

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.



RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. During this evolving situation please monitor and follow government guidance given in the web links provided			
Establishment: Edwinstree Middle School	Assessment by: Jo Gant/ Paula Cox	Date:	
Risk assessment number/ref: RA-001	Manager Approval: Jo Gant	Date:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>All staff and students who have underlying health conditions to be discussed with the Head teacher prior to them entering the school.</p> <p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. Staff / children who live in a household with someone who is extremely clinically vulnerable should be supported to work / learn at home.</p> <p>Existing individual Health care plans in place for pupils/students and to be reviewed. All completed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p>	<p>List all isolating staff and Contact for health update. From June 2020 seek letter of confirmation of confirmation within the month.</p> <p>All staff spoken to, who are shielding and reviews gain to take at the end of June.</p>	SBM/HT NG	May 22 nd May	

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		<p>Staff Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2m social distancing. Not at this stage yet as staff still shielded. CB will be the first.</p> <p>Consider if these staff are able to work from home (supporting remote Education etc.) Considered and roles assigned except ME.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>	<p>Very clear messages sent and repeated weekly.</p> <p>All vulnerable staff are self-isolating and working from home not needed yet.</p> <p>N/A</p>			
<p>Suspected case whilst working on site</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>If a person displays symptoms of coronavirus : high temperature (37.8 or more) or a new continuous cough, they should: -</p> <p>Ensure SLT / Head are notified. Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p>	<p>Isolate in medical room or parent room if being used, await arrival of parent</p> <p>Same procedure for visitors.</p> <p>Office staff to confirm with all parents of children on site contact</p>			

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		<p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>All staff aware of protocol for sick pupils.</p> <p>Symptomatic staff should be excluded for 7 days from when symptoms started</p> <p>Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See</p>	<p>numbers and agreement that phones will be on.</p> <p>First aider to support – student to wait in medical room – overspill oval office. NG and wear PP.</p> <p>We have published and will continue to remind staff or protocols in our newsletter.</p> <p>PPE available in school more on order. Perspex shields on order</p> <p>All staff have been briefed and will</p>			

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		<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</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>Confirmed Coronavirus Test</p> <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>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>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</p>	<p>receive continuous weekly reminders.</p> <p>Site staff will be responsible for cleaning using PPE</p>			

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		<p>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>Testing As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the school.</p>				
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff and students/pupils to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable.</p> <p>Phased return from June 1st Identify likely numbers of pupils returning and staff resource. Pupils/ students split into small, consistent groups and kept in that same group throughout the day with the same staff assigned to that group (accepting subject specialisms will mean rotation at secondary level)</p> <p>Reduction in contact situations. No assemblies, events / school fairs, school trips etc. (Consider potential for leavers assembly to be held externally with adequate spacing, virtual assembly etc.)</p> <p>Extra-curricular clubs determine if these are essential and ensure delivery in line with social distancing requirements.</p>	<p>Separate Outside areas with 2 metre markers. Classrooms cleared or all surplus furniture etc. And desks arranged as far apart as possible but in many cases this is not two metres – criteria for 15 in class does not allow this.</p> <p>COWO completed via video links and</p>	<p>Grounds maintenance</p>	<p>May</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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		<p>Hiring and lettings suspended or risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.</p> <p>Breaks to be staggered.</p> <p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p> <p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.</p>	<p>in groups of 15 in class.</p> <p>No extra curricular clubs</p> <p>All Cancelled</p> <p>All Cancelled</p> <p>All Cancelled</p> <p>N/A</p> <p>Additional supplies including new soap and sanitiser Dispensers on order. Received and each classroom has an assigned</p>	<p>Site Manager</p> <p>Teaching Staff</p> <p>Site staff & MSA</p> <p>MP</p> <p>HT</p>	<p>Regularly</p> <p>Daily</p> <p>22/5/20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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		<p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. – placed in guidance for students video.</p> <p>All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p>	<p>wash station. Towels in classroom to check drying.</p> <p>Video to be shown to students regularly Students reminded every morning about essential hand washing</p> <p>Daily deep clean and spot cleaning before and after lunch</p> <p>Additional Stocks ordered</p> <p>Small wheelie bins on order one for each classroom. Black bin bags in classrooms.</p>			

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			<p>Additional supplies of soap, hand sanitiser</p> <p>Video played regularly to students reminding them of the importance of handwashing and distancing</p> <p>Parent & Staff Newsletter</p>			
<p>Access to & egress from site</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Completed through the newsletter but will speak to individuals who aren't following advice.</p>	<p>Students using buses to start 8.30. Staggered break and lunch and exit.</p> <p>All staff in school by 8.30. Students to access school by main entrance and bottom gate</p> <p>Parent Newsletter</p>	<p>HT</p>	<p>22/5/20</p>	<p>✓</p>

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		<p>Introduce visual aids to help parents socially distance / supervise entry and collection. Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene.</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>Signpost – sticky labels and field makers and photos of the changes to the school.</p> <p>Reviewed after first week and considered unnecessary</p> <p>No visitors to enter the school beyond reception</p> <p>Reception – One in one out. Signage? unnecessary very few visitors</p> <p>Staff newsletter</p>	<p>SBM</p> <p>HT</p>	<p>May</p> <p>22/5/20</p>	
<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p>	<p>Parent newsletter</p> <p>Meeting with Cleaners to train in key areas and additional measures.</p>	<p>HT</p> <p>SiteMan/SBM</p>	<p>22/5/20</p> <p>22/5/20</p> <p>Regularly/ daily</p>	

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	Spread of COVID 19	<p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. Maximum of 15 pupils but this group size this would only be possible in larger rooms. (DfE advice states primary aged children cannot be expected to remain 2 m apart; for secondary schools rearranging classrooms with sitting positions 2m apart is recommended).</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.) We have removed as much furniture as possible to get as close to two metres as possible.</p> <p>Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. Consider marking out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible. Re-plan lessons / activities to avoid shared resources.</p> <p>For secondary <u>science</u> and <u>DT</u> also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work in a partially open school</p>	<p>Unnecessary furniture and equipment to be removed from classrooms</p> <p>2m markings in place in all corridors.</p> <p>Hall used to store classroom furniture. Gym not used as outside utilised due to fine weather</p>	<p>Grounds maintenance staff</p> <p>All Staff</p> <p>All Staff</p> <p>Teaching Staff</p>	<p>May Half term</p>	

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		<p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Offices / IT suites etc Workstations acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p> <p>Stairs / corridors Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p>	<p>Separate outside areas sectioned off with field markings for each class marked with 2 m markings</p> <p>All meeting of more than 3 people take place using 'Teams'</p> <p>Limited number of staff in at one time (others homeworking)</p> <p>Main office limited other staff to one in one out for necessary visits only</p> <p>Not required as class movement is staggered and when moving around the school</p>	<p>Admin Team & Year 8 prefects</p> <p>HT/SBM</p>	<p>1st June</p> <p>1st June</p>	

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		<p>Changing rooms Limitation of numbers introduce staggered use to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. No hiring of swimming pools. Significant limitation of pupil bather loads in order to maintain social distancing.</p> <p>Toilets Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. Staff Jodie to monitor.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit numbers zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable. Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	<p>students will be accompanied by a teacher Not using changing rooms</p> <p>Small wheelie bins in all classrooms</p> <p>Sign in sign out system implemented</p> <p>All break activities to be in allocated individual classroom/zones supervised by teacher allocated to class for the day.</p>			
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts	<p>Encourage parents to supply packed lunches and drinking bottles from home.</p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p>	Parent Newsletter	HT	22/5/20	Done

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	Spread of COVID 19	<p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (2 metres) whilst eating</p> <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated groups. Introduce controlled queuing to aid social distancing (2m markers on the ground) Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighboring products, merits of self-service v service by catering staff? An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.</p>	<p>Hand sanitizer, wipes & tissues available in every class room</p> <p>Lunches to be eaten in designated classroom/ area on field supervised by teacher</p> <p>FSM Lunches delivered to classrooms</p> <p>Home prepared Packed lunches only except FSM.</p>	<p>Site staff</p> <p>Teaching Staff</p> <p>Kitchen staff/Admin staff?</p> <p>Site Staff</p> <p>SBM /Site manager</p>	<p>1st June</p> <p>1st June</p> <p>Ordered 19/5</p>	<p>Done</p> <p>Done</p>

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		<p>Payments should be taken by contactless methods wherever possible. Consider risks from fingerprint contact payment, can payment be taken by giving names at tills? (but these will be low if handwashing / sanitizing is enforced).</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. No drinking water from taps. Taps taped up before Monday. Jugs of water in the classroom from lunch time onwards for refills.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	<p>Pupils bring own water bottles</p> <p>Covered Bins in all classrooms</p> <p>Daily cleaning special attention of key areas .Deep clean every Friday.</p>			
Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Travel is only required for essential purposes. No offsite visits run.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 2m apart.</p>	<p>No offsite travel. Students using school buses to get to and from school will follow bus company protocols and risk assessments</p> <p>Bus companies confirmed social</p>			

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			distancing being followed.			
Cleaning	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron 	<p>Site Team regular cleaning through the day. Toilet cleaning before and after lunch. Deep clean every Friday.</p> <p>Additional Cleaning products including disinfectant, surface wipes and additional cloths on order. All staff trained on this.</p> <p>PPE Equipment in school for to be used in case of student or staff showing symptoms. More on order.</p>	Site staff and cleaning contractors		

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		<ul style="list-style-type: none"> • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>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>	<p>Available for inspection</p>	SBM		
Contractors	<p>Contractors, Staff, Students / pupils / wider contacts,</p> <p>Spread of COVID 19</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p>	Year 8 Boiler			

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		<p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement/risk assessment.</p>				
<p>Lack of awareness of PHE / school controls</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>		<p>SBM</p>		

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Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>See also ‘provision of personal care’ and ‘Suspected case whilst working on site’.</p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>				
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Wear a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>	<p>PPE available in school. Gloves Masks, aprons & reusable perspex visors. PPE stored in medical room or office</p> <p>Parents called immediately for collection of student. Student isolated with a member of staff in medical room or if occupied the parent room. Member of staff wearing PPE.</p> <p>All contact areas will be deep cleaned immediately the student has left the area.</p>	<p>Member of non-teaching staff</p> <p>Site Staff</p>		

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Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants	Planned evacuation. Students and their teacher to evacuation to their designated area on the field. Marked in 2 meter spacings	HT	4 th June	
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
Staffing levels	Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks	Decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.	HT & SLT		
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)		Site Staff Site Staff		

Relevant links

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

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

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>