

Action Plan - Schools COVID-19 - Preparing and implementing protective measures – CWI 015 010/3

Completion of this action plan will help to inform your decisions and control measures for the risk assessment for your school and help to ensure that the detail has been covered, providing assurance that GOV.UK guidance has been followed.

Person completing action plan: **SARAH GRIFFIN**

School: **ST JOHN FISHER CATHOLIC PRIMARY SCHOOL**

Date: **05/01/2021**

		Applied Yes or No	Action Taken/Notes by Whom/when	Status
1.Risk assessment and consultation with staff and provision of staff wellbeing	<p>Every setting should carry out a risk assessment or update their existing risk assessments to reflect the associated risks of wider opening. The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.</p> <p>This action plan assists with informing your decisions and control measures for your Corporate Covid-19 risk assessment.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p><i>HEAD TEACHER</i> <i>ASSISTANT HEAD</i> <i>TEACHERS</i> <i>SLT</i> <i>GOVERNORS</i></p>	ONGOING WORKING DOCUMENT
	<p>Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p><i>HEAD TEACHER</i> <i>ASSISTANT HEAD</i> <i>TEACHERS</i> <i>SLT</i> <i>GOVERNORS</i></p>	ONGOING WORKING DOCUMENT

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	<p>Share the results of risk assessment with staff</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS</p>	<p>STAFF CPD WEEK 1ST JUNE</p>
	<p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS</p>	<p>STAFF CPD WEEK 1ST JUNE</p>
	<p>Staff workload and wellbeing Governing boards and senior leaders should be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.</p> <p>Workload should be carefully managed and schools should assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. Senior leaders and boards will want to factor this into their resource and curriculum planning, and consider where additional resource could be safely brought in if necessary.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS</p> <p>GOVERNORS</p>	<p>GOVERNOR MEETING 19/5/2020</p>
<p>2. Occupancy of classrooms, corridors and communal areas.</p> <p>Social distancing</p> <p>Taking of play breaks and lunch</p>	<p>Social distancing of 2-metres between persons to be maintained at all times by a temporary cap on numbers attending and smaller group sizes which can be achieved by cutting the class in half or by a third, dependent on the rooms being sufficiently large enough to maintain a 2-metre social distance even with the smaller group sizes. Government guidance suggests no more than 15 pupils per classroom.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS ADMIN TEAM CLEANERS KITCHEN STAFF</p>	<p>STAFF CPD</p> <p>WEEK 1ST JUNE 2020</p>

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	<p>The reduction in pupils attending allows social distancing to be maintained and for staffing levels to be sufficient to cope with attendees.</p> <p>Use of the largest classrooms is advised. Small groups with one teacher used (and, if needed, a teaching assistant).</p> <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT
	<p>Organise small class groups.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT AND ROTA SPREADSHEET</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS SLT	CONTROLLED PHASED RETURN MONITORING BY HT/AHT
	<p>Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days,</p> <p>SEE SJF COVID 19 RISK ASSESSMENT AND ROTA SPREADSHEET</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS	CONTROLLED PHASED RETURN MONITORING BY HT/AHT
	<p>Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>It may be appropriate for children to sit at the same desk each day.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS	CONTROLLED PHASED RETURN MONITORING BY HT/AHT

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	<p>Organise classrooms and other learning environments, maintaining space between seats and desks where possible</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT</p>
	<p>Refresh the timetable:</p> <ul style="list-style-type: none"> • decide which lessons or activities will be delivered • consider which lessons or classroom activities could take place outdoors • use the timetable and selection of classroom or other learning environment to reduce movement around the school or building • stagger assembly groups • stagger break times (including lunch), so that all children are not moving around the school at the same time • tables cleaned between each lunch group, if such measures are not possible, children should bring their own lunch to eat in their classroom • stagger drop-off and collection times • consider how best to supplement remote education with some face to face support for students • plan parents' drop-off and pick-up protocols that minimise adult to adult contact <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT</p>

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	<p>Childcare settings or early years groups in school should:</p> <ul style="list-style-type: none"> consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT
	<p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<i>CLASS TEACHER TEACHING ASSISTANTS</i>	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT
	<p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<i>CLASS TEACHER TEACHING ASSISTANTS</i>	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT

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	<p>Open doors where possible to avoid touching, being mindful of fire compartmentalisation</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT</p>
	<p>Where possible, outdoor or well-ventilated spaces within school grounds could be utilised for lessons and use of accessing rooms directly from outside used where possible.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT SLT</p>
	<p>Toilets must have limits on the number of children able to enter the facility at one time. Note: Some children will need additional support, for example, routes around school marked in braille or with other meaningful symbols and social stories given to support them in understanding how to follow rules.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY ALL STAFF</p>

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	<p>If the school cannot achieve these small groups at any point the School should discuss options with the Education Team EIS@bexley.gov.uk with assistance from Corporate Health and Safety. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups.</p>			
	<p>Reduce movement around the school and stagger any assembly groups and break times so that all children are not moving around the school at the same time.</p> <p style="color: purple;">SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p><i>CLASS TEACHER</i> <i>TEACHING ASSISTANTS</i></p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT</p>
	<p>Put in place one-way circulation where possible or place a divider down the middle of the corridor to keep groups apart.</p> <p style="color: purple;">SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY ALL STAFF</p>

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	<p>For physical activity lessons, avoid group games.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>CLASS TEACHER TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>
	<p>Stagger use of staff rooms and limit occupancy.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT SLT</p>
	<p>Review of the school's pupil behaviour policy to ensure that it covers COVID-19-related incidents for sanctions and exclusions where a child wilfully refuses to follow arrangements of social distancing, deliberately coughs or spits at pupils or staff, or incidents of assault and violence, putting others at risk.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT SLT</p>

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	<p>For children who normally receive SEND or EHE support, they will require a personal risk assessment.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT SENCO</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT SLT/SENCO</p>
<p>3. Protecting extremely clinically vulnerable adults and children</p>	<p>Shielded and clinically vulnerable children and young people - For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been <u>classed as clinically extremely vulnerable due to pre-existing medical conditions</u> have been advised to shield. It is not expecting these children to be attending school and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT ADMIN TEAM</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT SLT</p>
	<p>Shielded and clinically vulnerable adults - Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u> for more advice. Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <u>Staying at home and away from others (social distancing) guidance</u> have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT ADMIN TEAM</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT SLT ONGOING</p>

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	<p>If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <p style="color: purple;">SEE SJF COVID 19 RISK ASSESSMENT</p>		<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT ADMIN TEAM</p>	<p>WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT SLT</p>
	<p>Living with a shielded or clinically vulnerable person - If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p> <p style="color: purple;">SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT ADMIN TEAM</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT SLT</p>
	<p>If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home.</p> <p style="color: purple;">SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS SLT ADMIN TEAM</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT SLT</p>

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4. Use of public transport to reach school Use of school or coach transport provision	<p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p style="color: purple;">SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS SLT ADMIN TEAM	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT SLT
	<p>Encouraging parents and children and young people to walk or cycle to their education setting where possible</p> <p style="color: purple;">SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS SLT ADMIN TEAM	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT SLT
	<p>Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel</p> <p style="color: purple;">SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS SLT ADMIN TEAM	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT SLT

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	<p>Ensuring that transport arrangements cater for any changes to start and finish times</p> <p>N/A</p>	
	<p>Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>N/A</p>	
	<p>Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p> <p>N/A</p>	
	<p>Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</p> <p>N/A</p>	
	<p>Assessment of the availability of school transport, including transport for pupils with special needs is required. Assess the arrangements being made by the transport providers for compliance with social distancing and hygiene.</p> <p>N/A</p>	
	<p>Local authorities or transport providers could consider the following:</p>	
	<ul style="list-style-type: none"> guidance or training for school transport colleagues <p>N/A</p>	
<p>Uncontrolled when printed</p>	<p>Page 12 of 32</p>	<p>Version 1 20-5-20</p>

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	<ul style="list-style-type: none"> substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers <p>N/A</p>	
	<ul style="list-style-type: none"> cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out <p>N/A</p>	
	<p>Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p> <p>N/A</p>	
	<p>Encouraging parents and children and young people to walk or cycle to their education setting where possible</p> <p>N/A</p>	
	<p>Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel</p> <p>N/A</p>	
	<p>Ensuring that transport arrangements cater for any changes to start and finish times</p> <p>N/A</p>	

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	<p>Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>N/A</p>			
<p>5. Cleaning and hand washing facilities</p>	<p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	<p>YES</p>	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS ADMIN TEAM CLEANERS KITCHEN STAFF</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT</p>
	<p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	<p>YES</p>	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT</p> <p>CLEANERS</p>	<p>ONGOING WORKING DOCUMENT</p> <p>CONTROLLED PHASED RETURN</p> <p>MONITORING BY HT/AHT</p>
	<p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	<p>YES</p>	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS CLEANERS</p>	<p>ONGOING WORKING DOCUMENT</p> <p>MONITORING BY HT/AHT</p>

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	<p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning • switch off hand dryers which can spread microbes and provide paper towels • clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing • are encouraged not to touch their mouth, eyes and nose <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
	<p>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
	<p>Ensure that help is available for children and young people who have trouble cleaning their hands independently</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
	<p>Consider how to encourage young children to learn and practise these habits through games, songs and repetition</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT

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	<p>Ensure that bins for tissues are emptied throughout the day</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
	<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
	<p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
	<p>Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>

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	<p>There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
6 Shared resources	<p>By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
	<p>Prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
	<p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS -SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>

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<p>7 Discovery of ill-health, temperature testing and tracing</p>	<p>The government is developing a new national test and trace programme.</p> <p>This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms.</p> <p>This programme will play an important role in helping to minimise the spread of coronavirus in the future.</p> <p>It will also include more traditional methods of contact tracing if a child, young person or parent tests positive.</p> <p>This could include, for example, direct discussion with parents and schools or colleges on recent contacts.</p> <p>The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed.</p> <p>They will play an important part in tracing the contacts of those with coronavirus, including children.</p>	<p>UN KNOWN</p>	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT CLASS TEACHERS TEACHING ASSISTANTS CLEANERS ADMIN TEAM KITCHEN STAFF</p>	<p>UN KNOWN</p>
	<p>If anyone in an education or childcare setting 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 the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	<p>YES</p>	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>

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	<p>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.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>
	<p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>
	<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>

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	<p>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</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>
	<p>If a member of staff has helped someone with symptoms, 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 (see 'What happens if there is a confirmed case of coronavirus in a setting?' below).</p> <p>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 the COVID-19: cleaning of non-healthcare settings guidance</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>
	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>

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	<p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT CLASS TEACHERS TEACHING ASSISTANTS</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>
	<p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>
	<p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>School must follow decontamination advice: the COVID-19: cleaning of non-healthcare settings guidance</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>

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	<p>Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus.</p> <p>Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.</p> <p>If anyone in the household develops a fever, or a new continuous cough, or a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT
	<p>When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus.</p> <p>This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT

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	<p>Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers.</p> <p>See the full list of essential workers. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>
<p>8. PPE</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. • A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM CLASS TEACHERS TEACHING ASSISTANTS CLEANERS KITCHEN STAFF</p>	<p>ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT</p>

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	<ul style="list-style-type: none"> A risk assessment for assisting those pupils should be carried out to identify PPE such as gloves, protective mask and apron that will be required. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM CLASS TEACHERS TEACHING ASSISTANTS CLEANERS KITCHEN STAFF	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT
	<p>Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE.</p> <p>Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT
	<p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including the use of PPE.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM CLASS TEACHERS TEACHING ASSISTANTS CLEANERS KITCHEN STAFF	ONGOING WORKING DOCUMENT CONTROLLED PHASED RETURN MONITORING BY HT/AHT

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<p>9. Emergency arrangements for first aid provision and CPR, fire marshals, buddies for PEEPs, Evac + chair personnel</p>	<p>Two-metre social distancing not applicable.</p> <p>First Aiders issued with masks and gloves. Review of the first aid risk assessment is required for each site. Do not carry out mouth to mouth resuscitation, just chest compressions. See guidance video from Resuscitation Council UK https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>All emergency personnel must practice good sanitation measures afterwards including washing hands.</p> <p>Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks.</p> <p>Must socially distance at any assembly point</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	<p>YES</p>	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM CLASS TEACHERS TEACHING ASSISTANTS CLEANERS</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
<p>10. Visitors and contractors on site.</p>	<p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	<p>YES</p>	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - SLT ADMIN TEAM</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>

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	<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
	<p>Reception tell visitors and contractors to socially distance upon entry to building, or use of notices to remind visitors.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
	<p>Visitors and contractors are by appointment only, and only allowed into the building for essential services.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
	<p>Contractor visits planned so they do not overlap with other contractors working in the same area. Also consider if work can be done out of hours when staff not in.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>
	<p>Revise signing in procedure so that Reception can sign the person in, to avoid the sharing of pens.</p> <p>SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	<p>HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM</p>	<p>ONGOING WORKING DOCUMENT MONITORING BY HT/AHT</p>

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	<p>Consider how visitor passes will be cleaned after each use if they are the variety that hangs around the neck.</p> <p style="color: purple;">SEE SJF COVID 19 RISK ASSESSMENT</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
11. Communication to parents.	Refer to Government publication on 'What parents and carers need to know 11 May 2020'	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
	Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
	Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT

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	Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
	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)	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
	Also think about engaging parents and children in education resources such as e-bug and PHE schools resources	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
	Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT

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	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including whether training is needed.	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT
12. Incident reporting procedures.	<p>First aiders report Covid-19 related incidents on 'My View' so that RIDDOR reporting requirements are met.</p> <p>Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE as a RIDDOR.</p> <p>Any member of staff who thinks they may have been exposed to Covid-19 from someone outside of the family (where isolation would normally be required), and is not themselves displaying any symptoms, is allowed to continue to work. That staff member must be mindful of the symptoms and act as soon as these appear. If symptoms present, they must self-isolate and their family members will also be required to isolate as per guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>School informs parents of any contact-related incidents between children or between children and staff and parents asked to monitor their child for symptoms. School head asks staff to monitor their own health for symptoms.</p>	YES	HEAD TEACHER ASSISTANT HEAD TEACHERS - ADMIN TEAM SBM CLASS TEACHERS TEACHING ASSISTANTS	ONGOING WORKING DOCUMENT MONITORING BY HT/AHT

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<p>13. Reopening building.</p> <p>Review arrangements for routine maintenance of the premises. Consider how social distancing is maintained and limit maintenance to regulatory requirements and emergencies. Risk assessment of any capital building works which were suspended during lockdown, are re-scheduled to start when the school reopens.</p> <p>Review the contractors' risk assessments in the context of government and public health guidance and the presence of staff and pupils on site. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p> <p>Buildings must remain safe to occupy and the site manager must treat the school as if it has been closed for the summer holidays. Schools should review their arrangements for all building-related systems but in particular:</p> <ul style="list-style-type: none"> • Hot and cold-water systems including tanks, sinks, basins, showers and drinking water outlets. • Assess drinking water arrangements for children. Do not drain down systems. • Increase outlet testing and flushing and temperature monitoring to maintain water hygiene and quality. • Record tests. 		<p>C O N F I R M E D</p>	<p>SBM TO ATTACH EVIDENCE OF CHECKS</p>	<p>ONGOING SBM TO SIGN OFF</p>
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SEE SJF RISK ASSESSMENT

SEE SJF RISK ASSESSMENT - SBM LEADS ON THIS

FLOWRITE LTD COMPLETED THIS MAY 2020

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	<ul style="list-style-type: none"> Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274. For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers. Flush all toilets that have not been used for more than 2 weeks Gas safety. Do not isolate gas supplies to boilers and hot water generation. To avoid leaks and build-up of fumes, only isolate gas supplies where not in use such as in science labs and school kitchens, otherwise leave supplies on. Kitchen equipment. Equipment that holds water for example, dishwashers, combination ovens - should be run through at least a full cleaning cycle per week. This is to remove scale build-up and standing water build-up to prevent possible bacteria growth. Fire safety. Review escape routes and continue to carry out weekly checks of fire alarms, call points and emergency lighting. Check fire doors are operational. Brief the children on how to evacuate and where to assemble, whilst maintaining social distancing at the assembly point. Security including access control and intruder alarm systems. All areas of the school should be kept secure. Further site security guidance is available. Access to certain closed areas should only be possible by relevant staff 		<p>FLOWRITE LTD COMPLETED THIS MAY 2020</p> <p>COMPLETED JANUARY 2021</p> <p>USED BY SCHOOL THROUGHOUT</p> <p>COMPLETED DEC 2020 - ONGOING</p> <p>SCHOOL HAVE MADE ADDITIONAL SECURITY PROVISIONS</p>
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STAFF INSET 6/1/2021

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