

There are three aspects to The Gallery Trust's Covid-19 Risk Assessment:

- 1.Reducing the risk of Covid-19 entering the school
- 2.Minimising the potential spread of Covid-19 across the school community
- 3.Safely responding to any suspected or confirmed cases onsite and in our community

Please follow the latest Government guidance: currently <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

1. Reducing the risk of coronavirus entering the school

There are three	Issue/Hazard	Measures to minimise risk	Trust Comments / further measures	School Specific Comments
Tell site users not to enter the site if they or a member of their household are displaying any symptoms of coronavirus or if they have tested positive in at least the last 10 days				
Site users must follow Government guidance on self isolation and not attend school in accordance with guidance if they or a member of their household is displaying symptoms				
	Anyone with Covid 19 symptoms or has someone in their household with Covid 19 symptoms or have tested positive should not attend school and should self isolate	Follow Government guidance. Staff and pupils who may have symptoms of coronavirus will be requested to take a test and actively engage with NHS Test and Trace		As detailed in school specific guidance - shared with school staff
	Anyone with Covid 19 should not attend school and should follow Government guidance			As detailed in school specific guidance - shared with school staff
	Avoid non-essential appointments and consider the use of technology for meetings e.g. video / teleconference facilities / Google Hangouts			All visits to the site will continue to take place outside of the working day (7.00am – 8.45am or 3.30pm onwards) this ensures that there are no opportunities for visitors to be in close contact with our students who are unable to maintain distance. Where possible all meetings will continue to take place via virtual platforms (Zoom, Google Hangout or Teams). If meetings need to take place on site, the meetings room can be used ensuring that windows are open for ventilation and a maximum of 4 people space themselves around the meetings table. Notices have been placed around the school site in key locations to remind all visitors, staff and students about using hand sanitiser when entering and leaving areas and school site.
	Visitors such as therapists, clinicians etc should ensure they minimise contact and maintain as much distance as possible from other site users	Maintain social distancing where possible		Specialists, therapists, clinicians and other support staff for pupils will SEND should provide interventions as usual. They should ensure they minimise contact, work side by side if possible and maintain as much distance as possible from other staff, along with other risk mitigation factors.
	Signage for conduct while on site to be clearly visible and prominent on entry. Clear instructions that individuals who have any symptoms of Covid - 19 must not enter site must be prominent on entry. On arrival, site guidance on social distancing and hygiene should be explained to all visitors.	To include Covid 19 Education poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/676220/COVID19_Guidance_Education.pdf and 'Staying Covid- 19 secure' poster. A record must be kept of all visitors.		It is crucial that, in the absence of being able to social distance in a meaningful way, all students and staff maintain a regular hand-washing routine. Notices have been placed around the school site in key locations to remind all staff about using hand sanitiser when entering and leaving areas and school site.
	Sanitisation stations at entry point, all site users to sanitise on arrival as first action on site	Use of hand sanitiser for pupils with complex needs should be supervised due to risks of ingestion. Skin friendly skin cleaning wipes can be used as an alternative		Everyone should either apply hand gel on entering the school or wash their hands with soap and water. Everyone should ensure that they have regular opportunities to either reapply hand gel or wash their hands with soap and water. Hand soap and hand sanitiser deployed to every classroom and at other key locations around the school site such as reception.
	Site users to wash hands thoroughly as soon as possible on arrival and more frequently than usual while on site - on arrival on site, when returning from breaks, after using toilet, when changing rooms, and before and after eating.	Wash hands thoroughly with running water and soap for 20 seconds and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered		Staff will follow hand NHS guidance and use sanitiser additionally when appropriate. Pupils directly instructed to wash hands throughout the day, at key routine periods: - On arrival at school - Before and after any food. - Before and after using the toilet. - Before leaving school. - At any other times that staff feel appropriate.
Site users	Site users (visitors, staff, pupils) bring Covid-19 on to school site	Regular sanitisation of surfaces in reception and entry points	Sanitiser and cleaning wipes available on reception	Hand hygiene will also be followed in response to pupil specific need, such as having coughed into their hand. It will be the responsibility of the class teams to ensure continuous and appropriate cleaning of classroom items throughout the day. This will include: - Ensuring that table surfaces are cleaned regularly after use - Ensuring any toys of classroom equipment that is likely to be shared is wiped and cleaned before another student uses it. - Consideration given to items such as iPads. - Staff will be asked to clean the rooms at the end of each day e.g. sweep floor, clean tables and wipe down any additional surfaces. And a more thorough clean at the end of their change over day.
	Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Provide ready access to tissues and foot operated bins.		In line with the HM Government and NHS-branded information staff will be advised to always carry tissues and use them to catch coughs and sneezes, and bin the tissue wash hands with soap and water, or use sanitiser gel, to kill germs The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. This is considered in our school risk assessment in order to support our pupils and the staff working with them.
	Personal parcels not to be delivered to school Minimise face to face transfer of deliveries	Deliveries to be left at door or gate		
	Signing in and out systems to ensure distancing from receptionist and/or office staff.	School to consider adding protective screen to reception desk, moving sign in book or clear system for receptionist to step back when others sign in. Keep record of visitors		Reception staff will sign visitors in and out to limit the number of people using the stationery, 2 meter floor signage in the reception area to guide visitors where to stand.
	Minimise parent contact during drop off and collection of pupils Discourage parents from gathering at entrance gates or doors, or entering the site (unless they have a pre-arranged appointment, which should be conducted safely)	Parents to follow school specific instructions for these transitions (for example: pupils to wait in car for collection)		Arrivals have been staggered and entrance points have been readjusted to ensure that there is no opportunity for staff, students and parents to gather in greater numbers by one entrance point.
	Meeting rooms to be well ventilated. Adults to observe distancing and good respiratory hygiene. Do not share equipment in meeting rooms	Sanitiser, cleaning wipes, tissues and bins to be available in meeting rooms. Open windows when possible.		
	Wipes to be available in every vehicle. Site Manager to clean internal windows, dashboards, and seatbelt buckles daily Driver to sanitise steering wheel, handbrake, door handles inside and out before and after each journey. Alcohol based hand sanitiser not to be kept in vehicles.	Contractors to take away their own waste and not use school waste bins / skips on site. Site Managers to sanitise areas of work when contractor has departed. Contractors to work in well ventilated spaces to allow good circulation of air. Site managers to provide contractors with sanitiser wipes to clean tools and equipment. Cleaning to take place in zones and shared with Estates Manager to avoid cross contamination. If security contractors access site overnight, security report must detail zones accessed so the areas can be cleaned before use. Schools should have discussions with key contractors regarding control measures.		School Transport Manager has a cleaning kit on each mini bus. Staff will be directed to wipe down seats, belts and handles after each use and school transport manager will ensure vehicles are clean at the end of each day.
	Contractors, including cleaning contractors, to follow their risk assessments and method statements regarding COVID-19.			All visits to the site will continue to take place outside of the working day (7.00am – 8.45am or 3.30pm onwards) this ensures that there are no opportunities for visitors to be in close contact with our students who are unable to maintain physical distancing.

2. Minimising the potential spread of the virus across the school community

Each school setting to agree which member of the leadership team/member of staff takes lead on management of cleaning, including areas currently being used, cleaning staff, issues relating to cleaning

Follow DfE guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Consider how to reduce numbers of contacts and maximise distancing wherever possible - minimise contacts and mixing

	Pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, after using the toilet, and before and after eating.	If hand washing facilities are not available, use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Disconnect hand driers and provide paper towels. Wash hands thoroughly for 20 seconds with running water and soap, and dry thoroughly on paper towel. Use of hand sanitiser for pupils with complex needs should be supervised due to risks of ingestion. Skin friendly skin cleaning wipes can be used as an alternative	Staff will follow hand NHS guidance and use sanitiser additionally when appropriate. Pupils directly instructed to wash hands throughout the day, at key routine periods: - On arrival at school - Before and after any food. - Before and after using the toilet. - Before leaving school. - At any other times that staff feel appropriate.
	Display handwashing instructions at washing facilities		
	Hand sanitiser to be provided on entry, pending handwashing, and exit and in multiple locations on the school site	Consider if there are sufficient hand sanitising stations throughout the site	Hand hygiene will also be followed in response to pupil specific need, such as having coughed into their hand.
	Do not share stationery and other equipment in offices		
	Maintain set and enhanced cleaning regime for toilets during day		
	The cleaning schedule must be generally enhanced and includes more frequent cleaning of rooms/shared areas that are used by different groups: frequently touched surfaces being cleaned more often than usual.	Identify objects and surfaces that are touched regularly e.g desks, white boards, kettles, chairs, doors, sinks, toilets, light switches, banisters, gratings, keypads, door / window / fridge handles and glazing, and maintain enhanced daily cleaning regime. Frequently touched surfaces to be cleaned at least twice a day	All areas across the school site will be cleaned daily by contract cleaners. Staff will wear appropriate cleaning items (gloves and aprons) to clean each area. Cleaning staff will have specific areas to clean. Different classes don't need to be allocated their own toilet areas, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Additional cleaning equipment will be available in each toilet area for staff to use to ensure the area is sanitised effectively. Additional hours have been agreed with a member of the cleaning team to ensure that the senior toilets are clean and sanitised more frequently. This will be completed at 13.30 each day.
	Adults to avoid hand shakes or physical contact with other adults		
	Provide lockers for staff so personal items are not left lying around		Staff to leave belongings in classroom cupboards.
Viruses passed to others on hands or items	Consider carefully the safe use of communal areas, e.g. staff room.	If space is available, consider the use of unused areas as additional staffrooms to reduce traffic and occupancy levels	To ensure that staff have a space to use that allows them to distance, the following areas will now be available with some additional guidance: Staff room - A maximum of 4 people to each circular table spaced out 1 meter minimum (preferably sitting with staff from the same class group). The meetings room - A maximum of 6 people around the meetings table spaced out 1 meter minimum (preferably sitting with staff from the same class group). We will aim to not use this room for meetings between 12pm and 1pm. The lower school kitchen - A maximum of 6 people using the space ensuring distance between staff 1 meter minimum (preferably sitting with staff from the same class group). Outside space - Weather dependent staff can use spare chairs from the staff room to sit outside ensuring distance between staff 1 meter minimum. Classroom space - A maximum of 6 people using the space ensuring distance between staff 1 meter minimum (preferably sitting with staff from the same class group).
	Keep areas tidy e.g. staff room, so areas are easier to clean		Staff will maintain cleanliness in areas used. Sanitiser and wipes available.
	Alarm panels (Fire and Security) should be disinfected regularly by the Site Manager		
	If central copier, print panel to be sanitised regularly		
	Wipe desks, keyboards, mouse, handles etc regularly with appropriate wipes		
	All staff to have ready access to appropriate sanitising wipes and hand gel	Appropriate sanitising wipes to be available in all areas, including communal areas	
	Avoid hot desking	If hot desking unavoidable, each user must wipe furniture and equipment after every use	
	Anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared.		Students have been asked to bring in their own labelled water bottles so that cups are not shared. All food consumed on plates will be cleaned and sanitised in the school kitchen or dishwasher.

	PE equipment and lunch hall furniture to be sanitised after each use		Staff team and cook will clean and sanitise.
	Additional / enhanced cleaning. All cleaning processes to comply with latest government guidance - as a minimum, frequently touched surfaces should be wiped down twice a day	Site Managers and other staff completing wider cleaning of doors, reception desks and other high traffic areas where touch is likely to occur. Microfibre cloths should not be used for cleaning. Disposable 'U-cloths' should be used, or paper towels. All crockery should be washed in dishwasher. Site Managers to sanitise push to exit bars and thumb-turn locks of main exit doors daily	All classes will be given their own cleaning resources. All areas across the school site will be cleaned daily by contact cleaners. Staff will wear appropriate cleaning items (gloves and aprons) to clean each area. Cleaning staff will have specific areas to clean. The cleaning box will include gloves, sprays for bathroom and classroom, pink j-cloths, paper towels, tissues and paper towels. These will be replenished at the end of the day if items are used or running low.
	Site users to maintain distance from other individuals as far as practical without compromising pupils' educational and care support		We know that our students can find it challenging to maintain a distance between themselves and others and would need appropriate support to reduce any face to face contact between others. However, where possible within the classroom we need to make small adaptations to the classroom to support social distancing where possible.
	Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')		In line with the HM Government and NHS-branded information staff will be advised to: always carry tissues and use them to catch coughs and sneezes, and bin the tissue - wash hands with soap and water, or use sanitiser gel, to kill germs The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. This is considered in our school risk assessment in order to support our pupils and the staff working with them.
	Use back-to-back or side-to-side working (rather than face-to-face) where possible	Schools must ensure that sufficient bins and tissues are available. Pupils who have complex needs regarding respiratory hygiene must have individual risk assessments in place	It is important to ensure that where possible we are limiting the number of times that students and staff mix throughout the day. As much as possible classes will remain in their groups for as much of the day as possible.
	Consider reducing occupancy levels of all areas to facilitate distancing		
	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation		<input checked="" type="checkbox"/>
	Open windows and doors to increase ventilation		<input checked="" type="checkbox"/>
	Use outside areas for activities where possible		<input checked="" type="checkbox"/>
	Avoid as far as possible situations where people must work face-to-face for a sustained period with more than a small group of fixed partners		We know that our students can find it challenging to maintain a distance between themselves and others and would need appropriate support to reduce any face to face contact between others. However, where possible within the classroom we need to make small adaptations to the classroom to support social distancing where possible.
	Reduce face to face meetings: essential face to face meetings only	Where meetings need to take place observe distancing: do not share equipment: provide hand sanitiser: meet outside if possible: open windows	Where possible all meetings will continue to take place via virtual platforms (Zoom, Google Hangout or Teams). If meetings need to take place on site, the meetings room can be used ensuring that windows are open for ventilation and a maximum of 4 people space themselves around the meetings table. Notices have been placed around the school site in key locations to remind all visitors, staff and students about using hand sanitiser when entering and leaving areas and school site.
	Stagger break times to reduce pressure on break/staff rooms, places to eat and toilets		The school will be split into three/four distinct groups for break-time and lunchtime to ensure that there are not too many people mixing together at any one time. Break-time plans (10:30 – 11:00) Nursery and Class 1 to use their own outside area. Class 2, 3, 4 and 5 to use the junior playground Class 6, 7, 8 and 9 to use the senior playground The Lodge to use their own outside space Lunchtime plans (11:55 – 12:30) Class 1, 2, 3, 4 and 5 to eat in the hall. When each table group has finished lunch, they will be able to start playtime. Classes will make their way outside with the team supporting during lunchtime. Class 6, 7, 8 and 9 will go out to play with supporting staff. Lunchtime plans (12:30 – 13:05) At 12:30 all class teams will swap. Class 1, 2, 3, 4 and 5 will continue playtime outside. Class 6, 7, 8 and 9 will make their way into the hall with 12:30 staff teams. When each table group has finished lunch, they will be asked to clean and tidy their tables and stack chairs.
Virus passed to others with a sneeze or cough or through close proximity	Reduce non-essential internal pedestrian traffic within site to reduce social interaction	Staff to use phone conversations and emails in favour of face to face interaction	Measures for arriving at school (see altered Entrance / Exit site plan) Arrivals have been staggered and entrance points have been readjusted to ensure that there is no opportunity for staff, students and parents to gather in greater numbers by one entrance point. 9:00am – Parent drop-off 9:15am – Transport drop-off Students will no longer use the main entrance of the school via reception. Classes will use the following entrances: Nursery and Class 1 – Access the building as normal Classes 2, 3, 4, 5 and 6 – Access to classrooms via the main red gates on junior playground Classes 7, 8 and 9 – Access to classrooms via The Pod (old life skills) red gate. The Lodge – Access to building via the (buses) red gate. Measures for leaving school (see altered Entrance / Exit site plan) Departure from school has been staggered and exit points have been readjusted to ensure that there is no opportunity for staff, students and parents to gather in greater numbers by one entrance point. 3:00pm – Transport pick-up 3:15pm – Parent pick-up Students will no longer use the main entrance of the school via reception. Classes will use the following exits: Nursery and Class 1 – Exit the building as normal Classes 2, 3, 4, 5 and 6 – Exit site via the main red gates on junior playground Classes 7, 8 and 9 – Exit site via The Pod (old life skills) red gate. The Lodge – Exit site via the (buses) red gate.
	Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).	Reduce social interactions while at work	It is important to ensure that where possible we are limiting the number of times that students and staff mix throughout the day. As much as possible classes will remain in their groups for as much of the day as possible.
	Group site users together and avoid contact between groups	Minimise contacts and mixing by keeping, as far as possible, groups separate and maintaining distance between individuals	<input checked="" type="checkbox"/>
	Locate work stations to allow distancing		<input checked="" type="checkbox"/>
	Provide pedestrian route guidance around site to dictate flow of pedestrian traffic		Measures for arriving at school (see altered Entrance / Exit site plan) Arrivals have been staggered and entrance points have been readjusted to ensure that there is no opportunity for staff, students and parents to gather in greater numbers by one entrance point. 9:00am – Parent drop-off 9:15am – Transport drop-off Students will no longer use the main entrance of the school via reception. Classes will use the following entrances: Nursery and Class 1 – Access the building as normal Classes 2, 3, 4, 5 and 6 – Access to classrooms via the main red gates on junior playground Classes 7, 8 and 9 – Access to classrooms via The Pod (old life skills) red gate. The Lodge – Access to building via the (buses) red gate. Measures for leaving school (see altered Entrance / Exit site plan) Departure from school has been staggered and exit points have been readjusted to ensure that there is no opportunity for staff, students and parents to gather in greater numbers by one entrance point. 3:00pm – Transport pick-up 3:15pm – Parent pick-up Students will no longer use the main entrance of the school via reception. Classes will use the following exits: Nursery and Class 1 – Exit the building as normal Classes 2, 3, 4, 5 and 6 – Exit site via the main red gates on junior playground Classes 7, 8 and 9 – Exit site via The Pod (old life skills) red gate. The Lodge – Exit site via the (buses) red gate.
Spreading the virus within buildings - staff, pupils, visitors	Make clear to parents that they should not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)		Arrivals have been staggered and entrance points have been readjusted to ensure that there is no opportunity for staff, students and parents to gather in greater numbers by one entrance point.
	Staff must follow Government guidance on self isolation and not attend school in accordance with guidance if they or member of household is displaying symptoms		<input checked="" type="checkbox"/>
	Reduce points of cluster throughout the school day e.g. breaks, assemblies		<input checked="" type="checkbox"/>
	Pupils to be grouped together in bubbles as much as possible, and avoid contact between groups	Maintaining distinct groups or bubbles that do not mix will make it easier and quicker in the event of a positive case to identify those who may need to self isolate, and keep that number as small as possible. See DfE guidance on these approaches https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	We know that our students can find it challenging to maintain a distance between themselves and others and would need appropriate support to reduce any face to face contact between others. However, where possible within the classroom we need to make small adaptations to the classroom to support social distancing where possible. It is important to ensure that where possible we are limiting the number of times that students and staff mix throughout the day. As much as possible classes will remain in their groups for as much of the day as possible.
	Minimise contact and mixing by keeping groups as far as possible separate and maintain distance where possible	Avoid close face to face contact if possible and minimise time spent within 1 metre of anyone if practical. Pupils' educational and care support should be provided as normal	
	Staff to maintain distance from pupils and other staff as far as practical, it is acknowledged that this is not always possible for pupils who have complex needs		
	Pupils to be encouraged not to touch staff and peers and to socially distance where possible	E.g. pupils with respiratory needs. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or children and young people who use saliva as a sensory stimulant or who struggle with catch it, bin it, kill it may need more opportunities to wash their hands than children and young people who do not. Specialist settings will typically have handwash basins in or adjacent to classrooms, so may be able to use these to maximise hand washing.	Not applicable to students at Bardwell. However, on occasions where students may spit or spit staff will have the opportunity to clean and sanitise following any incidents.
	Individual risk assessments to be implemented regarding pupils with complex needs which affect ability to maintain risk mitigations		
	Consider process for removal of face coverings when pupils and staff who use them arrive at school and communicate this clearly to them.	Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	Public Health England has said that face masks should not be worn in schools. The face masks can become a contamination risk, especially with young children, as they need to be handled carefully to be effective.
	Arrange classrooms with forward facing desks	Remove unnecessary furniture to make more space	We know that our students can find it challenging to maintain a distance between themselves and others and would need appropriate support to reduce any face to face contact between others. However, where possible within the classroom we need to make small adaptations to the classroom to support social distancing where possible.
	Individual and very frequently used equipment, such as pencils and pens, should not be shared	Staff and pupils to use their own items	<input checked="" type="checkbox"/>
	Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.		Information shared with parents and carers.
	Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. 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.	Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example, physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.	<input checked="" type="checkbox"/>
	Consider which lessons or classroom activities could take place outdoors		<input checked="" type="checkbox"/>
	Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building		<input checked="" type="checkbox"/>

Measures specific to classrooms and pupils

Avoid large gatherings e.g. assemblies with more than one group		Assembly This will continue in the same way. Splitting the school into Junior and Senior groups. Assemblies will alternate each week. Junior Assembly will include classes 1, 2, 3, 4 and 5. Senior Assembly will include classes 6, 7, 8 and 9.
Outdoor sports prioritised in preference to indoors sports/PE		✓
Indoor sports to take place in large spaces if outdoor sports option is not available		✓
Avoid any group activities and sports that requires pupils to be in close physical contact with each other		✓
Consider how play and sports equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	Sanitise equipment during lessons if possible	It will be the responsibility of the class teams to ensure continuous and appropriate cleaning of classroom items throughout the day. This will include: - Ensuring that table surfaces are cleaned regularly after use - Ensuring any toys or classroom equipment that is likely to be shared is wiped and cleaned before another student uses it. - Consideration given to items such as iPads. - Staff will be asked to clean the rooms at the end of each day e.g. sweep floor, clean tables and wipe down any additional surfaces. And a more thorough clean at the end of their change over day.
Remove unnecessary items and furniture from classrooms and other learning environments where there is space to store it elsewhere		✓
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) if possible		✓
Use back-to-back or side-to-side working (rather than face-to-face) where possible		We know that our students can find it challenging to maintain a distance between themselves and others and would need appropriate support to reduce any face to face contact between others. However, where possible within the classroom we need to make small adaptations to the classroom to support social distancing where possible.
Ensure that all adults and children wash their hands more frequently than usual with soap and water for 20 seconds and dry thoroughly	On arrival, throughout the day and in response to specific actions, e.g. pupil has coughed into hands, used toilets, before and after eating	Everyone should either apply hand gel on entering the school or wash their hands with soap and water. Everyone should ensure that they have regular opportunities to either reapply hand gel or wash their hands with soap and water. Hand soap and hand sanitiser deployed to every classroom and at other key locations around the school site such as reception. Staff will follow hand NHS guidance and use sanitiser additionally when appropriate. Pupils directly instructed to wash hands throughout the day, at key routine periods: - On arrival at school - Before and after any food. - Before and after using the toilet. - Before leaving school. - At any other times that staff feel appropriate. Hand hygiene will also be followed in response to pupil specific need, such as having coughed into their hand. All pupils will need to be supported to ensure that this process is completed in line with government and NHS guidance.
Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Use of hand sanitiser for pupils with complex needs should be supervised due to risks of ingestion. Skin friendly skin cleaning wipes can be used as an alternative	Notices have been placed around the school site in key locations to remind all staff about using hand sanitiser when entering and leaving areas and school site.
Assist pupils who are less able to wash hands		✓
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Open windows to improve ventilation.		✓
Access rooms directly from outside where possible		✓
Consider one-way circulation if practical, particularly in corridors and stairs		It is important to ensure that where possible we are limiting the number of times that students and staff mix throughout the day. As much as possible classes will remain in their groups for as much of the day as possible. Students will only leave the room when they are using a shared space in the site, this has been prebooked so that students are only leaving the classroom when planned.
Consider staggered start and finish times	This should not reduce the amount of overall teaching time	Arrivals have been staggered and entrance points have been readjusted to ensure that there is no opportunity for staff, students and parents to gather in greater numbers by one entrance point.
Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time		The school will be split into three distinct groups for break-time and lunchtime to ensure that there are not too many people mixing together at any one time. Break-time plans (10:30 – 11:00) Nursery and Class 1 to use their own outside area. Class 2, 3, 4 and 5 to use the junior playground Class 6, 7, 8 and 9 to use the senior playground The Lodge to use their own outside space Lunchtime plans (11:55 – 12:30) Class 1, 2, 3, 4 and 5 to eat in the hall. When each table group has finished lunch, they will be able to start playtime. Classes will make their way outside with the team supporting during lunchtime. Class 6, 7, 8 and 9 will go out to play with supporting staff. Lunchtime plans (12:30 – 13:05) At 12:30 all class teams will swap. Class 1, 2, 3, 4 and 5 will continue playtime outside. Class 6, 7, 8 and 9 will make their way into the hall with 12:30 staff teams. When each table group has finished lunch, they will be asked to clean and tidy their tables and stack chairs. NIB the Lodge will arrange a time that they would like to have their lunch. This will sit separately from the main school.
Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	Where possible ensure toilets are only used by students within one zone.	Staff to ensure that areas are not overcrowded.
Outdoor playground equipment should be more frequently cleaned	Consider appropriate rotas for outdoor equipment (i.e. 1 group per day to have access) with sufficient cleaning between uses.	Staff will maintain cleanliness in areas used. Sanitiser and wipes available.
Classroom staff to use appropriate cleaning products to clean and disinfect frequently touched objects and surfaces in the rooms/spaces they are using including: • Door and window handles • Desks and table tops • Sports equipment • Toys • Teaching and learning aids e.g. whiteboards • Computer equipment • Telephones	Thorough cleaning of all items used in the room completed either at the start or end of each day. On-going cleaning carried out through the day on areas of spillage, dirty hands or areas / surfaces where frequent sneezing has occurred, particularly from hay fever. Tablet devices / touch screen technology is cleaned / sanitised prior to each use. Remove any shared toys / apparatus that might be difficult to clean to fully sanitise Telephones should be wiped over between use if shared.	It will be the responsibility of the class teams to ensure continuous and appropriate cleaning of classroom items throughout the day. This will include: - Ensuring that table surfaces are cleaned regularly after use - Ensuring any toys of classroom equipment that is likely to be shared is wiped and cleaned before another student uses it. - Consideration given to items such as iPads. - Staff will be asked to clean the rooms at the end of each day e.g. sweep floor, clean tables and wipe down any additional surfaces, and a more thorough clean at the end of their change over day. All areas across the school site will be cleaned daily by contract cleaners. Staff will wear appropriate cleaning items (gloves and aprons) to clean each area. Cleaning staff will have specific areas to clean.

3. Safely respond to any suspected or confirmed cases onsite or in the school community

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

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

Site user becomes unwell	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 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms	Site user to be instructed to follow the COVID-19: guidance for households with possible coronavirus infection guidance.	In the event that any student on site starts to show any of the main symptoms of coronavirus (COVID-19), they will need to isolate in the specific designated 'isolation area' with a member of staff. The member of staff will use appropriate PPE equipment whilst supporting the student in the isolation area. Isolation area If a member of staff exhibits any symptoms, they will be asked to leave the school site immediately. If a student exhibits any symptoms, then the student and a member of staff will use The Pod to isolate. The student and the member of staff will access The Pod via the outside area and will need to walk around the site building to access it (see site map - isolation route). The Pod has an allocated toilet area which can be used during this time. No other staff/students to use this area whilst student and the member of staff are isolating. The entire area and toilet area can then be cleaned after the student and member of staff have vacated. see 134
See cleaning guidance provided in cell 134 D			see 134
Staff and pupils who have been sent home with symptoms of coronavirus will be instructed to take a test and actively engage with NHS Test and Trace		If the test is negative the person can return to school/work. However, if they feel unwell, it is best to avoid contact with other people until they feel better. Staff and parents/carers need to be willing to book a test if they are displaying symptoms and 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 and 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). Parents and staff must inform schools immediately of the results of a test	What to do if you have symptoms If you have any of the main symptoms of coronavirus: 1. Get a test to check if you have coronavirus as soon as possible. 2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test. Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
Person 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.	See cell 134 D for cleaning guidance		The student and member of staff will use The Pod to isolate. The student and member of staff will access The Pod via the outside area and will need to walk around the site building to access it (see site map - isolation route). The Pod has an allocated toilet area which can be used during this time. No other staff/students to use this area whilst student and member of staff are isolating. The entire area and toilet area can then be cleaned after the student and member of staff have vacated.
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 appropriate cleaning products before being used by anyone else.	See cell 134 D for cleaning guidance		

Suspected case on site			<p>Nursery and Class 1 – Located in the shared kitchen area (Class 1) Classes 2, 3 and 4 – Located in Reception Classes 5 and 6 – Located in hygiene room between classrooms (behind shared girls' bathroom) Classes 7, 8 and 9 – Located in hygiene room between classrooms (behind shared boys' bathroom) The Lodge – Located in the Lodge office</p> <p>The Covid-19 response packs contain:</p> <ul style="list-style-type: none"> - Fluid resistant face masks - Two pairs of medium and large gloves, - Four disposable aprons - Thermometer <p>These will be replenished after use of any item of equipment.</p>
	An unwell person remains on site awaiting collection	<p>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, one direction.</p> <p>Use one of the options below:</p> <ul style="list-style-type: none"> - a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.d.) - a household detergent followed by disinfection (1000 ppm av.d.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or - if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses <p>Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags (see cell) an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p>	<p>What hygiene and cleaning measures are in place to reduce the risk?</p> <ul style="list-style-type: none"> *This should be done after every group swimming session. *Wear gloves for all cleaning tasks, disposable gloves to be used once and thrown away at the end of each group swimming session as well as after each cleaning session. *A disposable apron and gloves must be worn whilst cleaning and will be removed at the end of shift and placed in allocated bin along with gloves. *Avoid touching your face with gloves or hands during cleaning work. *Ensure priority is given to cleaning all touch points such as door handles, handrails, chairs, and changing facilities. *The pool floor will be cleaned and washed after each group swimming session. *Pay close attention to cleaning wastrooms and toilets. *All bins will be emptied at the end of every day. *Report any stock issues immediately <p>What additional actions are in place if a person using the area has a possible or confirmed case of COVID-19?</p> <ul style="list-style-type: none"> *If a person with possible or confirmed COVID-19 has used the isolation area, the area will be closed with immediate effect. The isolation area will be deep cleaned and then remain closed for a minimum of 72 hours. *The minimum PPE to be worn for cleaning an area where a person with possible or confirmed COVID-19 *If a risk assessment of the setting indicates that there is visible contamination with
	Cleaning guidance to be observed		<p>Contaminated Fabric (ONLY FOLLOW POINTS BELOW IF FABRIC CAN'T BE BAGGED FOR DISPOSAL)</p> <ul style="list-style-type: none"> *Place any possibly contaminated fabric items, like curtains and beddings, in a bag and take it to a point of laundering, using gloves and aprons when loading the laundry in the machine and disposing of the bag afterwards *Launder any possibly contaminated items on the hottest temperature the fabric will tolerate *If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning *Dispose any items that are heavily soiled or contaminated with body fluids <p>*Keep any waste from possible cases and cleaning (e.g. tissues, disposable cloths) in a tied plastic rubbish bag inside a tied bin bag, and place these bags in a suitable and secure place, marked for storage</p> <p>*You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours</p> <p>*After 72 hours, dispose of these bags in your normal waste.</p> <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p>
	Follow guidance regarding disposal of waste	<p>Personal waste from individuals with symptoms of Covid 10 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues)</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known. This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in disposal of immediately with the normal waste. <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. If during an emergency you need to remove the waste before 72 hours it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> - Keep it separate from your other waste - arrange for collection by a specialist contractor as hazardous waste 	
	In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Anyone with Covid 10 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.		As detailed in school specific guidance - shared with school staff.
A site user has assisted an unwell person	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.	Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	As detailed in school specific guidance - shared with school staff.
Confirmed case	When a child, young person or staff member develops symptoms compatible with Covid-19, they should be sent home and advised to self-isolate in accordance with government guidance.	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 must get tested in this scenario. If positive, all staff and pupils who have been in close contact with the person will be asked to self-isolate for 14-days. Contact Public Health England health protection team if a positive test is reported to facilitate a rapid risk assessment and to receive guidance on what actions to take, particularly regarding those people who have been in contact with someone who has tested positive. Please refer to the full guidance regarding the management of confirmed cases provided in item 8 "Manage confirmed cases of coronavirus amongst the school community". https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools . Please also refer to this guidance for advice on actions if schools have two or more confirmed cases within 14 days or an overall risk in sickness absence where Covid 19 is suspected. Parents and staff must inform school immediately regarding the results of a test.	As detailed in school specific guidance - shared with school staff.
	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.	Where the child, young person or staff member tests positive, the school will work with Public Health England Health Protection Team regarding the actions to be taken with those people who have been in close contact with the person who has tested positive: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools . PHE will provide definitive advice: Thames Valley HPT Telephone 0344 225 3861 Out of hours advice 0844 967 0083	As detailed in school specific guidance - shared with school staff.
Confirmed case on site	Person to be sent home immediately, referring to guidance provided above		As detailed in school specific guidance - shared with school staff.
	Follow latest government guidance regarding cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	As detailed in school specific guidance - shared with school staff.
	Persons in contact with confirmed case should be sent home to self isolate for 14 days in accordance with advice from Public Health England (see guidance provided above)		As detailed in school specific guidance - shared with school staff.
	Consider use of Lockdown policy if person refuses to leave site, adapting to ensure Covid 19 risk mitigations are taken		As detailed in school specific guidance - shared with school staff.