|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COVID-19 (Dilhorne)** | | | | | |
| **Covid related hazard?** | **Who might be harmed?** | **Existing controls**  (What are you already doing?) | **Who is responsible?** | **Residual  risk rating\***  **L/M/H** | **Monitoring** |
| 1.Arriving to school – larges numbers of parents/carers and children in close proximity. | Pupils  Staff  Parents  Others | * Parents/carers escort their children to the rear entrance at the beginning of the school day and collect children from specifc exits at the end of the school day to facilitate distancing. * One way walking system in place to facilitate distancing across playgrounds and walkways. * Parents/carers maintain social distancing when waiting to collect their child(ren) * Parents/carers wishing to talk to staff must firstly use remote communication methods such as telephone, email, MT or Zoom. | SL/Leadership Team | M | EXP |
| 2.Entering the school building – hygiene | Pupils  Staff | * All visitors to school MUST wash or sanitise their hands upon arrival into the school building. * Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) | All staff | M | SL/Leadership Team |
| 3.Children bringing equipment into school | Staff  Pupils  Others | * Minimal items permitted in school. Only lunch boxes, drinks bottles and outdoor clothes (if needed for forest or farm school). | All staff | M | SL/Leadership Team |
| 4.Classroom organisation | Staff  Pupils | * The classroom must be set up (where possible) with all desks forward facing and side-to-side seating. * The teacher’s desk must be kept 2 metres away from the children’s tables/desks. * Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use. * Hand santizer available | All staff | M | SL/Leadership Team |
| * Children will be taught in their class ‘bubble’ and not mixed with other class bubbles. * Bubbles will undertake lunch, morning and afternoon breaks together. | All staff | M | SL/Leadership Team |
| 5.Classroom Lessons | Staff  Pupils | * Pupils old enough to understand will be informed not to touch staff and their peers where possible. * Staff should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. * Unnecessary furniture will be removed from classrooms | All staff | M | SL/Leadership Team |
| 6.Use of school resources in individual bubbles | Staff  Pupils | * Keep the use of resources to each allocated bubble. * Pupils should use their own allocated pencils and pens and not share with others. * Classroom based resources i.e. books and games should be cleaned after use along with all frequently touched surfaces. | All staff | M | SL/Leadership Team |
| 7.Use of school resources shared between bubbles or classes | Staff  Pupils | * Shared resources between bubbles or classes will be cleaned frequently and meticulously and always between bubbles, and, where possible, 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. | All staff | M | SL/Leadership Team |
| 8.Taking items/resources home | Staff  Pupils | * Unnecessary taking home of equipment / resources discouraged * Reading books will be given out and taken in on specific days to allow for 72 hour cool off period. | All staff | M | SL/Leadership Team |
| 9.Assemblies  Collective Worship | Staff  Pupils | * Assemblies and acts of collective worship will only ocurr within class bubbles. Where possible, whole school attendance will be undertaken via secure online platforms such as Microsoft Teams. | All staff | M | SL/Leadership Team |
| 10.Educational Visits | Staff  Pupils | * All outdoor educational visits will be risk assessed on an individual basis. * Full suitable and sufficient risk assessments to be put in place for each visit. | SL/Leadersip Team | M | EXP |
| 11.Pupils with SENDs | Staff  Pupils | * Pupils who have complex needs or who need close contact care, will continue as normal. | All staff | M | SL/Leadership Team |
| 12.Use of non-classteachers and other staff | Staff  Pupils | * Non-classteachers and other staff will maintain social distancing and avoid close working. * Enhancing cleaning of learning resources (see 7).   **Music tuition**   * No sharing of woodwind instruments * Good Ventilation required   Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.  **P.E.**   * Outdoor sports where possible and contact sports avoided. * Maximise distance between pupils. * Equipment used will be scrupulously cleaned after each use.   Indoor sports will be small groups only and social distancing carried out and all equipment cleaned after each group use. | All staff | M | SL/Leadership Team |
| 13. Before and After school clubs | Pupils  Staff | * School run wrap around care provision will organise children within their class bubble. * Where possible the same staff will provide care provision to reduce risk. | Staff providers | M | SL/Leadership Team |
| 14.Children requiring using the toilet in lesson times | Pupils  Staff | * Children will be reguarly reminded of the importance of washing their hands after using the toilet and where possible on their return to the classroom to use the hand sanitiser. * Toilet areas will be cleaned on a regular and frequent basis | All staff | M | SL/Leadership Team |
| 15.Break times | Pupils | * Children informed again of the importance of social distancing whilst outside. * Class bubbles will have segregated areas for play times. * Supervising staff must keep a 2-metre distance from each other at all times where possible. | All staff | M | SL/Leadership Team |
| 16.Break Times – Staff Room | Staff | * The use of each staff room will be reduced. * Staff must sit at least 2 metres apart from each other. * Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. | All staff | M | SL/Leadership Team |
| 17. Lunch breaks | Staff  Pupils | * System in place for children to eat a hot meal / sandwiches. * Class bubbles to consume their lunch in their classroom. * Tables and chairs to be cleaned between each year group using the dining hall. * Lunchtime staff and kitchen staff to maintain social distancing where possible from children. | All staff | M | SL/Leadership Team |
| First Aid – minor treatment | Staff  Pupils | * Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face-to-face contact when dealing with injuries. * Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. * Ensure records of injury and treatment are recorded and who administered first aid treatment. * Always wash hands after contact or use sanitiser if on the yard. * Any dressings used to be double bagged. | All staff | M | SL/Leadership Team |
| Intimate Care | Staff | * When staff are carrying out any intimate care they must: (as per their usual requirements) * Wear gloves * Wear an apron * Wear a mask * Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) * Soiled clothes to be double bagged and given to Parents on collection of child. * Staff must wash their hands once gloves and masks are removed * A poster to be displayed of instructions which must be followed. * Record all intimate care carried out. | All staff | M | SL/Leadership Team |
| Use of Outside Gyms/fixed equipment | Pupils | * Fixed outdoor equipment is not to be used. | All staff | M | SL/Leadership Team |
| Poor hygiene practice | Staff  Pupils  Others | * Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. * Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. * Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. * Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. * Pupils are forbidden from sharing cutlery, cups or food. * All cutlery and cups are thoroughly cleaned before and after use. * Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. * A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England | Admin team/SL/  Leadership Team | M | EXP |
| Spread of infection | Staff  Pupils  Others | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. * Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. * Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. * Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. * Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. * The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. * Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents where necessary. | SL/Leadersip Team | M | EXP |