ● Meetings to be held remotely where possible ● Queuing to be minimised where reasonably practicable ● Teletherapy and parent contact will be offered to any children with EHCP requiring support from professionals. Visits in person will recommence in line with individual risk assessments for each service 					Mar 21
Staff Areas	Staff, contractors, visitors	<ul style="list-style-type: none"> ● Social distancing guidelines to be applied ● Increased cleaning frequencies of hard surfaces. ● Minimise sharing of items ● Items to be sanitised before sharing / re-use by another person ● Handwashing /sanitisation protocols to be followed ● Alternative staff areas designated- eg during staff lunchtimes ● Staff meetings/CPD to continue via Zoom meeting 		All staff	Ongoing		
Corridors / staircases	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> ● While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. ● Demarcation of adequate social distancing where queuing is expected. ● Pictorial notices to maintain social distancing displayed ● One-way systems introduced where reasonably practicable ● Increased natural ventilation by opening windows ● Reduce need for children to regularly leave the classroom where possible (containment/non mixing) ● Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. 	<ul style="list-style-type: none"> ● Reschedule contractor visits (unless emergency situation) to times when pupils are not present 	SLT/ SBM	ongoing		

Classrooms	Staff, pupils, contractors	<ul style="list-style-type: none"> For Reception and KS1 children the emphasis will be on separating year / class groups, in bubbles. <i>Early years settings are not required to keep children in small, consistent groups within settings - they can have normal group sizes. Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible.</i> For older children social distancing should be implemented where possible i.e. they should also be supported to maintain distance and not touch staff where possible. Tables / desks taken out of use to maintain safe distance e.g. cordon off / remove chairs, where possible Pictorial notices to maintain social distancing displayed Increased natural ventilation and avoid rooms with no natural ventilation where possible. Soft play / furnishing and items with intricate parts removed (Early years settings) Increased cleaning frequencies of hard surfaces/emptying of bins Classroom based resources, such as books and games, can be used and shared within the bubble and these should be cleaned regularly Resources that are shared between classes or bubbles, such as Sports, Art and Science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice Items to be sanitised before sharing / re-use by another person Teachers / support staff to ensure they clean their hands and surfaces, before and after handling pupils' books. 	<p>Where possible, keep the same teaching assistants with the same pupil group</p> <p>Further clearing of shared spaces- eg Library. Library, Art Shed, Science Lab will be allocated on a weekly rota with cleaning between shifts.</p>	SLT Ridgecrest Ridgecrest /SSO CB	Jan 21 Ongoing Ongoing Daily Ongoing	
Early Years Setting		<p>EARLY YEARS - Play-doh may be provided as an activity only if children strictly have their own supply, bagged after every session, and disposed of if there is any risk that it might have been shared.</p>		SLT EYFS lead	December 2020	

		<ul style="list-style-type: none"> Materials can be handled by a consistent group of children of and that no one else outside this group can come into contact with it. the malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's 42 instructions, where applicable. children wash their hands thoroughly before and after messy play frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group. 		HT, SLT	Jan 2021 onwards To be reviewed regularly March 21	
Online Blended Learning	Staff, pupils, parents	<p>Children need access to quality online contact and education while unable to attend school due to Covid self isolation or class bubble closure.</p> <p>See remote education policy for details</p> <p>https://docs.google.com/document/d/1GYwuIU1xqgc4V1xHWoh8Hxvj_vskkAK/edit</p>	Inset programme amended to continue to allow staff training in online pedagogy	SLT,	Ongoing from January 21	
Wraparound care	Staff, pupils, parents	<p>Wrap around care will be available, keeping children in their class / year group bubbles where possible. Breakfast Club, After school club and Active club. Working parents and vulnerable children to be prioritised.</p> <p>Parents advised that where they are accessing this provision for their children, that they must only be using this, where:</p> <ul style="list-style-type: none"> the provision is being offered as part of the school's educational activities (including catch-up provision) the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution the use of the provision is reasonably necessary to support parents to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 	Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: <ul style="list-style-type: none"> advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. encourage them to check providers have put in place their own protective measures send them the link to the guidance for parents and carers Advised in March newsletter 	SLT	March 21	

<p>Lunch times</p>	<p>Staff, pupils, contractors,</p>	<ul style="list-style-type: none"> ● Staggered lunch times to keep groups apart ● Social distancing guidelines to be applied ● Adequate supervision ratios to enforce social distancing guidelines ● One-way systems introduced where reasonably practicable ● Hand washing / sanitisation prior to food consumption – children to be supervised ● Increased cleaning frequencies of hard surfaces. ● Minimise sharing of items and crockery ● Items to be washed / sanitised before sharing / re-use by another person ● Consider other reduced risk option for kitchen staff and pupils e.g. have packed lunches prepared and delivered to the classrooms for consumption. This will allow for segregation and reduced traffic, areas to be cleaned down, utensils/surfaces touching and transmission. ● Hand washing schedule for lunch time, before and after eating. ● Rearrangement of seating in lunch hall to allow for social distancing of two bubbles per sitting – some year groups will eat in their classrooms to allow for this. ● Packed lunch bags to be kept with the child in class until lunch time. ● Additional member of staff to monitor lunch hall including queuing. Additional catering member of staff to act as ‘hall monitor’ to ensure cleaning tables between children. ● Lunch payments – via Arbor where possible. Contactless in the main office. ● Cups of water to be pre-filled on the lunch table by the catering staff when providing cutlery. ● Caterlink staff responsible for waste disposal. 	<p>Meetings with Caterlink and LA – risk assessments provided and updated</p> <p>Full lunch menu to resume</p> <p>Staggered lunchtimes and some classes eating in classrooms</p> <p>Halal service to resume</p>	<p>SLT/Caterlink</p> <p>Caterlink and school staff</p> <p>Caterlink</p> <p>Caterlink</p> <p>Caterlink</p> <p>All staff</p>	<p>Ongoing</p> <p>Jan 21</p>	
---------------------------	------------------------------------	--	---	--	------------------------------	--

<p>Music lessons</p>	<p>Staff pupils</p>	<ul style="list-style-type: none"> ● School to continue teaching music, dance and drama as part of the school curriculum, especially as this builds pupils' confidence and supports their wellbeing. ● There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place. ● Continue to engage peripatetic teachers during this period, including staff from music education hubs. Regular lateral flow tests available to them ● No school performances. ● Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained. ● In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. ● If the activity is face-to-face and without mitigating actions, 2 metres is appropriate. ● Pupils should use seating where practical to help maintain social distancing. ● Any background or accompanying music should be kept to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones - cleaning procedures in place if shared. ● All to avoid sharing equipment wherever possible. ● Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. ● If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, 	<p>New guidance communicated and shared with music teachers.</p>	<p>Music teacher SLT</p>	<p>March 21</p>	
-----------------------------	---------------------	--	--	------------------------------	---------------------	--

		<p>microphones and music stands) and always between users, following government guidance on cleaning and handling equipment. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5</p> <ul style="list-style-type: none"> • Instruments should be cleaned by the pupils playing them, where possible. <p>Suggested principles of safer singing</p> <p>Taking account of the evidence, and if other national and local guidance on the control of COVID-19 is followed, singing is considered safer when the following actions are taken:</p> <p>As required by national guidance, people with symptoms suggestive of COVID-19, or who are known to have been in recent contact with others who have COVID-19, do not participate in singing or attend singing events.</p> <p>Singing takes place only in larger well-ventilated spaces, or outdoors.</p> <p>Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available.</p> <p>Limited numbers of people sing together.</p> <p>Singers are spaced at least 2 metres apart in all directions (at least 1 metre apart if the additional measures or controls recommended in government COVID-19 guidance for the performing arts are applied)</p>		All staff	March 21	
--	--	---	--	-----------	----------	--

Physical activity	Staff, pupils	<ul style="list-style-type: none"> ● Pupils should be kept in consistent class groups for PE lessons and activities. ● Sports equipment thoroughly cleaned between each use by different individual groups. ● For sport provision, outdoor sports should be prioritised where possible using the school grounds. ● Each class to have it's own bag of PE equipment. ● Clearly timetabled PE lessons to allow all children access to pitch and equipment ● If necessary, halls can be used for PE, with staff maximising natural ventilation flows (through opening windows and doors), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. ● Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing 	PE timetable to be updated	PE Lead	March 21	
Hall / assemblies	Staff, pupils, Contractors,	<ul style="list-style-type: none"> ● Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. ● Social distancing guidelines to be applied, where possible ● Adequate supervision ratios ● Pictorial notices to maintain social distancing displayed ● One-way systems introduced where reasonably practicable ● Enhanced cleaning regime in place to clean hard surfaces in between groups. ● Utilise outdoor spaces for PE where practicable. ● Addendum to behavior policy to be provided to governors ● All assemblies to take place online via Zoom. 	<p>Further Virtual assemblies to explain new procedures to children</p> <p>Opportunities for live/recorded assemblies. Increased opportunities to use different assembly formats- eg outdoors, radio, video/Google Meets</p>	SLT	Sept	
Toilets	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> ● Entry into WC to be controlled ● Pictorial notices to maintain social distancing displayed ● Children to remain in team 'bubbles' ● Hand washing protocol increased to before and after use of toilet facilities ● Hand washing poster displayed in all WCs ● Increased cleaning protocols 	Maintain staff bubble toilets and revert to class allocated facilities	SLT	Ongoing	

School Kitchens / school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> ● Staggered lunch and break times ● Social distancing guidelines to be applied ● Handwashing /sanitisation protocols to be followed ● Increased cleaning frequencies of hard surfaces. ● Work with school meal providers (Caterlink) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils ● Combination of packed lunches / hot meal provision to minimise dining room traffic / volume 	See above Caterlink risk assessments provided	SLT Caterlink	Ongoing	
Break times	Staff, pupils, visitors	<ul style="list-style-type: none"> ● Staggered break times to minimise mixing of groups ● Playground to be sectorised to help keep groups separate ● Social distancing to be implemented to minimise contact with other groups ● Adequate supervision ratios to monitor social distancing ● Rotate indoor / outdoor play to minimise contact ● One-way systems introduced where reasonably practicable ● Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces ● Soft play items removed (early years settings) ● Water fountains taken out of use – individual water bottles/disposable cups to be used ● Rigorous cleaning regimes to be introduced between groups. ● Maximum of 6 staff members permitted in the staff room at a time. ● Staff not to hand wash crockery – place straight in dishwasher – crockery can be washed up using hot water in individual staffrooms where there is no dishwasher. ● 4 staffrooms to be in operation 	Playground rota to be reviewed to accommodate larger class bubbles in playground zones. New equipment bags for class bubbles Regular cleaning of outdoor equipment Extra facilities for making hot drinks provided around the school. Cleaning of communal areas, in line with guidance.	SLT Playground supervisors All staff	Ongoing Jan 21 March 21	
Fire drills / Emergency situations	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> ● Adequate numbers of trained staff to safely evacuate all personnel on the school premises ● Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable ● Fire drill to be undertaken as soon as possible after re-occupation 	Fire evacuation – exits remains the same however, location for lining up updated to include front and back playground . Drill to take place in spring term. Drill to take place in Spring 2 once children all return.	SSO/HT	Ongoing	

First Aid	Staff, pupils, visitors	<ul style="list-style-type: none"> • Adequate numbers of trained staff to administer First Aid • Check First Aid boxes content and facilities available • Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting • PPE / Handwashing protocols to be followed - see systems of control. • Suspected cases see managing cases section of risk assessment. 	<p>First aiders update on hygiene procedures during Covid epidemic and location of isolation room and procedures.</p> <p>PPE available and will be used during all first aid treatment.</p> <p>First aid rota to be updated. All first aid to continue to be recorded in CPOMS and to parents.</p> <p>First aid to be carried out in class bubbles when possible.</p>	HT/DHT/P CL All staff	Sept & Ongoing Ongoing	
Transport Arrangements	Staff, pupils, Contractors, visitors	<p>Protocol in place in line with Government Guidance</p> <p>Transport available to specific children where necessary - individual cases.</p>	<p>Staff travel – information and support provided where necessary.</p> <p>No offsite visits taking place</p> <p>Virtual meetings in all instances. Online CPD opportunities to be developed.</p> <p>SEND transport to recommence</p>	All staff DHT	Ongoing March 21	
Protocol for managing cases where staff/pupil feels unwell whilst on site	Staff, pupils, contractors, visitors	<p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom 	<p>Government guidance regarding suspected cases to be adhered to.</p> <p>Continued use of redesignated contained area with sink and toilet access for suspected Covid cases. Community room – toilet and access for both sites.</p> <p>Medical room for non-Covid issues remains in place in the EYFS/KS1 building.</p> <p>Additional, back-up isolation room designated in Medical Room KS1 in</p>	All All staff	Ongoing Ongoing	

		<p>should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> • 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). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive • They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. 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 COVID-19: cleaning of non-healthcare settings guidance • DSL to check in with self-isolating families or those waiting for test results. Welfare checks continuing. • Parents / carers to email designated c19@torriano.camden.sch.uk with Covid test results and updates 	<p>case of two suspected cases occurring.</p> <p>Parents reminded to keep contact details up to date for emergency contact on Arbor.</p> <p>Guidance for parents sent out regularly, including in multilingual formats</p> <p>Remind staff regarding procedures for testing. Staff training to take place regarding testing updates staff signposted to relevant government guidance.</p> <p>Confirmation via survey of having read guidance.</p> <p>Staff to follow isolation procedure in designated Gatehouse room. SLT member of staff to contact parents regarding self-isolation.</p>	<p>HT</p> <p>DSL</p> <p>Admin team</p>	<p>January</p> <p>January 21</p> <p>Ongoing</p> <p>From Jan 21</p> <p>Ongoing</p>	
School Trips	Staff, pupils	<ul style="list-style-type: none"> • School trips will not take place currently - including trips to the local area. 	<p>Adjustment of curriculum units to accommodate online experiences only.</p>	Teaching staff	March 21	
Reoccupation of areas which have not been in use as frequently during lockdown.	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services</p>	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards.</p> <ul style="list-style-type: none"> • Building services maintained in accordance with the PPM schedule: • Maintenance checks of plant and equipment undertaken – including school kitchen equipment. • Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> ○ Fire alarm panel status green ○ Fire call points operational ○ Emergency lighting operational 	<p>SSO continuing with regularly weekly checks e.g. fire alarm and taps. Flushing outlets daily basis during school closure. Standard PPM by Camden FM continuing.</p> <p>Staff reminded of fire procedures during training sessions.</p>	SSO	Jan 21	

	and safety devices to ensure they are in full working order is required.	<ul style="list-style-type: none"> ○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained ● Gas systems maintained ● Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period ● Electrical equipment and systems maintained ● Electrical gate systems maintained ● Lifts and lifting equipment/hoists maintained ● Ventilation / air conditioning / extraction systems maintained ● Asbestos management arrangements in place ● Boiler room plant inspected / maintained ● Fume cupboards maintenance up to date (Secondary schools only) ● Identify and remedy possible vermin infestations. 	<ul style="list-style-type: none"> ● Where possible, temporarily raise the hot water temperature (prior to wider re-occupation which will provide a disinfection of the system. ● Staff to be made aware of increased temperatures. 			
Fire Safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> ● Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building. ● Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary ● Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. 	<ul style="list-style-type: none"> ● Separate class bubbles assembly places continue to be designated rather than a very large gathering at one place to reduce prolonged close contact and adhere to social distancing requirements. 	SSO	Jan	
Passenger Lifts	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> ● Procedure in place for control of access to lifts ● Increased Hygiene protocols introduced 	Only one passenger permitted in lift at any one time	SSO	Sept	
COSHH Cleaning / Sanitisation products	Staff, Pupils Due to required increased cleaning/sanitising of hard surfaces and items in	<ul style="list-style-type: none"> ● Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products ● Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. 		SSO/Ridge crest	August - Ongoing	

	classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> • Strict instruction to staff / cleaning provider to keep any cleaning / sanitation products stored / secure and out of reach of children at all times • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. 				
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	<p>Protocol for cleaning Body Fluids to be updated to include COVID-19 risks to include:</p> <ul style="list-style-type: none"> ○ Where clearing up of body fluids is required, the staff member must wear full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield ○ PPE and waste disposal protocols to be followed (double bag waste) ○ Handwashing protocols to be followed 	Constant review PPE and first aid procedures, including disposal of hazardous waste	HT/DHT	Ongoing from Sept 20	
Business Continuity	Staff, pupils	<ul style="list-style-type: none"> • Schools Business Continuity Plan reviewed to include COVID-19 related risks • Contingency Plans to be developed for school recovery in the event of local lockdown being initiated • See updated business continuity plan as provided by LA 	To be reviewed in Spring FGB	SBM	Ongoing	
Contractors and Visitors		<ul style="list-style-type: none"> • Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where visits can happen outside of school hours, they should. • Site inductions are to be carried out following social distancing principles • All contractors will be informed before entering school regarding social distancing and good hygiene control measures. • Staff and contractors are to maintain a safe distance between themselves and others. 	<p>Camden FM & SITSS staff attending site for emergency or essential works. Following LA social distancing procedures. Out of hours work carried out where possible.</p> <p>External contractors to provide risk assessment</p> <p>Staff personal deliveries restricted</p>	SBM	Jan 21 Ongoing	

		<ul style="list-style-type: none"> • All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. • Agree approach to scheduled / ongoing building works. • Settings to seek confirmation of the contractor's method statement / risk assessment. • Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus. • A record should be kept of all visitors. • Waste collection entry separate to school entrance • Sign in system – continue to use but admin to wipe down regularly. Signs and hand gel provided upon sign in. 	Small delivery items to be left at the office door. Larger deliveries left in the foyer at a safe distance.			
Mental Wellbeing	Staff, pupils	<ul style="list-style-type: none"> • Schools mental wellbeing and support mechanisms for staff and pupils reviewed • Staff to be reminded of Employee Assistance Programme <ul style="list-style-type: none"> • Additional CAMHS and MHST support in school and via webinar for parents • Sign in system – continue to use but admin to wipe down regularly. Signs and hand gel provided upon sign in. 	<p>Additional CAMHS and MHST support in school and via webinar for parents</p> <p>Use of Big Education resources to support staff mental health (Wellbeing Playbook)</p> <p>Use of Wellbeing for Education Return resources/training Reminder of procedures and support in place to all staff before school return.</p>	DHT	Ongoing	
Adherence to rules within school	Pupils, parents, staff	<ul style="list-style-type: none"> • Behaviour policy reviewed • Communicate the rules to staff, students and parents - reminders on return to school • Reinforce any new rules through daily teacher reminders • Display the new rules prominently through the school and at the gate 	Teachers to continue to use behaviour management policies through online teaching.	RO SLT	Sept March 21 Jan 21	
Taking Fees	Parents, staff	Payments should be made by direct debit or contactless methods wherever possible. Consider risks from fingerprint contact payment, (handwashing / sanitizing to be enforced).	Continue with online payments	Parents	Ongoing	

Relevant links

Guidance for re-opening March 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools coronavirus operational guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

Actions for schools during the outbreak

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Contingency framework for education and childcare settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>