

**RISK ASSESSMENT FOR:** *Whole school - summer term 2021*

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:

<b>Establishment:</b> Torriano Primary School	<b>Assessment by:</b> Senior Leadership Team	<b>Date:</b> 07/04/2021
<b>Risk assessment number/ref:</b> RA-001 RA-002 RA-003 RA - 004 RA - 005	<b>Headteacher Approval:</b> Helen Bruckdorfer  <b>Chair of Governors Approval:</b>	<b>Date:</b> 07/04/2021  <b>Date:</b> 07/04/2021
	<b>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></b>	

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
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<p><b>Risk to clinically vulnerable groups from COVID</b></p>	<p>Staff, pupils, contractors, visitors</p>	<ul style="list-style-type: none"> <li>● From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</li> <li>● Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, to follow current advice on shielding.</li> <li>● 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.</li> <li>● All staff have access to LFD testing twice weekly</li> <li>● 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</li> </ul>	<p>Return to work for CEV staff members and meeting with SLT. Individual RA completed</p> <p>HT to review interviews against new criteria</p> <p>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>HT</p> <p>HT and DHT</p> <p>HT Admin &amp; SLT</p>	<p>April 21 Jan 21 Mar 21</p>	
<p><b>SEND pupils</b></p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>● School to be open for all children</li> <li>● No additional requirements for RAs for children with EHCP unless clinically extremely vulnerable and not in school.</li> <li>● 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)</li> <li>● 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.</li> <li>● Children – Individual circumstances recorded in CPOMS. Staff – Recorded on internal spreadsheet and LA Oracle system</li> <li>● Clinically extremely vulnerable children to follow advice outlined in their individual letters.</li> </ul>	<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>DSLs</p> <p>HT</p> <p>SLT</p>	<p>Jan 21</p> <p>Mar 21</p> <p>Ongoing</p> <p>Jan 21 March 21 Sept</p>	
<p><b>Black, Asian and Minority Ethnic Groups (BAME)</b></p>	<p>Evidence suggests that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately</p>	<ul style="list-style-type: none"> <li>● Risk assessment undertaken with BAME staff members using Individual Risk Assessment form. <ul style="list-style-type: none"> <li>● Risk assessments completed for Black, Asian and Minority Ethnic staff members</li> </ul> </li> </ul>	<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>HT</p> <p>DHT</p> <p>Admin/SLT</p>	<p>Ongoing</p> <p>Sept - reviewed in Jan 21 and Feb 21</p>	

	affected by COVID-19.	<ul style="list-style-type: none"><li>● Staff travel – guidance issued to all, Camden bike scheme shared with staff. Travel options shared with all staff.</li><li>● 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.</li><li>● Conversations with individual staff where required. Advised to consult with GP where necessary.</li></ul>	Staff directed to government guidance regarding testing. <b>who are extremely clinically vulnerable.</b>			
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<p><b>Possible transmission of the virus through person to person contact.</b></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 <a href="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</a></p> <p><b>SYSTEMS OF CONTROL</b></p> <p><b>Prevention</b></p> <p><b>You must always:</b></p> <ol style="list-style-type: none"> <li><b>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</b></li> <li><b>2) Ensure face coverings are used in recommended circumstances.</b></li> <li><b>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</b></li> <li><b>4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</b></li> <li><b>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</b></li> <li><b>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</b></li> <li><b>7) Keep occupied spaces well ventilated. In specific circumstances:</b></li> <li><b>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</b></li> <li><b>9) Promote and engage in asymptomatic testing, where available. Response to any infection You must always:</b></li> <li><b>10) Promote and engage with the NHS Test and Trace process.</b></li> <li><b>11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.</b></li> <li><b>12) Contain any outbreak by following local health protection team advice.</b></li> </ol> <p><b>Supporting social distancing in the workplace:</b></p>	<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>	
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<p><b>PREVENTION:</b></p> <p><b>Personal Hygiene</b></p>		<ul style="list-style-type: none"> <li>● Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up.</li> <li>● Ensure soap and hand towels are regularly topped up at all washing stations.</li> <li>● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>● Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.</li> <li>● Site staff to regularly clean the hand washing facilities.</li> <li>● Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</li> <li>● Tissues will be provided for classrooms. Staff to replenish as needed.</li> <li>● Ensure lidded bins are provided for tissues in every classroom.</li> <li>● 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.</li> </ul> <p><b>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.</b></p> <ul style="list-style-type: none"> <li>- 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 social distancing between the child and other children, where possible.</li> </ul>	<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>	

		<ul style="list-style-type: none"> <li>- Timetable adapted to facilitate bubble groups. Shared resources minimised.</li> <li>- Allocated stairwell for year group bubbles. Infant building – no stairwell. Allocated entrances and exit for each year group. (See map)</li> <li>- 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.</li> <li>- Children to wash hands following toilet use, and again on return to their classrooms.</li> <li>- Use of outdoor spaces including Earth Kitchen, pitch etc permitted but timetabled and cleaned regularly.</li> <li>- Colour coded equipment bags for each class bubble.</li> <li>- Play zones established in separate playgrounds to reduce contact between <b>year group</b> bubbles.</li> <li>- Shared offices – considerations for moving furniture to allow for 2m social distancing or opportunities to work in other spaces offered.</li> </ul>		<p>SLT</p> <p>CB</p> <p>All staff</p> <p>All staff</p>	<p>Sept</p> <p>Sept</p> <p>Ongoing</p> <p>Apr 21</p> <p>Jan 21</p>	
<b>PREVENTION: Enhanced Cleaning</b>		<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.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></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>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>● Wear disposable gloves and apron</li> <li>● Wash their hands with soap and water once they remove their gloves and apron</li> <li>● Fluid resistant surgical mask if splashing likely</li> <li>● Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</li> </ul> <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><b>PREVENTION:</b></p> <p><b>Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc</b></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"> <li>- Water bottles already provided –spares available in office.</li> <li>- Fountains not in use.</li> </ul> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p><b>Activities and resources - for children accessing the school provision</b></p> <ul style="list-style-type: none"> <li>● Re-plan activities to avoid shared resources.</li> <li>● 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.</li> <li>● Individual tabletop trays and pencil cases for each child in school.</li> </ul> <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"> <li>- Staff procedure shared regarding hygiene systems. ICT equipment wiped at the end of day. <b>Children in KS2 provision to each have their own allocated laptop for working on, clearly labelled.</b></li> </ul> <p><b>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.</b></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><b>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.</b></p> <p><b>Online marking policy updated to focus on verbal and electronic feedback.. Verbal/video feedback using Google Classrooms</b></p> <p><b>Home learning to be set online (Google Classrooms)</b></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>	
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<p><b>Managing cases of confirmed coronavirus in a setting</b></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 <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>Other members of their household (including any siblings) should self-isolate for <b>10 days</b> from when the symptomatic person first had symptoms.</li> <li>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</li> <li>If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> 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.</li> </ul> <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 <b>10 days</b>.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<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><b>LFD tests available to all households for regular, asymptomatic testing</b></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>	
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<p><b>Testing and contact tracing</b></p>	<p>Staff, Pupils, visitors, contactors, families</p>	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</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"> <li>• <a href="#">book a test</a> 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.</li> <li>• 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 &amp; Trace</li> <li>• <a href="#">Self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <a href="#">NHS testing and tracing for coronavirus website</a>, 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.</li> <li>• 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.</li> </ul> <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><b>LATERAL FLOW TESTS</b></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. <a href="https://outlook.office365.com/owa/calendar/CamdenCOVIDrapidtesting%40camden.gov.uk/bookings/">https://outlook.office365.com/owa/calendar/CamdenCOVIDrapidtesting%40camden.gov.uk/bookings/</a></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>	
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		<p>have a PCR test, following the booking guidelines. See Lateral Flow risk assessment. Results to be recorded in three ways:</p> <p>1.) The school MIS system - Arbor</p> <p>2.) The NHS reporting website <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></p> <p>3.) NHS email then emailed to dedicated school email address <a href="mailto:c19@torriano.camden.sch.uk">c19@torriano.camden.sch.uk</a> with the results.</p> <ul style="list-style-type: none"> <li>All staff have access to LFD home testing twice weekly</li> <li>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 <a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</a></li> </ul> <p>School to take part in lateral flow home kits pilot scheme. Tests to be available to all families for Summer term.</p>	<p>All staff to be informed during Inset of testing changes. week 11th Jan 21</p> <p>Consent to be obtained from all staff before testing</p> <p>SLT Webinar for training 18th Jan</p> <p>Parents informed of lateral flow test availability in newsletter 5th March</p> <p>Lateral flow test surveys to be sent to all families. System for distribution planned for.</p>	<p>Commencing from 18th January</p> <p>From week of 22nd January</p> <p>March 21</p> <p>April 21</p>		
<b>Communication to parents and carers</b>	Staff, Pupils, visitors, contactors	<ul style="list-style-type: none"> <li>Protocol in place and includes:</li> <li>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.</li> <li>Children unable to attend school due to self-isolation will be educated remotely using online learning.</li> <li>Parents advised to wear a mask on school grounds and follow a one way system at collection and drop off.</li> </ul>	<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>Weekly and as required</p> <p>Feb 21</p>	

		<ul style="list-style-type: none"> <li>● Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>● 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)</li> <li>● Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>● Parent webinar on Test and Trace systems</li> <li>● 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.</li> <li>● Letter from PHE distributed to parents when available. Weekly coronavirus update shared via newsletter.</li> <li>● SLT daily briefing and staff CPD. Headteacher weekly staff update email signposting to relevant guidance.</li> <li>● Signs and posters placed in the foyer and around the school building. Parents/carers to be advised to follow guidance below</li> <li>● <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></li> <li>● Regular updates for staff on Test and Trace procedures.</li> <li>● <b>Online Acceptable Use Policy created shared with parents, teachers and support staff and signed.</b></li> <li>● <b>Lateral Flow Home Testing Kits pilot scheme communicated to families - survey for uptake.</b></li> </ul>		SLT	As required	
				PHT/HT	Half-termly	
			Survey results to be analysed and distribution to be planned.	SLT	Feb 21	April 21



		<ul style="list-style-type: none"> <li>● Staff trained on hygiene protocols to eliminate cross-infection risks</li> <li>● Age appropriate instruction provided to pupils on hand washing methods</li> <li>● 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 <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>● 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 into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li> <li>● 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.</li> <li>● All PTA and community events cancelled e.g. summer fair. See school schedule document regarding adjustments to school events and parent communication.</li> <li>● Installation of barriers at main gates, restricted areas to be indicated with barrier tape to ensure compliance.</li> <li>● Signage to be displayed across the school.</li> <li>● 1 parent collect/drop off – already in place and trialed with current key worker/vulnerable group. Exceptions made for EYFS or particular vulnerable children.</li> <li>● <a href="#">Parents advised to wear a face covering on school grounds and follow a one way system at collection and drop off.</a></li> <li>● Additional signage and wall mounted hand gel dispensers in use throughout the site</li> <li>● <a href="#">Reminders communicated to parents to phone/email where possible.</a></li> </ul>	<p>Adjustments to PE – no contact sport, outdoor activities where possible.</p> <p><a href="#">Timetable established for all communal activities and breaks</a></p> <p>Markers, visual maps, signs for parents regarding school access.</p> <p><a href="#">Map to be reissued in March 21 to remind parents.</a></p>	<p>Class teachers</p> <p>All</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>HT</p> <p>SLT</p> <p>SSO</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Daily</p> <p>Sept</p> <p>Sept</p> <p>Oct &amp; ongoing</p> <p>Sept &amp; ongoing</p> <p>Sept</p> <p>Sept</p> <p>Sept</p>	
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<b>Reception areas</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Telephone appointments/emails to office where possible to minimise queues at reception</li> <li>• Screens in place to separate staff and/or demarcation in place to maintain adequate social distancing</li> <li>• Notices to maintain social distancing displayed</li> <li>• Sanitisation / hand washing protocols to be observed when handling deliveries.</li> <li>• Enhanced cleaning regime in place at reception and all school settings in line with <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Secure door system to allow only 2 parents into foyer at a time and to remain socially distant.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Only essential visitors are allowed onto the school site.</li> <li>• 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.</li> <li>• Signage in reception regarding good hygiene.</li> <li>• A record should be kept of all visitors</li> <li>• Payments made online rather than in person</li> <li>• Meetings to be held remotely where possible</li> <li>• Queuing to be minimised where reasonably practicable</li> <li>• <b>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</b></li> </ul>	<ul style="list-style-type: none"> <li>• Personal deliveries to be limited</li> <li>• New system required for returning of lost property.</li> </ul>	Admin	Ongoing	
				Admin	Ongoing	
				Ridgecrest	Ongoing	
				All staff	Ongoing	
					Mar 21	
<b>Staff Areas</b>	Staff, contractors, visitors	<ul style="list-style-type: none"> <li>• Social distancing guidelines to be applied</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Minimise sharing of items</li> <li>• Items to be sanitised before sharing / re-use by another person</li> <li>• Handwashing /sanitisation protocols to be followed</li> <li>• Alternative staff areas designated- eg during staff lunchtimes</li> </ul>		All staff	Ongoing	

		<ul style="list-style-type: none"> <li>Staff meetings/CPD to continue via Zoom meeting</li> </ul>				
<b>Corridors / staircases</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>Demarcation of adequate social distancing where queuing is expected.</li> <li>Pictorial notices to maintain social distancing displayed</li> <li>One-way systems introduced where reasonably practicable</li> <li>Increased natural ventilation by opening windows</li> <li>Reduce need for children to regularly leave the classroom where possible (containment/non mixing)</li> <li>Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection.</li> </ul>	<ul style="list-style-type: none"> <li>Reschedule contractor visits (unless emergency situation) to times when pupils are not present</li> </ul>	SLT/ SBM	ongoing	
<b>Classrooms</b>	Staff, pupils, contractors	<ul style="list-style-type: none"> <li>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></li> <li>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.</li> <li>Tables / desks taken out of use to maintain safe distance e.g. cordon off / remove chairs, where possible</li> <li>Pictorial notices to maintain social distancing displayed</li> <li>Increased natural ventilation and avoid rooms with no natural ventilation where possible.</li> <li>Soft play / furnishing and items with intricate parts removed (Early years settings)</li> <li>Increased cleaning frequencies of hard surfaces/emptying of bins</li> <li>Classroom based resources, such as books and games, can be used and shared within the bubble and these should be cleaned regularly</li> <li>Resources that are shared between classes or bubbles, such as Sports, Art and Science equipment should be cleaned frequently</li> </ul>	<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	Jan 21	
				Ridgecrest	Ongoing	
				Ridgecrest /SSO	Ongoing	
				CB	Daily	

<p><b>Early Years Setting</b></p>		<p>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.</p> <ul style="list-style-type: none"> <li>• Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice</li> <li>• Items to be sanitised before sharing / re-use by another person</li> <li>• Teachers / support staff to ensure they clean their hands and surfaces, before and after handling pupils' books.</li> </ul> <p><b>EARLY YEARS</b></p> <p>- 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> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• children wash their hands thoroughly before and after messy play</li> <li>• frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group.</li> </ul>		<p>SLT EYFS lead</p> <p>HT, SLT</p>	<p>Ongoing</p> <p>December 2020</p> <p>Jan 2021 onwards To be reviewed regularly</p> <p>March 21</p>	
<p><b>Online Blended Learning</b></p>	<p>Staff, pupils, parents</p>	<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><a href="https://docs.google.com/document/d/1GYwulU1xqgcZ4V1xHWoh8Hxvj_vskkAK/edit">https://docs.google.com/document/d/1GYwulU1xqgcZ4V1xHWoh8Hxvj_vskkAK/edit</a></p>	<p>Inset programme amended to continue to allow staff training in online pedagogy</p>	<p>SLT,</p>	<p>Ongoing from January 21</p>	
<p><b>Wraparound care</b></p>	<p>Staff, pupils, parents</p>	<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>Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:</p>	<p>SLT</p>	<p>March 21</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"> <li>• the provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>• the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>• 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</li> </ul> <p>All children to be able to access Active Club every week, in their class bubbles. Run by school PE Lead PE Clubs to be offered to some children in their year group bubbles - outside only. Run by outside coaches who have copies of the school risk assessment and follow the school procedures</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• encourage them to check providers have put in place their own protective measures</li> <li>• send them the link to the guidance for parents and carers Advised in March newsletter</li> </ul> <p>New club timetable communicated to staff. Parents sign up for relevant clubs.</p>	SLT & PE Lead	April 21	
<b>Lunch times</b>	Staff, pupils, contractors,	<ul style="list-style-type: none"> <li>• Staggered lunch times to keep groups apart</li> <li>• Social distancing guidelines to be applied</li> <li>• Adequate supervision ratios to enforce social distancing guidelines</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Hand washing / sanitisation prior to food consumption – children to be supervised</li> <li>• Increased cleaning frequencies of hard surfaces.</li> <li>• Minimise sharing of items and crockery</li> <li>• Items to be washed / sanitised before sharing / re-use by another person</li> <li>• 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.</li> </ul>	<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>	SLT/Caterlink	Ongoing	Jan 21

		<ul style="list-style-type: none"> <li>● Hand washing schedule for lunch time, before and after eating.</li> <li>● 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.</li> <li>● Packed lunch bags to be kept with the child in class until lunch time.</li> <li>● 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.</li> <li>● Lunch payments – via Arbor where possible. Contactless in the main office.</li> <li>● Cups of water to be pre-filled on the lunch table by the catering staff when providing cutlery.</li> <li>● Caterlink staff responsible for waste disposal.</li> </ul>		<p>Caterlink</p> <p>Caterlink</p> <p>Caterlink</p> <p>All staff</p>		
<b>Music lessons</b>	Staff pupils	<ul style="list-style-type: none"> <li>● School to continue teaching music, dance and drama as part of the school curriculum, especially as this builds pupils' confidence and supports their wellbeing.</li> <li>● There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</li> <li>● Continue to engage peripatetic teachers during this period, including staff from music education hubs. Regular lateral flow tests available to them</li> <li>● No school performances.</li> <li>● 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.</li> <li>● 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.</li> </ul>	New guidance communicated and shared with music teachers.	Music teacher SLT	March 21	

		<ul style="list-style-type: none"> <li>● If the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</li> <li>● Pupils should use seating where practical to help maintain social distancing.</li> <li>● 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.</li> <li>● All to avoid sharing equipment wherever possible.</li> <li>● Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.</li> <li>● If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5</a></li> <li>● Instruments should be cleaned by the pupils playing them, where possible.</li> </ul> <p><b>Suggested principles of safer singing</b></p>		All staff	March 21	
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		<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> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Singing takes place only in larger well-ventilated spaces, or outdoors.</li> <li>3. Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available.</li> <li>4. Limited numbers of people sing together.</li> <li>5. 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 <a href="#">COVID-19 guidance for the performing arts</a> are applied)</li> </ol>				
<b>Physical activity</b>	Staff, pupils	<ul style="list-style-type: none"> <li>● Pupils should be kept in consistent class groups for PE lessons and activities.</li> <li>● Sports equipment thoroughly cleaned between each use by different individual groups.</li> <li>● For sport provision, outdoor sports should be prioritised where possible using the school grounds.</li> <li>● Each class to have it's own bag of PE equipment.</li> </ul>	PE timetable to be updated	PE Lead	March 21	

		<ul style="list-style-type: none"> <li>Clearly timetabled PE lessons to allow all children access to pitch and equipment</li> <li>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.</li> <li>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</li> <li>Children to play together in year group bubbles when outside for playtimes.</li> <li>Early Years to play together outside in a bubble.</li> </ul>	Playground rotas to be updated.	SLT	April 21	
<b>Hall / assemblies</b>	Staff, pupils, Contractors,	<ul style="list-style-type: none"> <li>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</li> <li>Social distancing guidelines to be applied, where possible</li> <li>Adequate supervision ratios</li> <li>Pictorial notices to maintain social distancing displayed</li> <li>One-way systems introduced where reasonably practicable</li> <li>Enhanced cleaning regime in place to clean hard surfaces in between groups.</li> <li>Utilise outdoor spaces for PE where practicable.</li> <li>Addendum to behavior policy to be provided to governors</li> <li>All assemblies to take place online via Zoom.</li> </ul>	<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	
<b>Toilets</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>Entry into WC to be controlled</li> <li>Pictorial notices to maintain social distancing displayed</li> <li>Children to remain in team 'bubbles'</li> <li>Hand washing protocol increased to before and after use of toilet facilities</li> <li>Hand washing poster displayed in all WCs</li> <li>Increased cleaning protocols</li> </ul>	Maintain staff bubble toilets and revert to class allocated facilities	SLT	Ongoing	
<b>School Kitchens / school meal provision</b>	Staff, pupils, contractors	<ul style="list-style-type: none"> <li>Staggered lunch and break times</li> <li>Social distancing guidelines to be applied</li> <li>Handwashing /sanitisation protocols to be followed</li> <li>Increased cleaning frequencies of hard surfaces.</li> </ul>	<p>See above</p> <p>Caterlink risk assessments provided</p>	SLT Caterlink	Ongoing	

		<ul style="list-style-type: none"> <li>• Work with school meal providers (Caterlink) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils</li> <li>• Combination of packed lunches / hot meal provision to minimise dining room traffic / volume</li> </ul>				
<b>Break times</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• Staggered break times to minimise mixing of groups</li> <li>• Playground to be sectorised to help keep groups separate</li> <li>• Social distancing to be implemented to minimise contact with other groups</li> <li>• Adequate supervision ratios to monitor social distancing</li> <li>• Rotate indoor / outdoor play to minimise contact</li> <li>• One-way systems introduced where reasonably practicable</li> <li>• Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces</li> <li>• Soft play items removed (early years settings)</li> <li>• Water fountains taken out of use – individual water bottles/disposable cups to be used</li> <li>• Rigorous cleaning regimes to be introduced between groups.</li> <li>• <b>Maximum of 6 staff members permitted in the staff room at a time.</b></li> <li>• <b>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.</b></li> <li>• <b>4 staffrooms to be in operation</b></li> </ul>	<p>Playground rota to be reviewed to accommodate larger class bubbles in playground zones.</p> <p>New equipment bags for class bubbles</p> <p>Regular cleaning of outdoor equipment</p> <p><b>Extra facilities for making hot drinks provided around the school. Cleaning of communal areas, in line with guidance.</b></p>	SLT  Playground supervisors	Ongoing  <b>Jan 21</b>	
<b>Fire drills / Emergency situations</b>	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> <li>• Adequate numbers of trained staff to safely evacuate all personnel on the school premises</li> <li>• Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable</li> <li>• Fire drill to be undertaken as soon as possible after re-occupation</li> </ul>	<p>Fire evacuation – exits remains the same however, location for lining up updated to include front and back playground . <b>Drill to take place in spring term.</b></p> <p><b>Drill to take place in Spring 2 once children all return.</b></p>	SSO/HT	Ongoing	
<b>First Aid</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• Adequate numbers of trained staff to administer First Aid</li> <li>• Check First Aid boxes content and facilities available</li> <li>• Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable</li> </ul>	<p>First aiders update on hygiene procedures during Covid epidemic and location of isolation room and procedures.</p>	HT/DHT/PCL	Sept & Ongoing	



		<ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> <li>• 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</li> <li>• 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• DSL to check in with self-isolating families or those waiting for test results. Welfare checks continuing.</li> <li>• Parents / carers to email designated <a href="mailto:c19@torriano.camden.sch.uk">c19@torriano.camden.sch.uk</a> with Covid test results and updates</li> </ul>	<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. Confirmation via survey of having read guidance. 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 21</p> <p>Ongoing</p> <p>From Jan 21</p> <p>Ongoing</p>	
<b>School Trips</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• School trips will not take place currently - including trips to the local area.</li> </ul>	Adjustment of curriculum units to accommodate online experiences only.	Teaching staff	March 21	
<b>Reoccupation of areas which have not been in use as frequently during lockdown.</b>	<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 and safety devices to ensure they are</p>	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards.</p> <ul style="list-style-type: none"> <li>• Building services maintained in accordance with the PPM schedule:</li> <li>• Maintenance checks of plant and equipment undertaken – including school kitchen equipment.</li> <li>• Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> <li>○ Fire alarm panel status green</li> <li>○ Fire call points operational</li> <li>○ Emergency lighting operational</li> <li>○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained</li> </ul> </li> <li>• Gas systems maintained</li> </ul>	<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	

	in full working order is required.	<ul style="list-style-type: none"> <li>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</li> <li>Electrical equipment and systems maintained</li> <li>Electrical gate systems maintained</li> <li>Lifts and lifting equipment/hoists maintained</li> <li>Ventilation / air conditioning / extraction systems maintained</li> <li>Asbestos management arrangements in place</li> <li>Boiler room plant inspected / maintained</li> <li>Fume cupboards maintenance up to date (Secondary schools only)</li> <li>Identify and remedy possible vermin infestations.</li> </ul>	<ul style="list-style-type: none"> <li>Where possible, temporarily raise the hot water temperature (prior to wider re-occupation which will provide a disinfection of the system.</li> <li>Staff to be made aware of increased temperatures.</li> </ul>			
<b>Fire Safety</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>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.</li> <li>Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary</li> <li>Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	SSO	Jan	
<b>Passenger Lifts</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>Procedure in place for control of access to lifts</li> <li>Increased Hygiene protocols introduced</li> </ul>	Only one passenger permitted in lift at any one time	SSO	Sept	
<b>COSHH Cleaning / Sanitisation products</b>	Staff, Pupils  Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no harmful effects	<ul style="list-style-type: none"> <li>Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> <li>Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times</li> <li>Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place.</li> </ul>		SSO/Ridge crest	August - Ongoing	

	arise from cleaning/sanitising product					
<b>Dealing with / clearing up with Body Fluids</b>	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"> <li>○ 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</li> <li>○ PPE and waste disposal protocols to be followed (double bag waste)</li> <li>○ Handwashing protocols to be followed</li> </ul>	Constant review PPE and first aid procedures, including disposal of hazardous waste	HT/DHT	Ongoing from Sept 20	
<b>Business Continuity</b>	Staff, pupils	<ul style="list-style-type: none"> <li>● Schools Business Continuity Plan reviewed to include COVID-19 related risks</li> <li>● Contingency Plans to be developed for school recovery in the event of local lockdown being initiated</li> <li>● See updated business continuity plan as provided by LA</li> </ul>	To be reviewed in Spring FGB	SBM	Ongoing	
<b>Contractors and Visitors</b>		<ul style="list-style-type: none"> <li>● 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.</li> <li>● Where visits can happen outside of school hours, they should.</li> <li>● Site inductions are to be carried out following social distancing principles</li> <li>● All contractors will be informed before entering school regarding social distancing and good hygiene control measures.</li> <li>● Staff and contractors are to maintain a safe distance between themselves and others.</li> <li>● All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</li> <li>● Agree approach to scheduled / ongoing building works.</li> </ul>	<p>Camden FM &amp; 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> <p>Small delivery items to be left at the office door. Larger deliveries left in the foyer at a safe distance.</p>	SBM	Jan 21 Ongoing	

		<ul style="list-style-type: none"> <li>Settings to seek confirmation of the contractor's method statement / risk assessment.</li> <li>Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus.</li> <li>A record should be kept of all visitors.</li> <li>Waste collection entry separate to school entrance</li> <li>Sign in system – continue to use but admin to wipe down regularly. Signs and hand gel provided upon sign in.</li> </ul>				
<b>Mental Wellbeing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Schools mental wellbeing and support mechanisms for staff and pupils reviewed</li> <li>Staff to be reminded of Employee Assistance Programme <ul style="list-style-type: none"> <li>Additional CAMHS and MHST support in school and via webinar for parents</li> </ul> </li> <li>Sign in system – continue to use but admin to wipe down regularly. Signs and hand gel provided upon sign in.</li> </ul>	<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	
<b>Adherence to rules within school</b>	Pupils, parents, staff	<ul style="list-style-type: none"> <li>Behaviour policy reviewed</li> <li>Communicate the rules to staff, students and parents - reminders on return to school</li> <li>Reinforce any new rules through daily teacher reminders</li> <li>Display the new rules prominently through the school and at the gate</li> </ul>	Teachers to continue to use behaviour management policies through online teaching.	RO SLT	Sept March 21 Jan 21	
<b>Taking Fees</b>	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>