



Date of Assessment: 4th March 2021

School Assessor: Sean Smith

GENERAL PRECAUTIONS

There has been a requirement to have in place a COVID safe system of work from the outset of the pandemic. Throughout this time schools have remained open and we have learned lessons and adapted our approach to reflect national guidance and advice from our local Public Health team.

This safe system of work has now been reviewed in response to the announcement of full reopening of schools from 8th March 2021.

The system of controls provides a set of principles and if schools follow this advice, we will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances. We will regularly review our own control measures, discussing with staff and recording any revisions to arrangements and communicating changes as necessary.

System of Prevention of Controls

We will use a system of prevention of controls as follows:

Schools must always implement the following:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school. This applies to staff, pupils and visitors.
2. Ensure face coverings are worn in recommended circumstances.
3. Hand hygiene – ensure everyone is cleaning their hands thoroughly and more frequently than usual.
4. Respiratory hygiene - Catch It, Bin It, Kill It approach to coughs and sneezes for everyone.
5. Maintain enhanced cleaning arrangements, particularly of frequently touched surfaces or shared spaces.
6. Consider how to minimise contact between individuals across the site and maintain social distancing wherever possible.
7. Always keep occupied spaces well ventilated.

In specific circumstances schools should:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where appropriate.
9. Promote and engage in asymptomatic testing, where available.

It remains the case that any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:

- **They, someone they live, or member of their support bubble have symptoms, of COVID-19**
- **They or someone they live with receives a positive LFD Test result, or is awaiting results from a PCR Test.**
- **They, someone they live with, or a member of their childcare or support bubble has tested positive through a PCR test.**
- **They have been instructed by NHS Track and Trace or the Local Public Health Team, to self-isolate.**
- **They are awaiting COVID-19 test results.**
- **On return from abroad, where applicable.**

They must not attend the school and this must be communicated regularly with staff and parents.

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 & Trace.

National guidance must be followed as follows:

[Guidance for Households with Possible or Confirmed Coronavirus \(COVID-19\) Infection](#)

Schools are permitted to refuse access to any individual who is displaying symptoms but who cannot confirm a negative test.

If the school becomes aware that someone who has attended the school has tested positive for Coronavirus, we will contact the North Yorkshire and the Humber Health Protection Team for support and advice and to be guided through the actions the school needs to take.

Asymptomatic Testing for Primary School Staff

The purpose of Lateral Flow Device (LFD) Testing is to support in identifying **asymptomatic** cases to reduce the transmission of COVID-19 within the school, and wider, community. Schools therefore continue to play an important, and ever evolving, role in saving lives.

Lateral Flow Device Testing is being provided to all staff in all educational settings on a twice-weekly basis. Participation is voluntary, though is strongly encouraged.

Details of the LFD home testing, including 'how to guides,' training videos and templates can be found at the following link:

https://drive.google.com/drive/folders/IX4fLxy6_ppmpmKrv3hT2M6cduAN_GS54

Individuals who have symptoms of COVID-19 must book a Polymerase Chain Reactions (PCR) test. LFD Testing is not appropriate for symptomatic individuals. Individuals with symptoms can book a test online at the link below, or by calling NHS 119.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Individuals who return a positive result on an LFD test must self-isolate immediately along with their household, and arrange for a confirmatory PCR test.

Asymptomatic testing does not replace the robust system of controls – it is an element of number one of the prevention system of controls – minimising contact with individuals who are required to self-isolate.

Staff need to comply with all prevention measures all of the time to ensure transmission risk is reduced.

- Consent must be obtained from all participants of the testing programme, through individual signed collection.
- COVID safe arrangements must be in place to facilitate safe collection of testing kits, in line with the dedicated risk assessment including allocated am and pm collection for specific groups of staff.
- All participants of the testing made aware of instructional videos and guidance, which must be followed, through communication.
- Staff provided with the dedicated risk assessment for asymptomatic testing to ensure they are made aware of specific hazards and the measures in place to ensure a safe and effective testing process.
- Participating staff must ensure that appropriate results are returned to the school in a timely manner as per procedures notified. The school records results, including voids.
- Incident management arrangements must be in place and staff must report all incidents, however minor, in line with the dedicated home testing risk assessment.

General Information - Parents

- Signage displayed at key points and external classroom doors to remind parents where to drop off and pick up.
- Parents are asked to wear face coverings when on site and maintain social distancing.
- Parents can enter through the pedestrian buzzer gates at drop off and collection times. Signs at pedestrian gates displayed at Bellfield and Ashfield Gates asking for the intercom not to be used - the office will not answer parent intercom requests at these gates.
- No parents/carers are allowed to enter any part of the school building including the reception, office and classrooms.
- One parent only can drop off and collect children at the times provided to parents and parents must leave the school site promptly and not congregate on site or by school gates.
- Parents are to maintain social distancing at all times and not give verbal or written messages to any staff - any messages that are not for teachers and urgent messages such as illness and absence, must be telephoned or emailed to the office. Parents will be asked to pass on non-urgent messages that need to be given to teachers through the Class Dojo system in school.
- The school will communicate messages and documents electronically to parents as much as possible.
- Parents late for drop off will **ONLY** be allowed to enter via the pedestrian gate at the front of the school and will need to report via the office and wait outside the entrance but not enter the building/reception.
- If any medical appointments need to be attended by children, parents are to make arrangements by emailing or telephoning the office.
- Medical consent forms must be emailed by parents to admin@carrlanepprimary.net and not brought into school. The school cannot administer medication without a completed consent form.
- Medication from parents to be brought to classroom exit at drop off time and given to teaching staff promptly - teaching staff are responsible for medication to be stored appropriately within the classroom unless the medication needs refrigeration. If parents are dropping medication off during the day, you must press Pedestrian gate buzzer to notify reception. If weather is inclement please come to the Reception area and pass the medication through the side Reception window which will be signposted.
- Parents reminded that in order to reduce the risk of COVID transmission, ventilation will need to be increased. Pupils may therefore wear additional and suitable indoor clothing.
- The Out of School Club will be open for children as per the national roadmap. Please note that specific guidance on out of school settings is in place with details of provision which can be offered at each phase of the national roadmap:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

- The Breakfast Club will not be operating presently. This will be reviewed.
- After school clubs (such as sports, drama) will not be held at this stage and will be reviewed periodically.
- The school will provide packed lunches, at no cost for Universal Infant Free School Meals and normal cost to others, for children to eat in the classrooms at lunchtime. Hot school meals provision will not be provided at this stage and will be reviewed periodically.
- Birthday sweets and cake are not to be brought into school from children's homes for the class.
- Pupils still need to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Small bags are allowed.
- Children to wear PE kit to school on the day it is their PE day in order to speed up time to get changed.
- All children may come in trainers all week – staff must ensure that children in bubbles accessing the main Hall for PE have clean/wiped shoes to avoid grit used outside being brought into the Hall.
- School uniform as per school uniform policy is to be worn. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- Parents must remind children of appropriate hand hygiene whilst at home, when leaving for school and arriving home.
- Resources can be sent home from school but parents/children must follow hand hygiene rules when handling the items.
- Children who are unable to attend school because they are complying with clinical and/or public health advice will be offered access to remote education and weekly contact will be made by the school between parents/children.

- Devices loaned to families who meet the Government's criteria will follow loan procedures, including requiring a signed loaned device agreement and returning procedures as notified by the school.
- No cash is to be brought into school. Payments for items such as school meals are to continue to be paid online via SIMS Agora.
- Specific arrangements created for dropping off and collecting to avoid large gatherings of parents on site:

Morning drop off

- All entrances and exits will be open (No parents are permitted to use the car park – they will not be allowed through)
- All children to arrive at school between 8.30am and 9.00am
- Parents/carers are asked to spread their arrival times out between 8.30am and 9.00am to avoid congestion
- Gates will be locked straight after 9.00am
- All classrooms (except for Years 3 and 6) have an external door from their classroom directly to the outside. Children in all of these classes are to enter via their external classroom door directly into their classroom.
- Year 3 children only are to enter via the normal year 3 doorway
- Year 6 children only are to enter via the normal Year 4-6 doorway
- KS2 children arriving unaccompanied must not arrive early and must enter directly into class.

Afternoon pick up

Year group	Pick up time	Where from?	How
EYFS	Between 3.00pm and 3.10pm	Their individual external classroom door	Parents to wave through window
Year 1 and Year 2	Between 3.10pm and 3.20pm	Their individual external classroom door	Parents to wave through window
Year 3	At 3.20pm	The year 3 normal entrance	Parents to wait on playground, socially distanced
Year 4 and Year 5	Between 3.20pm and 3.30pm	Their individual external classroom door	Parents to wave through window
Year 6	At 3.20pm	The year 6 normal entrance	Parents to wait outside, socially distanced

- Children in EYFS, Year 1 and Year 2 must be picked up by an adult as per normal.
- Children in Years 3 to 6 may make their own way home, at their designated leaving time, as per normal.

Staggered Timetable

Class	Drop off Morning work/ Catchup Activities	Am break	Lunchtime - lunch	Lunch time playtime	Pm break	Collection Reading etc
EYFS	8.30-9.00	10.00-10.15	11.40- 12.15	12.15-12.40	1.45-2.00	3.00-3.10
Year 1	8.30-9.00	10.20-10.35	12.15- 12.50	12.50- 1.15	2.10-2.25	3.10-3.20
Year 2	8.30-9.00	10.00-10.15	11.45- 12.15	12.15-12.45	1.50-2.05	3.10-3.20
Year 3	8.30-9.00	10.20-10.35	12.15- 12.50	12.50- 1.15	2.10-2.25	3.20
Year 4	8.30-9.00	10.00-10.15	11.45- 12.15	12.15-12.45	1.50-2.05	3.20-3.30
Year 5	8.30-9.00	10.20-10.35	12.15- 12.50	12.50- 1.15	2.10-2.25	3.20-3.30
Year 6	8.30-9.00	10.00-10.15	11.45- 12.15	12.15-12.45	1.50-2.05	3.20

General Information - Visitors/Contractors



Adult visitors to **all** settings must wear a face covering when moving around the school site, and at all times unless social distancing can be strictly maintained. This includes when moving around through corridors or communal areas, and working in classrooms. This does not apply to individuals who have an exemption. Face coverings may be removed to eat and drink, or participate in strenuous activity, such as PE lessons.

Wherever possible we must accommodate visits that support the health and wellbeing of children, or the safe operation of the school site, but these should be kept to a minimum and safe systems must be discussed in advance. Visits must therefore be by appointment only, and kept to a minimum. Wherever possible visits should be held out of school operating hours.

Social distancing must be strictly adhered to during visits. Whilst external professionals (such as supply staff) may work across bubbles this should be an exception and not the rule. Strict safe systems of work must be followed.

Schools must continue to work with, and accommodate, healthcare services to ensure continued progression of healthcare programmes, such as screening and immunisation. Safe systems of work must be applied and staff must discuss expectations with the healthcare provider to reach a safe and practical solution.

The LA have a safe system of work in place which council employees must adhere to as a visitor to our school.

All visitors who access the site must be requested to read and sign the Visitors' Agreement. Contact Details must be obtained for Track and Trace purposes. Volunteers and Supply Staff must also be provided with a copy of the school's COVID Prevention Safe System of Work.

Any individual who does not sign the Visitors' Agreement may not be permitted access to the school.

- Arrange appointments for contractors and all other visitors on a needs-must basis only or out of hours if possible.
- Visitors should bring minimal personal belongings in to school.
- Staff to identify an appropriate room for visits to take place. Outdoor space should be utilised wherever possible. Ensure furniture is arranged to allow for social distancing and that the room is well ventilated.
- Staff to provide a 'Disinfection and Hygiene Station' in each room available to visitors, including tissues, hand sanitiser, disinfectant spray, disposable paper towels/cleaning material and a lidded pedal bin.
- Staff to plan visits so that the number of 'bubbles' they visit is minimised.
- Visitors to wash hands thoroughly, frequently and between moving groups or activities.
- All visitors to ensure that social distancing is implemented during any pre-arranged visits and that visitors must maintain 2 metres distance at all times, unless in certain circumstances, such as providing healthcare.
- Visitors must wear a face covering within the school building for the duration of their visit (unless an exemption applies) in situations where social distancing between adults is not possible (e.g. when moving around in corridors and communal areas).
- Visitors to consider changing clothes prior to working in another 'bubble' if clothing has been contaminated by bodily fluids.
- If a dedicated room has been used to facilitate the visit, staff to ensure it is thoroughly cleaned and remains well ventilated after the visit has been vacated.

General Information/Infection Control - All Staff

All staff are reminded to and must maintain social distancing and minimise contact between individuals as much as possible, especially at break and lunch times - wherever they are, inside or outside the building. Contact within 2 metres should be avoided at all times, except in certain circumstances such as administering first aid to other staff members.

- The staff room use should be minimised and restricted to preparing and eating meals and drinking. Staff should maintain at least 2 metre social distancing, ensure ventilation, use cleaning supplies to clean all equipment used (dishwasher, fridge, hot water boiler) and surfaces used and maintain robust hand hygiene. Staff must clean school provided cutlery and crockery themselves after personal use and not leave on the worktop or draining board. If staff use their own utensils, please ensure you take them home to clean. Only one person can access the staffroom kitchen at any one time and an entrance poster is on display to remind staff. Staff to follow social distancing when sitting in the KSI Hall for breaks. Staff to only overlap with staff from other year group bubbles for up to 15 minutes and must keep 2m or more apart.
- Staff should wear a face covering within the school building (unless an exemption applies) in situations where social distancing between adults is not possible (e.g. when moving around in corridors and communal areas). Visors alone must not be worn as an alternative to face coverings. Children do not need to wear a face covering.
- Instructions provided for staff on how to wear, store and dispose of face coverings – see guidance regarding wearing of PPE at the end of the document.
- Staff to remind children not to put hands in mouth/lick hands after touching hand sanitiser and staff are to avoid touching their mouth, nose and eyes.
- We have a 'Keep Left' system on corridors, with lines down the middle of the floor for segregation
- Cleaning hands must be done more frequently and thoroughly than usual, including (but not limited to) upon arrival at school, before and after eating and after coughing or sneezing, and frequently throughout the day. Soap and water is preferable before eating. Hand sanitiser is available to be used at the front entrance, in all classrooms and the staffroom and instructional sanitising posters on display with each sanitiser dispenser.
- A 'Disinfection & Hygiene Station' within each classroom and other key areas with access to PPE, disposable towels and sanitising spray, tissues and hand sanitiser to allow staff to regularly sanitise as required.
- Tissues are available at all times across school for good respiratory hygiene. Everyone should use a tissue or their sleeve to capture droplets. Hands must be washed after coughing or sneezing – staff should monitor children doing this within their bubble. Staff and children to use tissues to cover mouths and noses when coughing or sneezing. If no tissue is immediately available, crook of elbow should be used to capture droplets. Tissues are to be disposed of through double white bagging and placing in black bins.
- Ensure spaces can be ventilated through opening windows and internal doors (as long as they are not fire doors).
- Black pedal lidded bins are available in various locations across school (including classrooms) to encourage 'catch it, bin it, kill it'. Used tissues, PPE and wipes should not be placed loose in the black pedal bins.
- All stocks of soap, paper towels, PPE, wipes and dispenser gel will be checked daily and replenished by cleaning staff.
- Black pedal operated lidded bins with bin liners are available throughout the school in key locations for tissue disposal, PPE equipment, paper towels/wipes (and school meal provided sandwich bag packaging in each classroom), including all classrooms, Resources Room, offices, staff toilets, outside Music/Isolation Room and outside First Aid Room – black pedal lidded bins which are labelled to indicate which materials can be disposed of are positioned near sinks in classrooms. Staff are reminded to place waste products in a white bag, PPE equipment to be taken off and placed in the white bag, the bag tied and then the bag is placed inside another bag and tied to ensure double bagging at source and then placed in a black bin. Handwashing with soap and running water is then immediately required.
- An enhanced cleaning programme is in place to enable more frequent cleaning of rooms / shared areas that are used by different year groups and frequently touched surfaces being cleaned more often than normal, particularly at lunchtime.
- Computer and individual office equipment is cleaned by the staff member using the equipment, such as keyboards, mouse, stapler.
- Shared equipment such as photocopier, telephones, shredder must be used sensibly by staff and maintain physical distance from other staff as much as possible and maintain hand hygiene. If staff are already using the copier, please wait at an appropriate distance or return as appropriate. Staff are not to congregate near the facility and must clean equipment and maintain appropriate hand hygiene after using the equipment.
- Assemblies involving multiple school class groups and also collective groups of staff or children will not take place.
- Car-sharing must be discouraged unless safety measures are strictly in place. This includes opening car windows, wearing of face coverings and ensuring regular cleaning of touch points such as door handles, handbrake, steering wheel, seat belt buckle.
- For safety and security purposes, only office staff are to let visitors through the car park or pedestrian gates.

General Information - Teaching Staff

Teaching staff are to minimise risk of transmission as follows:

- Arranging classrooms appropriately with forward facing desks, side by side in Years 1 to 6.
- Maintaining appropriate social distance between teaching staff and the children and ensuring a 2m separated teacher exclusion zone at the front of the classroom.
- Staff maintaining 2m distance from other staff as much as possible unless this cannot be accommodated, e.g. providing first aid to other staff.
- Ensuring each bubble maintains distance with all other school bubbles as much as possible.
- Staff can operate across different classes and year groups to facilitate the delivery of the school timetable, e.g. lunchtime supervision, provide PPA/specialist teaching/staff development and training but staff should try and keep their distance from pupils and other staff.
- Remove any unnecessary furniture from the rooms to increase the availability of space to facilitate distancing.
- Staff can use the PPA Room for PPA if available, which can accommodate 1 staff member at once. Staff can also take PPA at home during the Pandemic.
- When accessing playgrounds for breaks via other playgrounds that are in use by other year group bubbles, staff and children are to walk around the edge of the playground.
- Staff can continue to work in classrooms after the school day maintaining social distancing from cleaning staff – at least 2m should be maintained from cleaning staff and teaching staff are to relocate when cleaning staff ask them to enable cleaning the desk area.
- Make use of outdoors for activities as much as possible.
- Teaching staff to clean and disinfect frequently touched classroom surfaces and equipment throughout the day: door handles/plates, sink/ taps, sanitiser dispenser.
- Resources can be sent home but hand hygiene rules must be followed when handling the items. They should be cleaned or quarantined upon their return if they are going to be used by another bubble.
- Children can take exercise books and reading books home but must follow hand hygiene.
- Children bringing books in to school for changing must be placed in their classroom box for 72 hours quarantining and not placed back on shelves first.
- For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared.
- 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. Ensure that any resources (such as toys or books) are allocated to a specific bubble. If you cannot clean, quarantine.
- Staff are not to use equipment or toys that cannot be easily cleaned (such as material, soft toys or equipment with intricate parts).
- 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.
- Birthday sweets and cake are not to be brought into school from children's homes for the class.
- Specific toilets cannot be allocated but toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.
- Post-it note system in operation for children requiring the toilet during class time.
- Ensure spaces can be ventilated but thermal comfort must not be compromised – refer to Premises section.
- Year 1, Year 2 and Year 3 children are to place labelled coat on back of chairs in the classroom and labelled small bags and packed lunch (where home provided) and water bottle to be placed at the back of the classroom. Foundation Stage children are to place small bags, labelled coat, packed lunch (where home provided) and water bottle in the cloakroom.
- KS2 children are to place labelled coats on the back of chairs in the classroom and small bags and water bottle at the back of the classroom on the shelf. Year 4, 5 and 6 children are to place packed lunches (where home provided) in year group labelled trolleys outside the classroom in the corridor. Year 3 children are to place labelled packed lunches (where provided) at the back of the classroom.
- Teaching staff to not communicate with children at the children's own height and to ensure they stand behind them when the children are sitting at their desk when talking to them in the classroom and to follow appropriate social distancing.
- Teaching staff are to keep all classroom surfaces tidy and organised at all times to ensure appropriate cleaning.
- Singing activities are not to be held due to the restrictions involved.

- Children should minimise shouting and projecting volume when playing sports, particularly indoors and when face-to-face).
- Water bottle and packed lunch box is to be taken home daily and cleaned appropriately with detergent and water.
- Water fountains around schools have been adapted to incorporate a filling water bottle facility and therefore can be used for children to fill up water bottles. Children can also fill water bottles at classroom sinks (KS1) - manual taps wiped after use, then appropriate hand hygiene and taps turned off with tissue. Children are not to use the water fountains for direct drinking and to use them for filling water bottles only. Signs are displayed reminding children of this and staff asked to remind the children.
- Access to classrooms is permitted by cleaning staff when children have left the classroom. Teaching staff can remain in classrooms but to maintain at least 2m distance as much as possible from each other whilst cleaning is taking place and teaching staff to enable cleaning staff to clean desk area when required.
- No outdoor equipment such as adventure playground, gym, trail and train can be used as it can't be cleaned and therefore are taped off.

General Information - Kitchen and Lunchtime Staff

- Cold school meal options comprising sandwich, pasta, fruit, salad and pudding are provided for children to eat in classrooms by Kitchen Staff.
- Appropriate social distancing will be maintained by kitchen staff covering key production areas.
- A list of children with allergies will be provided daily to the kitchen by the office for children requiring school packed lunches.
- Sandwich bags will be delivered to each classroom for lunchtime for children requiring school meal sandwiches on an appropriately cleaned sanitised trolley (before and after delivery) by kitchen staff for the children to eat in the classroom.
- Kitchen staff will maintain good hand hygiene before leaving the kitchen and on return.
- Kitchen staff to clean the KS2 Hall floor daily.
- Year 4 pupils are to use the Year 3 corridor toilets on the way to the playground exit. quietly.
- Year 5 classroom pupils are to exit to the playground via the external classroom door.
- Social distancing must be maintained as much as possible between children, staff and staff and children.
- Appropriate hand hygiene to be carried out by children and desks cleaned by lunchtime supervising staff before the children eat. Packaging/uneaten contents from school meal provided sandwich bags are to be placed back in the sandwich bag by the child, supervising staff then to place in a white bin bag, tied and then double bagged and tied and placed in the black lidded pedal bin in the classroom.
- Lunchtime staff to clean tables before and after use – wiped down first with warm soapy water and then sanitise sprayed. Please spray on to cloth and not direct on to tables to avoid airborne spray droplets. Lunchtime staff to clean and disinfect door handles/plates, sanitiser dispenser.
- Children are not to unnecessarily walk around the classroom, turn around and talk to the child sitting behind them and to focus on eating their lunch.
- Contents from home provided packed lunches will be placed back in the child's packed lunch box by the child and taken home.
- Children are to clean/sanitise their hands on entering the classroom after play.
- All equipment which can be cleaned, is appropriately cleaned with clinical surface wipes after use (e.g. footballs) and between groups of children using it, and staff ensure that multiple groups do not use equipment simultaneously or unnecessarily share equipment. All used cleaning materials are to be disposed of in the black lidded pedal bin and hands must be washed with soap and running water after any cleaning activity.
- No outdoor equipment such as adventure playground, gym, trail and train can be used as it can't be cleaned and therefore are taped off.
- First aid bags are to be taken on to the playground and minor first aid administered on the playground. Recording forms to be completed as appropriate, i.e. if significant mark/injury or head injury is sustained by the pupil, the A4 record form must be completed to enable parents to be notified by JS.

General Information – Premises / Cleaning Staff

- Staff to ensure that spaces can be ventilated. This can be achieved through natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air (as long as they are not fire doors and where safe to do so). If necessary external opening doors may also be used (taking in to account safeguarding and security arrangements.)
- Thermal comfort must not be compromised. Heating can, and should, be used as necessary in occupied spaces.
- Staff should avoid propping internal fire doors open, to ensure fire safety and safeguarding and to prevent long-term door damage.
- Staff and parents reminded that in order to reduce the risk of COVID transmission, ventilation will need to be increased. Staff and pupils may therefore wear additional and suitable indoor clothing.
- Furniture may need to be rearranged to reduce direct draughts.
- Emergency evacuation procedures are reviewed to facilitate minimal contact. For example, at the assembly point bubbles are positioned 2 metres from one another.
- Monitor the site to ensure walkways remain clear and unobstructed – staff are not to leave debris on floors.
- General premises checks are carried out daily by premises staff to check walkways are clear and staff are reminded to ensure walkways are unobstructed from furniture or anything that creates ‘pinch points’.
- Each classroom has designated entry/exit doors and most classrooms have their own individual external exit/entry door which can be propped open to aid ventilation.
- Staff must familiarise themselves with fire evacuation procedures if working in a different area and are reminded to do so through email communication.
- In the event of the fire alarm sounding, normal evacuation procedures - as indicated in each classroom/area - to be followed and all staff and children to proceed to the field in their year group bubbles, following 2m social distancing between staff and children and other year group bubbles, and line up against the corresponding green year group bubble ID muster point sign on each fence post, which are distanced appropriately apart.
- Regular building checks are completed to comply with legislation.
- Enhanced cleaning arrangements are completed at lunchtime which includes cleaning shared spaces (toilets, staffroom) and regularly touched surfaces (door handles and door plates) and emptying bins that are left outside classrooms.
- Cleaning staff to clean allocated areas after school as per cleaning programme to include classrooms, offices, toilets, staff room, reception, corridors, Halls, door handles/plates, light switches, window openings.
- Access to classrooms is permitted by cleaning staff when children have left the classroom. Teaching staff can remain in classrooms but to maintain at least 2m distance as much as possible from each other whilst cleaning is taking place and teaching staff to enable cleaning staff to clean desk area when required.
- When emptying bins, cleaning staff are to take the lined bin bag over the edge of the bin and tie appropriately, the tied bag is then stored outside in the general bins for 72 hours awaiting collection on a Tuesday (contents from emptied bins on a Monday are not to be placed inside the general bins until after general bins emptied on a Tuesday, contents to be stored near the general bins).
- Cleaning staff should wear appropriate footwear (enclosed, flat and non-slip tread).
- Follow guidance regarding wearing of PPE (end of the document).

Preparing for the Task:

- ✓ Clean and disinfect regularly touched objects, furniture and surfaces (particularly door handles, light switches, window openings, desks, toys and equipment (that can be cleaned) and shared/communal areas such as toilets) using a cleaner sanitiser which is effective against enveloped viruses (such as Dymasan Peach or Selgiene Extreme) in line with training. A checklist to be available for cleaning staff in the event of another cleaner supporting.
- ✓ Do not enter a room where someone is working unless 2 metres distance can be maintained.
- ✓ Use only equipment that is assigned to you.
- ✓ Use disposable cloths or paper towels, if possible. If disposable items are not available, items must be washed.
- ✓ Avoid creating splashes or sprays when cleaning.
- ✓ Hands **MUST** be washed immediately after completing the activity

- ✓ Staff to be made aware of the location of cleaning substances and equipment. The Safety Data Sheet for the cleaning substance must be accessible in the event that spillage or first aid incident should occur. Directions on the safety data sheet must be followed in such a circumstance.
- ✓ Clean any equipment you have used using antibacterial cleaner (such as brush and mop handles, vacuum cleaner, etc)
- ✓ Thoroughly wash all your clothing as soon as you arrive home on a normal wash cycle. Avoid shaking clothing before placing in the washing machine.
- ✓ Decontaminate your vehicle or bike regularly. Disinfectant cleaner should be used to clean down door handles, gear sticks, steering wheel, handle bars, seat, etc.

Personal Care Activities where a child presents NO symptoms (such as toileting, supporting with managing medical conditions/first aid etc)

There is no need for additional PPE over and above standard infection control procedures. PPE must only be used for one activity before being discarded appropriately.

In an emergency, call 999 if someone is seriously ill or injured, or their life is at risk

Specific guidance has been produced for settings where aerosol generating procedures have been identified as taking place.

Personal Protective Equipment:



Disposable Gloves



Disposable Apron*

**If there is likely contact with blood and/or bodily fluids as part of the activity.*

Follow guidance regarding wearing of PPE (end of the document).

Preparing for the Task:

- ✓ Clean hands thoroughly using soap and water
- ✓ Put on the required PPE as above

Completing and Finishing Task:

- ✓ Deliver care in adherence with infection control guidance and training, and health care plan if applicable.
- ✓ Remove and double bag PPE in the immediate area
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Hands **MUST** be washed using soap and water immediately after removing PPE
- ✓ Door handles and surfaces must be cleaned before entering and leaving the affected area.
- ✓ Thoroughly wash all your clothing as soon as you arrive home at the end of a day. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel, door handles, etc.

Classroom

For minor injuries:

- ✓ Child to be treated in their year group classroom by a Teaching Assistant or lunchtime staff (who is trained as an emergency first aider) - first aid box and PPE available in EYFS and portable first aid bag available. If there isn't a Teaching Assistant or lunchtime staff within the specified classroom, a Teaching Assistant or lunchtime staff in the next classroom within the year group bubble is to administer first aid, who is trained as an emergency first aider). In EYFS, Paediatric First Aid trained staff are available during class times. Paediatric First Aid trained member of lunchtime staff to be available in EYFS whilst EYFS children are eating in classrooms. Office staff, who are either Paediatric First Aid trained or 3 Day First Aid trained are available to provide additional support as required through phone contact or to provide ice packs as required. First aid reporting procedures to be followed as normal. If first aid needs to be administered away from the classroom whilst children are eating their lunch then year group staff to provide support.
- ✓ First aid posters available in all classrooms with details on who is first aid trained and first aid categories.
- ✓ When administering minor injury first aid, staff to wash hands with soap and running water or use hand sanitiser gel to clean your hands and the child's hands and then put on the required PPE.

- ✓ Deliver care following our infection control risk assessment and training and in accordance with the care plan.
- ✓ First Aider cleans up and places used materials in a white bag and then takes off PPE and places in the same white bag, tie the handle and then double bag it, tie the handle and place in the black lidded pedal bin.
- ✓ Any contaminated clothing should be double bagged, labelled and securely stored until it is sent home with the child for washing.
- ✓ Use hand sanitiser gel to clean your hands. Hands and forearms **MUST** then be washed with soap and running water.

For other injuries:

- ✓ Where the First Aid Room is required, child to be taken to the First Aid Room by the Teaching Assistant or lunchtime staff (who is trained as an emergency first aider) maintaining social distancing where possible. Where a Teaching Assistant is not available within the year group and support is required, then telephone contact to be made with a designated member of staff or the office. If external first aid/ambulance is required, staff to telephone the office using their mobile phone.
- ✓ When administering first aid, staff to use hand sanitiser gel to clean your hands and the child's hands and then put on the required PPE outside the First Aid Room.
- ✓ Door handles must be cleaned before entering the First Aid Room and wipes put in a white bag outside the First Aid Room.
- ✓ Deliver care following our infection control risk assessment and training and in accordance with the care plan.
- ✓ Clean door handles when leaving and then remove PPE outside of the First Aid Room. Place used PPE in the same white bag already used, tie it and then double bag it, tie it and place in the black lidded pedal bin.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Use hand sanitiser gel to clean your hands. Hands and forearms **MUST** then be washed with soap and running water in the classroom.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.

Playground

For injuries in EYFS:

- ✓ Paediatric First Aid staff on site available to provide first aid support to EYFS children as required. Minor first aid is administered on the child's own year group playground by the Teaching Assistant or lunchtime staff (appropriate first aid trained). Other year group Teaching Assistant or lunchtime staff are available for support as required. Office staff also available for additional support through phone contact. Staff to wash their hands with soap and running water before supervising. When administering first aid, use hand sanitiser gel in the first aid bag, wear PPE as appropriate and dispose of used items and take off PPE and place within a white bag in the first aid bag. Sanitise hands after taking PPE off. When play has finished for the year group, tie the bag and then double bag it, tie it and place in the black lidded pedal bin in EYFS. Wash hands with soap and running water. If more significant injuries and the child needs to come into school, ensure appropriate supervision is provided by allocated staff to supervise remaining children in the year group whilst the Teaching Assistant or designated lunchtime staff administers more significant first aid in the year group classroom (access ice packs) or First Aid Room in Year 3 corridor.

For injuries in other year groups:

- ✓ Minor first aid is administered on the child's own year group playground by the Teaching Assistant or lunchtime staff (appropriate first aid trained). Other year group Teaching Assistant or lunchtime staff are available for support as required. Office staff also available for additional support through phone contact. Staff to wash their hands with soap and running water before supervising. When administering first aid, use hand sanitiser gel in the first aid bag, wear PPE as appropriate and dispose of used items and take off PPE and place within a white bag in the first aid bag. Sanitise hands after taking PPE off. When play has finished for the bubble, tie the bag and then double bag it, tie it and place in the black lidded pedal bin in the bubble classroom. Wash hands with soap and running water. If more significant injuries and the child needs to come into school, ensure distant supervision is

provided by allocated staff to supervise remaining children in the year group whilst the designated lunchtime bubble supervisor administers more significant first aid in the year group classroom (access ice packs) or First Aid Room in Year 3 corridor.

For other injuries:

- ✓ Where the First Aid Room is required and available, child to be taken to the First Aid Room by an available Teaching Assistant/Lunchtime Supervisor (who is trained as an emergency first aider) maintaining social distancing where possible. If external first aid/ambulance is required, staff to telephone the office using their mobile phone.
- ✓ When administering first aid, staff to use hand sanitiser gel to clean your hands and the child's hands and then put on the required PPE outside the First Aid Room.
- ✓ Door handles must be cleaned before entering the First Aid Room and wipes put in a white bag outside the First Aid Room.
- ✓ Deliver care following our infection control risk assessment and training and in accordance with the care plan.
- ✓ Clean door handles when leaving and then remove PPE outside of the First Aid Room. Place used PPE in the same bag already used, tie it and then double bag it, tie it and place in the black lidded pedal bin.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Use hand sanitiser gel to clean your hands. Hands and forearms **MUST** then be washed with soap and running water in the classroom.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ If the First Aid Room is not available and the child needs external treatment/to be collected by the parent, the child is to be taken to the Reception area for office staff to supervise/support. Fabric chairs have been replaced with wipe clean chairs. Following procedures regarding hand hygiene and PPE equipment as appropriate.
- ✓ If lunchtime staff or Teaching Assistant staff absent, other staff will be asked to support with first aid cover.

Personal Care Activities where child IS presenting symptoms (such as toileting, supporting with managing medical conditions etc)

Should a child start to display symptoms whilst at school then they must be isolated in a separate, self-contained and ventilated room away from others or ensure they are situated 2 metres from others if isolation is not possible. If they require use of a bathroom whilst awaiting collection they should use separate facilities if possible, which should be thoroughly cleaned and disinfected before being used by anyone else.

999 must be called in the event of emergency, such as becoming seriously unwell or injured. Symptomatic individuals must not otherwise be advised to attend their GP, pharmacy, urgent care centre or hospital. They should be advised return home immediately, have a COVID-19 test as soon as possible and isolate whilst awaiting results.

To support the schools reporting protocols, results of the test must be communicated to the school.

Specific PPE requirements are recommended when caring for a symptomatic individual within close proximity (ie less than 2 metres.) New PPE must be worn and discarded of upon completion of the care.

The school's isolation room is the Music Room and children must isolate in the Music Room whilst waiting to be collected and to receive any first aid treatment – this is a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Window should be opened for ventilation, following similar precautions for other infectious conditions such as influenza. If the Music Room is not available, please use the Green Room. The Music Room is not to be used for any other purpose than as an isolation room.

New PPE **MUST** be used for each episode of individual care delivery as per below for aerosol generating procedures where the child is in a highly infective state (persistent coughing).

Personal Protective Equipment:



Disposable Gloves



Disposable Apron



Surgical Face Mask*

*Eye Protection worn where contact is within 2 metres (either eye protection or a face shield).

Preparing for the Task:

- ✓ Put on all the required PPE BEFORE entering the Music Room. Please use supplies outside of the room.
- ✓ Two wipe clean chairs positioned 2m apart, a black lidded pedal bin with bags and tissues are provided in the Music Room for use.
- ✓ Child to be taken to the Music Room by a Teaching Assistant or Lunchtime Supervisor (trained as an emergency first aider) or for EYFS, Paediatric First Aid trained staff, following 2 metre social distancing.
- ✓ Ensure the room is as well ventilated as possible.
- ✓ Use hand sanitiser gel to clean your hands and the child's hands and put on the required PPE outside the Music Room before entering the Music Room.
- ✓ Door handles must be cleaned before entering the Music Room and wipes put in a white bag outside the Music Room.
- ✓ Deliver care if required, following our infection control risk assessment and training and in accordance with the care plan.
- ✓ Child to then wait in the Music Room whilst First Aider cleans up and places used materials in a bag and which is then double bagged.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.

- ✓ Clean door handles.
- ✓ On completion of the task, step outside the room and immediately remove the PPE. Disposable PPE items **MUST** be double bagged in white bags and securely tied and placed in the black lidded pedal bin. The bins will be emptied and the contents stored securely for 72 hours. The face visor must be disinfected.
- ✓ Hands and forearms **MUST** be washed immediately after removing PPE
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

Keeping your workforce safe

NHS
Test and Trace

Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**

Put on plastic apron, making sure it is tied securely at the back.

Put on surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose make sure it is extended to cover mouth and chin.

Put on eye protection if there is a risk of splashing.

Put on gloves.

You are now ready to enter the testing area.

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Keeping your workforce safe

NHS
Test and Trace

Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger) This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**

Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.

Perform hand hygiene using alcohol hand gel or rub, or soap and water.

Snap or unfasten apron ties around the neck and allow to fall forward. Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into 'offensive' tiger waste bins.

Once outside the testing area. Remove eye protection

Perform hand hygiene using alcohol hand gel or rub, or soap and water.

Remove surgical mask.

Now wash your hands with soap and water. Run water over hands before applying soap, to avoid damage to skin as a result of frequent washing.

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