

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances. IN YELLOW HIGHLIGHT




- 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: Jan 5th 2021 onwards-face to face provision on site for Vulnerable Pupils and children of Critical / Key Worker parents only.

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Risk assessment applies to mainstream schools, Special schools, special post-16 institutions and hospital schools:

Establishment: St Mary and St Pancras CE School, 81 Werrington St , Camden NW1 1QP.	Assessment by: Ms Jules Belton 	Date: 05.01.2021
Risk assessment number/ref: RA-003	Headteacher Approval:  Chair of Governors Approval: 	Date: 05.01.2021 Date: 06.01.2021
This doc. to be read in conjunction with RA-001 as many procedures and protocols already in place.	All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment?	YES

Provision from January 5th 2021 until full reopening.

The country has entered a National Lockdown. STMP has moved provision to remote learning on Google Classrooms for the majority of pupils, except those who qualify for a place on site under the Categories of *Vulnerable Pupil* and children of *Critical / Key Workers* (VPKW).
 In addition to our commitment to providing high-quality remote learning, the school has a duty of care for staff.
 The school is operating two classes of 15 pupils each, on site from Monday to Friday 8:50am to 3:30pm, with a staggered entry operating to avoid congestion at the school entrance.
 The school has a staffing rota in place. Two senior leaders, with at least one DSL, are on site every day. The school office is manned every day 8am-3:30pm.
 The two classes have separate break and lunchtimes, with time for cleaning lunch tables and chairs in between sittings.
 The staffing rota has been organised to ensure there is no staff mixing between classes. The same stipulation is in place for the staffroom.
 Parents have been notified of their responsibility to wear masks on the journey to and from school as well as at the school entrance at handover. They have also been asked not to send their child to school should anyone in the household be displaying symptoms of Covid-19 or are awaiting test results.
 All children have their hands sanitised on entry and we continue to observe frequent handwashing throughout the day.
 Staff are reminded to socially distance from each other at all times and from the children wherever possible.

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done
<p>Risk to clinically vulnerable groups from COVID</p> <p>SEND pupils</p>	<p>Staff, pupils, contractors, visitors</p>	<ul style="list-style-type: none"> Government guidance on clinically vulnerable people to be followed. (link to schools Government Guidance referenced above). Pupils who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. No CEV staff at STMP NO CEV pupils at STMP No pregnant staff at STMP Clinically extremely vulnerable individuals (including persons over the age of 70, 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 should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. 	<p>Liaised with school nursing team to check status of .CEV children-confirmed all due to return. n/a</p> <p>N/a</p>	<p>SENDCo / HT</p>		<p>05.01.21</p>

<p>Black, Asian and Minority Ethnic Groups (BAME)</p>	<p>Evidence suggest that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately affected by COVID-19.</p>	<ul style="list-style-type: none"> • Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use (See First Aid section) • Risk assessment undertaken with BAME staff members using Individual Risk Assessment form 	<p>Done-Keep under review on case-by case basis</p> <p>RA reviewed Refresh Sept 1st</p>	<p>SENDCo HT & staff</p>		
<p>Possible transmission of the virus through person to person contact.</p>	<p>Staff, pupils, contractors, visitors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> •virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales •the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc •people can pick up the virus by breathing in the 	<p>Schools should refer to this guidance Guidance for full reopening of schools</p> <p>PREVENTION:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. Clean hands thoroughly more often than usual 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. Minimise contact between individuals and maintain social distancing wherever possible 6. Where necessary, wear appropriate personal protective equipment (PPE) <p>RESPONSE TO ANY INFECTION</p> <ol style="list-style-type: none"> 7. Engage with the NHS Test and Trace process 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9. Contain any outbreak by following local health protection team advice 	<p>Continue with the procedures currently in place as detailed on RA-001</p> <p>Check posters around school and refresh for Sept</p> <p>Check process posters in staffroom, medical room and office-ensure updated versions from P.Health</p>	<p>All Staff</p> <p>SBM / SENDCo</p> <p>SBM / SENDCo</p> <p>SLT</p>		<p>05.01.21</p>

	droplets or by touching contaminated surfaces and then touching their eyes or mouth	School office maintains an on-going record of children in SI School HT /DHT engage in regular update presentations from CIPH during HT meetings				04.01.21
PREVENTION: Personal Hygiene		<ul style="list-style-type: none"> Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up. All additional supply stocks checked regularly. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly clean the hand washing facilities. Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. Tissues will be provided for classrooms. Staff to replenish as needed. Ensure bins are provided for tissues in every classroom. <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	Continue with measures outlined in RA-001	HT SBM and SSO (monitored by HT)		On-going
			Refresh posters across site	SBM/SSO	By 31 st August 2020	yes
PREVENTION: Enhanced Cleaning		<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>	Continue as in RA-001. This will be shared again with all staff at Sept INSET.	HT / SBM / SSO		On-going
			Monitor work of cleaning co. Julius Rutherford.	SBM		

		<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 • 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 and dried thoroughly, 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>PREVENTION:</p> <p>Cleaning of Contact points</p>		<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains. Water fountains remain covered. Water provided in class and at lunch.</p>	<p>HT letter and FAQ Doc. to parents</p>			<p>05.01.2021</p>

<p>Equipment use printers, workstations, apparatus, machinery etc</p>		<p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks)</p> <p>Activities and resources</p> <ul style="list-style-type: none"> • Re-plan lessons / activities to avoid shared resources. • Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use. <p>All shared resources to be cleaned after use (including computers, PE equipment etc.). This must be built into end of lesson activity routines. PE curriculum has been re-written and shared with PE coaches (Kick London) PE outside except in very inclement weather.</p> <p>Each class will have a playground bag of equipment .</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for IT support staff etc. to clean. AB wipes in all classrooms, offices and music room All instruments (brass / recorder) disinfected/flushed through 14.07.20.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	<p>Equipment to be kept class / hub based – reminder to with staff Sept 1st.</p> <p>Expectations re marking / side by side work with children to be shared Sept 1st</p>	<p>HT</p> <p>HT</p>		<p>Yes</p> <p>yes</p>
<p>Managing cases of confirmed coronavirus in a setting</p> <p>Covid-19 Outbreaks on site</p>	<p>Staff, pupils, contractors, visitors</p>	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. 	<p>Expectation via parents letter and FAQ Doc.</p> <p>PHE flow charts and family booklets</p> <p>School to adhere to PHE recommendations at all times re potential closure of 'bubbles' / school.</p>	<p>HT</p>		<p>July 2020</p> <p>Sept 2020</p> <p>Jan 2021</p>

		<ul style="list-style-type: none"> • 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. • If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation. • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. <p>This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p> <ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <p>Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>				
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Testing and contact tracing	Staff, Pupils, visitors, contactors	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. <p><i>By the September 2020, all schools will be provided with a small number of home testing kits that they can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i></p>	Presentation Sept 1 st INSET Clarity with Admin staff to give consistent advice re parent queries.	HT HT / SBM		Sept 2020 and on-going “ Testing kits received
Communication to parents and carers	Staff, Pupils, visitors, contactors	Protocol in place and includes: <ul style="list-style-type: none"> • Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) 	Parents letter Reminder across school year-newsletters, website	HT HT / EY Lead HT / Admin		05.01.2021 On-going

		<ul style="list-style-type: none"> • 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) • Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. • Parents/carers to be advised to follow guidance below COVID-19: guidance for households with possible coronavirus infection guidance Regular reminder to parents /carers re safety measures at drop-off collection via newsletters / HT letters to parents Parent Hub App ensures effective communication 				
Access and egress onto school premises	<p>Staff, pupils, contractors, visitors</p> <p>Possible transmission of the virus between staff and children, and into the wider community.</p>	<ul style="list-style-type: none"> • Entry into building must be controlled • Traffic management plan revised to ensure pedestrian / vehicle separation is maintained. Particular consideration given where queuing areas are introduced • Demarcation to be made at school entry points to ensure adequate social distancing • Pictorial notices for social distancing to be displayed • Supervision of queues by nominated staff members • Staggered start times and end times • Staff supervising entry to school to follow social distancing guidelines • Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. • Staff trained on hygiene protocols to eliminate cross-infection risks • Age appropriate instruction provided to pupils on hand washing methods • Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings. • Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and 	<ul style="list-style-type: none"> • Information / protocol on safe entry to be disseminated to parents / carers – • Staff training on protocols – INSET reminders • Advice / instruction on social distancing / hygiene 	HT		05.01.2021

		placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.				
Reception areas	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Telephone appointments/emails to office where possible to minimise queues at reception Parents not allowed on site without appointment Notices to maintain social distancing displayed Sanitisation / hand washing protocols to be observed when handling deliveries. Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance <p>Visitors</p> <ul style="list-style-type: none"> 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. A record should be kept of all visitors Inventry system in place to aid Track and Trace 	<ul style="list-style-type: none"> Queuing to be minimised where reasonably practicable with signage at each entrance Refresh posters and notices on noticeboards. <p>Continue with current process. Appointments for professionals – no unexpected drop ins except re safeguarding. Reminders on arrival re school hygiene protocols.</p>	HT / SBM / SSO		Monitor on-going
Staff Areas	Staff, contractors, visitors	<ul style="list-style-type: none"> Social distancing guidelines to be applied Increased cleaning frequencies of hard surfaces. Minimise sharing of items Items to be sanitised before sharing / re-use by another person Handwashing /sanitisation protocols to be followed <p>Timetables have been set so shared areas have minimum adults. Signs on these areas show the maximum number of adults permitted</p>		HT		04.01.2021
Corridors / staircases	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Demarcation of adequate social distancing where queuing is expected. Pictorial notices to maintain social distancing displayed One-way systems introduced where reasonably practicable 	<ul style="list-style-type: none"> contractor visits (unless emergency situation) scheduled when children not on site 	HT		04.01.2021

		<ul style="list-style-type: none"> • Increased natural ventilation by opening windows • Reduce need for children to regularly leave the classroom where possible (containment/non mixing) • Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. • Playtime and lunches staggered for two classes to ensure social distancing. 				
Classrooms	Staff, pupils, contractors,	<ul style="list-style-type: none"> • For younger children the emphasis will be on separating year groups- two classes from Jan 2021: EYKS1 and KS2 • For older children social distancing should be implemented where possible i.e. they should also be supported to maintain distance and not touch staff where possible. • Tables / desks taken out of use to maintain safe distance e.g. cordon off / remove chairs, where possible • Pictorial notices to maintain social distancing displayed • Increased natural ventilation and avoid rooms with no natural ventilation where possible. • Soft play / furnishing and items with intricate parts removed (Early years settings) • Increased cleaning frequencies of hard surfaces/emptying of bins • Classroom based resources, such as books and games, can be used and shared within the bubble and these should be cleaned regularly • Resources that are shared between classes or bubbles, such as Sports, Art and Science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Items to be sanitised before sharing / re-use by another person • Teachers to ensure they clean their hands and surfaces, before and after handling pupils' books. <p>See RA-001</p>		HT / DHT		05.01.21
Breakfast Club ASC Plot 10	Staff, Pupils	<p>Breakfast Club is not open Plot 10 is open for a very small number of Camden VP; they will collect from the front entrance daily at 3:30pm.</p>				05.01.21
Lunch times	Staff, pupils, contractors,	<ul style="list-style-type: none"> • Staggered lunch times to keep groups apart • Social distancing guidelines to be applied 		DHT SBM		05.01.21

		<ul style="list-style-type: none"> • Adequate supervision ratios to enforce social distancing guidelines • One-way systems introduced where reasonably practicable • Hand washing / sanitisation prior to food consumption – children to be supervised • Increased cleaning frequencies of hard surfaces. • Minimise sharing of items and crockery • Items to be washed / sanitised before sharing / re-use by another person <p>Each class has a separate lunch sitting. Tables and chairs cleaned between sittings.</p>		Caterlink		
Hall / assemblies	Staff, pupils, Contractors,	<ul style="list-style-type: none"> • Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. No on-site assemblies • Social distancing guidelines to be applied, where possible • Adequate supervision ratios • Pictorial notices to maintain social distancing displayed • One-way systems introduced where reasonably practicable • Enhanced cleaning regime in place to clean hard surfaces in between groups. • Utilise outdoor spaces for PE where practicable. <p>Pupils on-site to have 1 x physical exercise activity in addition to playtimes daily. Classrooms to be ventilated whilst pupils outside. No peri- music lessons or wider opps music. Music teachers to post a music lesson online for every class pupils every week.</p>		DHT		05.01.21
Toilets	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Entry into WC to be controlled • Pictorial notices to maintain social distancing displayed • Children to remain in classes. • Hand washing protocol increased to before and after use of toilet facilities • Hand washing poster displayed in all WCs • Increased cleaning protocols <ul style="list-style-type: none"> • Contractors to observe on-site safety protocols and conduct visits outside of the school day wherever possible • Year groups have been allocated toilets -signs to remain 	Refresh and check	SBM / SSO		05.01.21

School Kitchens / school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> • Staggered lunch and break times • Social distancing guidelines to be applied • Handwashing /sanitisation protocols to be followed • Increased cleaning frequencies of hard surfaces. • Work with school meal providers (Caterlink) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils • Combination of packed lunches / hot meal provision to minimise dining room traffic / volume <p>2 classes a day will use the hall to have lunch. This has been arranged with time in between to clean.</p>	Monitor timings and cleaning	SBM / HT		05.01.21
Break times	Staff, pupils, visitors	<ul style="list-style-type: none"> • Staggered break times to minimise mixing of groups • Social distancing to be implemented to minimise contact with other groups • Adequate supervision ratios to monitor social distancing • Rotate indoor / outdoor play to minimise contact • One-way systems introduced where reasonably practicable • Prevent / reduce use of outdoor play equipment wherever possible as the virus lasts longer on metal surfaces. Jungle Gym being repaired-cordoned off. • Soft play items removed (early years settings) • Water fountains taken out of use – individual water bottles/disposable cups to be used • Rigorous cleaning regimes to be introduced between groups. 				05.01.21
Fire drills / Emergency situations	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Adequate numbers of trained staff to safely evacuate all personnel on the school premises • Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable • Fire drill to be undertaken as soon as possible after re-occupation (drill planned week 2 Jan) 	Planned for Monday 7 th Sept			Done
First Aid	Staff, pupils, visitors	<ul style="list-style-type: none"> • Adequate numbers of trained staff to administer First Aid • Check First aid boxes content and facilities available • Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical 		HT / SENDCo		Reminder 04.01.2021

		<p>facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting</p> <ul style="list-style-type: none"> • PPE / Handwashing protocols to be followed • Inhalers/epi-pens to remain in the first aid cupboard in office. 				
Transport Arrangements	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Protocol in place in line with Government Guidance • Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. • If using your own school minibus follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements. 	NA			N/A
Protocol for managing cases where staff/pupil feels unwell whilst on site	Staff, pupils, contractors, visitors	<p>Protocol developed in line with Government Guidance to include:</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • 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. • 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. • 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). • 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. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive 	Remind staff of procedures at INSET		HT	04.01.2021

		<ul style="list-style-type: none"> 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 COVID-19: cleaning of non-healthcare settings guidance 				
School Trips	Staff, pupils	<ul style="list-style-type: none"> No school trips / excursions 		HT		05.01.2021
Reoccupation of areas which have not been in use during lockdown.	<p>Staff, pupils, contractors, visitors.</p> <p>Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.</p>	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards.</p> <ul style="list-style-type: none"> Building services maintained in accordance with the PPM schedule: Maintenance checks of plant and equipment undertaken – including school kitchen equipment. Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> Fire alarm panel status green Fire call points operational Emergency lighting operational Firefighting measures e.g. fire extinguishers, blankets all present and maintained Gas systems maintained Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum of 2 minutes in all areas of the school premises which have not been used during lockdown period Electrical equipment and systems maintained Electrical gate systems maintained Lifts and lifting equipment/hoists maintained - na Ventilation / air conditioning / extraction systems maintained Asbestos management arrangements in place Boiler room plant inspected / maintained Fume cupboards maintenance up to date (Secondary schools only) Identify and remedy possible vermin infestations 	<p>Records of all works to be maintained.</p> <p>H & S Governor to liaise with SBM re key issues</p>	SSO / SBM		On-going
Fire Safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building. 		HT / SBM		Re-Done Dec 20

		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. <p>On-going checks re evacuation routes being clear. Two fire drills in Autumn 1 (Evacuation time improved from 2 minutes 15 seconds to 1 minute 50 seconds) Drill planned for Jan</p>				
Passenger Lifts	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Procedure in place for control of access to lifts Increased Hygiene protocols introduced <p>Lift serviced monthly and fully operational but out of action for humans (resources only) unless pre-arranged and on an individual RA. Lift cleaned every evening by school cleaning company.</p>		SBM/Cleaners		In place
COSHH Cleaning / Sanitisation products	Staff, Pupils Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. 		SBM/SSO		Done
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	<p>Protocol for cleaning Body Fluids to be updated to include COVID-19 risks to include:</p> <ul style="list-style-type: none"> Where clearing up of body fluids is required, the staff member must use full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield PPE and waste disposal protocols to be followed (double bag waste) Handwashing protocols to be followed 	Review with staff on INSET	HT /SBM		Reminder Jan 21
Business Continuity	Staff, pupils	<ul style="list-style-type: none"> Schools Business Continuity Plan reviewed to include COVID-19 related risks 	Review BC Plan	HT / SLT/ Govs	HT / SLT	To be ratified by FGB

		<ul style="list-style-type: none"> Contingency Plans to be developed for school recovery in the event of local lockdown being initiated Camden reminder to schools 11.11.2020 				
Contractors and Visitors		<ul style="list-style-type: none"> Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. Site inductions are to be carried out following social distancing principles All contractors will be informed before entering school regarding social distancing and good hygiene control measures. Staff and contractors are to maintain a safe distance between themselves and others. All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. Agree approach to scheduled / ongoing building works. Settings to seek confirmation of the contractor's method statement / risk assessment. Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus. A record should be kept of all visitors. SBM / Site Manager to manage all on-site contractors. See Visitor Protocol Document. 		HT / SBM / SSO		04.01.21
Mental Wellbeing	Staff, pupils	<ul style="list-style-type: none"> Schools mental wellbeing and support mechanisms for staff and pupils reviewed HT/ SLT to continue with emotional support from September Staff to be reminded of Employee Assistance Programme All staff trained in Mental Health / wellbeing importance and teaching strategies Autumn 1 Inset Performance Management discussions Aut. Term Informal staff consultation to inform personalised support for individual members of staff Pupil pastoral care provision on-going, working in partnership with school staff and outside professionals. MH Lead (SENDCo) to attend Camden MH briefings and disseminate to staff <ul style="list-style-type: none"> Engage in Camden's devolved DfE 'Wellbeing for Education Return' programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health 		HT		Done On-going

		needs of children and young people as a result of coronavirus (COVID-19).				
Adherence to rules within school		<ul style="list-style-type: none"> Update behaviour policies Communicate the new rules to staff, students and parents Reinforce the new rules through daily teacher reminders Display the new rules prominently through the school and at the gate Behaviour Policy amended and sent to all parents and shared with staff. Team Teach training for all staff Nov 2020 Children to wear own clean clothes on-site daily.		DHT		04.01.21
Taking Fees		Payments should be made by direct debit or contactless methods wherever possible. Consider risks from fingerprint contact payment, (handwashing / sanitizing to be enforced). Parents already informed re protocol for submitting dinner money at entrance. Move to Parent Pay Planned for Spring 2021		SBM / Admin		Reminder parents letter 04.01.21

Relevant links

Guidance for full opening - Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

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/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<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>

Travel guidance [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)