

COVID-19 Risk Management Assessment

This COVID risk assessment and action plan document sets out decisions taken and measures put in place to prepare for the full re-opening of Foulds School and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school re-opening issued by the Department of Education <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Site / school name:	Foulds School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ■ Staff ■ Cleaners ■ Pupils ■ Contractors ■ Caterers ■ Visitors ■ (no volunteers on site) 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ■ All children back in school ■ Cleaning and sanitisation ■ Food provision ■ Property maintenance and compliance ■ General site occupancy and site movement ■ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ■ General class and teaching materials ■ Cleaning materials and equipment ■ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ■ All school premises 		
Name of person completing this risk assessment:	Kim Sanett and Amy Ingall	Date of completion:	14/7/2020 Reviewed 04/10/20 2/1/2021 24/2/21 3/5/21
Risk assessment approved by:	Bronwen Tumani, Kavita Band	Date of approval:	15/7/2020 Re-approved 09/10/20 3/1/2021 24/2/21 6/5/21
Date risk assessment to be reviewed by:	Easter holidays	Risk assessment no:	5

Record of risk assessment reviews

Date of review:	24/2/21	Reviewed by:	K Sanett	Comments / date of next review:	Easter holidays
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Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
<p>Health and Safety Policy</p> <p>First Aid Policy</p> <p>Child Protection and Safeguarding Policies</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012</p> <p>The Health Protection (Notification Regulations 2010</p> <p>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</p> <p>Existing Risk Assessment for school phased re-opening</p>	<p>Covid19 Education and Skills Service Strategy (April 2020)</p> <p>Education and Skills Service Recovery Planning support for schools (May 2020)</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p>

Risk Consideration Priority Matrix

Likelihood	Description
Low	No significant risk or low risk items that are well managed with no impact on school opening.
Medium	Some minor risk issues identified but management processes in place within the school to manage them. R rate high and therefore need to be vigilant of these areas.
High	Significant risk items identified that required rectification, or risk items beyond the school capability to manage.

Risk Consideration	School Management Arrangements	Further Actions Needed	RAG Rating
Social Distancing			
<p>Is there a risk of contamination in the classrooms? Review the total space available for teaching activities, Ensure that fire exit routes are not compromised.</p>	<ul style="list-style-type: none"> • All rooms cleaned thoroughly daily • All fire exits clear • Hall, Library used on a weekly rota with bubbles therefore 48hrs gap - timetable where needed. • ICT suite only used for KS1 • Assemblies recorded and shown in classrooms - no large gatherings. • Outdoor PE wherever possible so that hall is not used for this. • Tables set in up in rows 		
<p>Can social distancing be adhered to in class? Class furniture will need to be removed or placed in a position to reduce pinch points, ensuring that free movement is possible.</p>	<ul style="list-style-type: none"> • Desks organised in all classrooms so forward facing. • Space between the front row of desks and the IWB is 2m where space allows so that teachers can social distance. • Furniture removed if more space is required e.g. trays in hall/corridor. • Music lessons take place in the classrooms to limit movement around the school. • In music lessons physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing do not take place in larger groups such as school choirs and ensembles, or school assemblies. • Music equipment - weekly use rota between bubbles. • Singing only take place outside using social distancing OR inside in very small numbers (less than 15) following the DfE guidance, in the hall/dining hall with good ventilation. • Surfaces empty where possible - tables left clear at the end of the day. All children from Yr 1 have pencil cases → pencil pots/shared resources gone. 		

<p>What is the risk of contamination of arrival to and exit from school for staff members?</p>	<ul style="list-style-type: none"> • Car park remains open • Staff social distance at gate entrance and door • Staff stagger entry into school if they arrive at the same time - wait for colleague to enter before themselves • Staff traveling by public transport wear a mask. • Disposable masks disposed of in a yellow medical bin bag in the medical room. • Reusable masks used if possible and stored in a sealable plastic bag. • If staff worried, they carry personal wipes/wear gloves to operate door buttons. • Electric sanitizer dispensers at all doors. 		
<p>What is the risk of contamination on arrival to and exit from school for pupils? (see timings doc)</p>	<ul style="list-style-type: none"> • Staggered times and entrances for all children to reduce numbers. • Only one parent drops off children at bottom of the slope • 2 metre markings on all pavements leading to the school • All Parents reminded not to gather at the gates. • All parents <u>should</u> wear masks around outskirts of school when queueing as well as when entering school, unless they have a medical exemption, to protect the staff and the community. • Year 5/6 encouraged to be lone walkers. Those that are being escorted by parents are dropped at the top of the slope so that they walk down the slope alone. • Adult on gates greet children, lone travellers/children arriving without parents walk down 2/3/4 at a time to enter school gate. • Member of staff on gate MUST wear a face mask at all times. • SLT on gates for safety • Children given hand sanitiser by class teachers. • Masks disposed of in a yellow medical bin bag in the medical room. • Reusable masks used if possible and stored in a sealable plastic bag. • Children wait in 1 metre queues at exits escorted by assigned adults. • EYFS enter school through Reception doors • Maple, Birch and Hazel enter through Library door • Rowan enters through KS1 door • Beech and Elm enter through Office door • Willow, Oak and Chestnut enter through Head's door 		

<p>What is the risk of contamination due to congestion at lunchtimes and breaktimes? (see timings doc)</p>	<ul style="list-style-type: none"> • All phases staggered at lunchtimes for lunch and time in the playground. • MTS assigned to one phase bubble where possible • All phases have staggered break times and allocated outside areas. • Adults assigned to the same class as much as possible to limit the adult/children interactions • If it is Wet Play class remain in their classrooms - see MTS timetable • Teachers share with children the procedures for break and lunch time. • KS2 children are allowed to bring small games to play at table after eating (eg playing cards). • MTS escort EYFS group through old car park following eating through to KS1 playground. • KS1 children use corridors to go to canteen first and then escorted down KS1 corridor to KS1 playground after eating. • LKS2 line up from Departure Lounge into the hall/in Hazel whilst KS1 leave canteen. LKS2 leave canteen via canteen double doors into KS2 playground. • UKS2 use Office and Head's door into KS2 playground then line up by library doors for eating. • Packed lunches kept in lunch black boxes. • No wrestling at play or lunchtimes or contact sports. • Pupils are reminded to avoid contact with others and maximise distance between them where possible. • Climbing apparatus on a weekly rota (per phase). 		
<p>What is the risk of contamination due to congestion at Breakfast and After School Club</p>	<ul style="list-style-type: none"> • Children are dropped into Breakfast Club and picked up from After School Club via the staff car park. Parents must not park in the car park for drop off or collection. Parents must walk children through car park to drop off at green gate. • All children sit in phase bubbles (long table) - bubbles 2m apart within the room. • Staff serve children to limit movement. • All work stations cleaned before and after use. • BC/AFC staff organise activities that can be completed in phase bubbles. • YR56 children/34 children released at their lining up time by Breakfast Club. KS1 and EYFS children walked around. • One Breakfast Club member of staff only from 9am. 		
<p>Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any</p>	<ul style="list-style-type: none"> • After School Club via the staff car park. Parents must not park in the car park for collection. • All children sit in phase bubbles (long table) - bubbles 2m apart within the room • Staff serve children to limit movement • All workstations cleaned before and after use. • Risk assessment completed by ASC. • Any clubs will adhere to this risk assessment. 		

<p>third-parties in the shared use of those facilities in order to maintain effective social distancing.</p>	<ul style="list-style-type: none"> • Clubs are phase related • Cookery Club and Choir will not be taking place • Music lessons: <ul style="list-style-type: none"> - Peripatetic teachers wear masks into school and into music room. - Music room accessed via outside door from KS1 PPlayground. - Children walk around outside of playground to enter Music Room in order to avoid PE lessons (no access between 10:35 - 10:50/11:45 - 12:45/2 - 2:15) - Peripatetic Teachers wipe down surfaces between lessons. - Peripatetic Teachers follow BEAT RA. - Music Room over 3m space in room. - Windows in Music Room remain open. - Peripatetic Teachers have a specific day assigned to them benign in. 		
<p>What is the risk of the Foulds community not adhering to social distancing?</p>	<ul style="list-style-type: none"> • Signage displayed prominently inside/outside of school encourages social distancing. • Posters displayed around the school • Markings outside of school • PPT shared with parents/children on the website • Teachers remind children daily of expectations of social distancing. • Reviewed and adapted safeguarding and Behaviour Policy, shared with the children and staff. • Staff understand that it is a sole as well as a joint responsibility to uphold social distancing in the school and if they don't do so it is at their own risk. 		
<p>What is the risk to vulnerable staff and/or those with underlying health conditions including pregnant?</p>	<ul style="list-style-type: none"> • All staff recognise they are part of a team and need to adhere to social distancing expectations . • Ensure social distancing measures are adhered to • Limit staff physical interaction by use of electronic communication instead • PPE in place for some staff members if advised to by medical professionals • Individual risk assessment reviewed by all BAME staff and those that are returning from shielding • Remind children that they should avoid touching adults • Vulnerable staff do not cross phase bubbles if possible, if not keep interaction to a limited number of the same children. • All members of staff with underlying health issues must make their conditions known to the school if it could put them at risk • All staff have a duty to inform the school if their health circumstances change, putting them at risk. Records are kept and regularly updated. 		

What is the risk of contamination due to congestion in cloakrooms and toilets?

- Y1 to Y6, children come into class with their bags and coats. They are sent out in groups of 10 to put them into lockers/on pegs.
- EYFS and KS1 book bags do not have any key rings
- KS2 do not bring bags into school unless agreed beforehand (this is to prevent overfilling of lockers causing them not to close and then limiting space with open doors).
- Only 4 children (2 boys and 2 girls from the same bubble) are able to go to the toilet in EYFS/KS1/KS2 toilets. Whiteboard system remains - pen - children write year group to show what bubble they are in instead of a cross.
- Same system for playground so no more than 1 child from each playground goes to the toilet at any one time.
- When MTS send a child to the toilet, the child has to tell them that they have returned.
- KS1/EYFS staff to use main toilets. Only 2 female staff in the main toilets at one time.
- UKS2 staff use toilet opposite DHT room
- LKS2/office staff use toilet opposite Amanda's room
- Men use disabled toilet
- Toilets and sinks cleaned after use at break and lunch times.
- Staff to use antibacterial wipes to clean surfaces in the bathroom

What is the risk of contamination due to socialising between adults and children?

- Site manager not to enter classrooms whilst children or staff are in them (if work requested staff to move room whilst being fixed).
- Unnecessary pupil/staff movement limited around the school to minimise contact with surfaces and assist social distancing.
- All pupil movement (individual or groups) within the school site and buildings is supervised if group/managed if individuals.
- Adults take the children into the playground for playtimes and lunchtimes and pick them up.
- LKS2 and UKS2 maths start and end at different times.
- Children are not allowed to go to other rooms to get resources - this must be done by adults.
- Children remain seated where possible within their class settings with the exception of EYFS and Year 1 start of Autumn Term .
- 2m distancing to be adhered in classrooms between the adults and the children when face to face wherever possible. If closer support is needed e.g. feedback about work, this must be done from behind the child and from above to avoid any close face to face contact, this includes EAL and SEND support where possible.

	<ul style="list-style-type: none"> • In Yr1 - 6 when an adult is talking to a child, they remain standing and avoid going down to their level. • Resources on tables for all lessons to limit movement • Carpet spaces assigned and remain the same. • Duty and cover rota organised to ensure same adults stay with the same phases wherever possible. • EAL, SEND support delivered in a pre-cleaned room. Staff and child hand sanitise before and after the intervention, children bring their own pencil cases, all other equipment cleaned after use OR quarantined for 72 hours. Child/children maintain distance from adult when travelling to intervention room • When staff attend medical issues they wear gloves and a mask as a minimum requirement. 		
What is the risk of contamination due to staff moving between bubbles (PPA cover/TAs)	<ul style="list-style-type: none"> • Where staff have to move between bubbles to deliver the school timetable they must try to reduce contact and maximise distance. • Staff encouraged to wear face masks throughout the day. • TAs working 1:1 with a child encouraged to wear a face mask when doing so. • These staff members try to keep 2metres between themselves and other staff members where possible. • These staff members try to keep 2metres between themselves and the children where possible. 		
What is the risk of contamination due to congestion in the office area?	<ul style="list-style-type: none"> • Office desks are 2 metres apart and sit back to back. • Office have a plastic screen up. No staff member goes past the screen. People talk to office in front of the screen, not to the side of it • Office have a walkie talkie. • No parents allowed on the premises - all communication via email/phone. • All staff stay behind counter of office. They are passed the phone book. They avoid touching the counter. • If Staff need to phone a parent, use phone in staff room and dial 9 first. • Phone wiped after every use (wipes). • Office photocopier only used by office - main photocopier used. • If external visitor enters the building, sanitise hands and wait outside of the office. Reminded of 2m rule. • If contractor, answer survey questions (see 3 boxes below) • Specialists, clinicians, therapists will answer survey questions and continue to work in school to support children where necessary. • Outside visitors to visit school out of teaching hours if possible. • No visitors or volunteers • The governing body continues to meet regularly via online platforms. 	<ul style="list-style-type: none"> • Wipes in staff room for phone. 	

	<ul style="list-style-type: none"> • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Co Chairs of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. • Contractors to be challenged on arrival with a pre set list of questions by office staff which they must answer 'no' to to be allowed on site: <ul style="list-style-type: none"> ○ -Have you or anyone in your household had Covid symptoms in the last 10 days? ○ -Is anyone in your household self isolating at the moment? ○ -Have you or anyone in your household arrived back to the UK within the last 10 days? • Contractors not allowed in during drop off/pick up/break and lunchtimes unless to see something in a classroom. • If contractors come for maintenance it is at times where children are not outside, they are given rules by Site Manager and stay out of any classrooms unless after/before school. 		
What is the risk of contamination due to congestion in the staffroom/Long Room/Stock Room Photocopier area?	<ul style="list-style-type: none"> • Morning briefing via email. If important information to be shared to all staff, staff informed evening before and in briefing in hall at 8:25 • Eat outside wherever possible • When eating in staff room, 2 large tables - 4 at most around each table. When finished eating, staff wipe over tables before next group come in. • Timings for staff room: <ul style="list-style-type: none"> EYFS: 11:15 - 12:15 KS1: 11:45 - 12:15 LKS2: 12:15 - 12:45 UKS2: 12:45 - 1:15 • If wet lunch • All staff bring in lunch. NO school dinners given so no cross mixing with another group. • No staff member allowed on premises on a day that they are not working. • Photocopier behind stage - only two people in the room at one time from different bubbles or as many of one bubble as can fit. • Long Room - only used if you're on PPA time. Leadership time taken in the Meetings Room where possible. 	○	

	<ul style="list-style-type: none"> • Long room tables wiped down by staff leaving PPA. • 1 person only in Stock Room 		
Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a “give-way system” with provision of safe areas to wait in order to maintain social distancing.	<ul style="list-style-type: none"> • Explained to children on 1st day and during induction weeks, if someone is going down a corridor they stand aside and let them through - part of behaviour expectations. • Children reminded of above rules each half term. • If staff member comes out with their group of children and sees another group - they go back into the classroom and wait. 		
Consideration has been given as to how to ensure bubbles are maintained and staff/children follow government guidelines correctly	<ul style="list-style-type: none"> • Staff follow government guidelines when outside of school and follow social distancing rules. • Majority of staff have opted in to complete asymptomatic testing (Lateral Flow Device testing) twice a week. If a staff member tests positive, they will not go to school and will have a PCR test. They will follow all government advice for this. • There is a separate school risk assessment for LFD testing. • Families of children follow government guidelines and social distancing when outside of school and are aware of protecting school bubbles outside of school where possible (i.e children from same bubble should meet only children from across bubbles) • All Parents advised to limit use of multiple out-of-school setting providers and only use one out-of-school setting in addition to school as far as possible. • Parents sent DfE ‘guidance for parents and carers’ link. • Where someone from the school sees or is told about a family not following government guidelines and social distancing rules, the school will follow this up and speak to the family. • Where staff members or families return from a country not on the approved corridors, quarantine must be observed. HOWEVER it is expected that no staff member or family book a trip to these areas if it means they will have to miss school due to quarantine expectations. • Where a member of a family has been abroad they MUST follow government guidelines and not come onto the school premises until the period of quarantining is over. • Where bubbles are closed and children are told to self isolate, they must follow government guidelines and NOT go out/continue going to clubs during this time. • Where possible in-school supply teachers are used, ensuring any visiting staff are aware of our risk assessment and protocols. 		

What is the risk or measures for pupils who are unable to attend school because they are complying with clinical and/or public health advice are not receiving access to remote education	<ul style="list-style-type: none"> • School is aware of current guidelines for shielding • All parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis. • All parents have been asked to make the school aware of pupils' health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • Schools have a regularly updated register of pupils with underlying health conditions. • All pupils in KS1 and KS2 have access to Google Classroom and EYFS to Tapestry. • Staff ensure pupils at home continue to be provided with remote education using Google Classroom, following DfE requirements. 		
Fire Safety			
What is the risk for social distancing during a fire evacuation?	<ul style="list-style-type: none"> • In the event of a fire, social distancing is of secondary importance to saving lives and therefore will NOT be adhered to. • Priority must be given to leaving the building as quickly as possible. • Adults keep at least 1m and try to ideally keep 2m distance from the children. • Phases stand close together in KS2 playground but away from each other. 		
All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Pupils returning must be inducted and told of any alteration that may impact on their safety.	<ul style="list-style-type: none"> • Staff make sure they are aware of their fire routes and use induction days to rehearse with children. • Ron, Kim and Kath/Luke have walkie talkies. • First day practised fire route with children. Phase Leaders sort timetable amongst themselves so no crossover. • Staff in unfamiliar classes have familiarise themselves with nearest fire exit and route. 		
What is the increased risk of fire spreading due to doors being open?	<ul style="list-style-type: none"> • Every adult ensures the door of their room is shut as they leave. • Ron and Kim check all have left the building and doors are shut. 		
Health & Medical Needs			

<p>It is recognised that school closures may have caused significant mental health difficulties for some children and staff members and some may have suffered bereavement.</p>	<ul style="list-style-type: none"> • PSHCE work and Recovery Curriculum during induction and start of each term/period of return - so that children can talk about their experiences and feel safe to do so. • Mental health charities highlighted to all parents and Learning Mentor to phone any parent where child flagged up as needing more support. • Staff reminded and encouraged to speak to Kim/Kath/Luke/Tasleem/Phase Leader if they need support • Staff have free access to QWELL for counselling support if needed and have been offered other forms of counselling and support through emails in the preceding months. 		
<p>Child/Staff member shows symptoms of COVID 19</p>	<ul style="list-style-type: none"> • Reiterated to all parents the importance of remaining at home if a child shows symptoms and that if a family member has symptoms all of the family must isolate • Absence monitoring establishes why a child is absent on the day the child is absent, in case the parents have not informed the school of possible COVID symptoms. • Isolate staff member/pupil until collected from site in Sensory Room. • Staff member with first aid to wear PPE, disposable masks, apron and gloves. • PPE double bagged and disposed. • All areas touched by the staff member/pupil to be cleaned and disinfected. • Pupil/Staff member to take a COVID 19 test and isolate until results are confirmed. • If positive all of the class/bubble group and adults should self-isolate for 10 days. This will be communicated via an email which will include start and end dates of isolation period, as given by the health protection team. • Inform the schools of any siblings of any risk. • Inform the local Authority and local health protection team of any positive cases. Go through risk assessment with them and discuss who needs to isolate. • All members of the Foulds community to follow the procedures below. • <i>Isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 10 days from when you started having symptoms.</i> • <i>Test: order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access.</i> • <i>Results: if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 10 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate.</i> 		

	<ul style="list-style-type: none"> • <i>Share contacts: if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited.</i> • AT ALL STAGES YOU MUST KEEP THE HT INFORMED. • If a positive case is confirmed, the classroom and lunch hall to be deep cleaned. • HT to liaise with Health Protections Team on sharing information about confirmed cases. • A child/staff member who tested positive can return to school and stop isolating after they have finished their isolation period AND their symptoms have gone OR if they continue to have only a residual cough or anosmia. If they still have a high temperature after 10 days or are otherwise unwell, they must stay at home and seek medical advice. 		
Cleaning & Personal Hygiene			
What is the risk of contracting Covid19 from surfaces in the school?	<ul style="list-style-type: none"> • Increased cleanliness in school. • Deep clean of all areas during the summer holidays. • All doors are propped open so handles and doors do not need to be touched. • Additional cleaning products used after school. • Frequently touched items handrails, door handles and table tops are cleaned after lunch as well as at the end of the day with detergent or bleach. • EYFS equipment cleaned after school if it has been used in excess that day. • Spray available in Staff Room to wipe over laptops if staff want. • Staff to either leave school as soon as possible after children leave OR sit at their desk and avoid moving around classroom so that school can be fully cleaned. • Keypads regularly cleaned throughout the day. • If teaching in a group room, adult wipes down tables before leaving, ready for next group. • Soap and paper towels replenished regularly throughout the school day. • Hand dryers are not used. 		
What is the risk of contamination in the classroom?	<ul style="list-style-type: none"> • Children wash/sanitise hands on entering the school in the morning. • Children regularly reminded to 'catch it, bin it, kill it' and sneeze or cough into a tissue or elbow. • Tissues in all classrooms. • Regular hand washing/sanitising timetabled into the day (when arrive at school, when return from breaks, when change rooms, before and after eating) • Equipment allocated to children and not shared with others. 		

	<ul style="list-style-type: none"> • All equipment needed for the lesson on table to limit movement in class. • Limit the equipment that needs to be shared and clean before another class uses it. • EYFS bring in a spare set of clothes for accidents. • On PE days children wear PE kits into school and home • No equipment brought in from home except filled water bottle and a book that then stays in school until finished. • If children finish water bottles, they use tap in classroom to refill. • Teacher sanitises hands before and after touching books. Teacher does not touch face whilst touching books. • Books shared in bubbles eg for guided reading. Left to air for 72hrs after finished before being put away. • Books and resources quarantined for 72hrs if swapping bubbles. Books when returned from home need are left for 72hrs before being put away. • Surfaces are cleaned more regularly by adults if they feel there is a risk. • Extra cleaning equipment in classroom for adult if needed. • All soft furnishings removed and replaced with furniture with hard surfaces for cleaning. • Class doors propped open. • Windows open to allow ventilation. • Hand sanitisers and cleaning materials available in classrooms. • Dustbins have lids on and emptied daily. • Children take individual water bottles to go home to be washed each day. • Any IT equipment is cleaned before and after use. • Staff vigilant for signs of COVID 19, high temperature, cough, sneezing. 		
What is the risk of contamination in EYFS?	<ul style="list-style-type: none"> • EYFS equipment cleaned regularly. • EYFS hand dryers switched off. • PPE worn in EYFS when carrying out intimate care and disposed of in yellow bins. • Where younger children are unable to reduce contact and maximise distance, adults avoid close face to face contact and minimise time spent within 1m of anyone. • Minimise contact between all parents and staff. 		
What is the risk of contamination in the staffroom?	<ul style="list-style-type: none"> • Staff wash hands before using the hot water dispenser. • If making drinks staff wash hands before making the drinks. • Staff regularly hand wash, particularly before using anything in the staffroom. • Staff have a lunchbox and store their food in a lunchbox in the fridge. Food cannot stay at school longer than 48hrs. 		

	<ul style="list-style-type: none"> • If staff worried about using staffroom utensils, bring their own. • Soft chairs in staff room changed for plastic chairs. • Staff make sure that they are observing social distancing. 		
What is the risk of contamination during break times, lunchtimes, breakfast club and after school club?	<ul style="list-style-type: none"> • Children wash/sanitise hands before going to breakfast club or after school club. • Children wash/sanitise hands before going to eat lunch and after eaten. • Children sit facing one direction. I.e not face to face. • MTS clean surfaces after each phase group has finished eating. • Hot lunch served, distance from server and children is over 1m. • MTS remain 2m from all the children where possible. • Children bring water bottles to the dining hall. • All lunch bags go back into black boxes. • Catering staff wear masks and gloves and social distance from the children. • Playground equipment not shared but allocated. • Scooters/bikes allocated to children and cleaned after use. • Children reminded not to touch their faces and must wash their hands before going back to the classrooms. • MTS regularly hand wash. • Water fountains closed. • Playground equipment (eg climbing frames) swapped weekly for bubble use. Left for the 72hrs (weekend) between bubbles. • After School Club and Breakfast Club - children sent in bubbles to wash hands and to the toilets to avoid crossing of bubbles. 		

Definition of close contact: (DfE guidance Feb 2021)

Anyone who lives in the same household.

Face-to-face contact including being coughed on or having having a face-to-face conversation within 1m.

Been within 1m for 1min or longer without face-to-face contact.

Been within 2m of someone for more than 15min (either as a one-off contact or added up together over 1 day).

Travelled in the same vehicle/plane