

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: CORONAVIRUS (COVID-19)
Used with Existing Risk Assessments & Government Guidance

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Federation of Penny Acres and Wigley Primary School			
Date of Assessment	18 th May 2020	Date of Issue	18 th May 2020
Assessment carried out by	D. Ratcliffe – Executive Headteacher	Signature	<i>D. Ratcliffe</i>

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
19 th May	School staff	19 th May		X
19 th May	Governors	19 th May		X

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment:	Mr D. Ratcliffe
Signature:	<i>D. Ratcliffe</i>

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

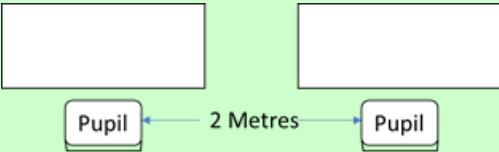
Print Name	Signature	Date	Print Name	Signature	Date
David Ratcliffe			Amanda Woolley		
Emma Deakin			Helen Pritchard		
Sarah Smith			Lisa Tuckwell		
Lynsey Gregory					
Rachel Gregory					
Sally Eyre					
Gemma Blackaby					
Sally Clements					
Sally Evans					
Janet Dore					
Donna Walton					
Rebecca Webster					
Tracey Chapman					
Amy Beattie					

In agreement with Government guidance the School/Setting will use reasonable endeavours to be flexible and work together with the Local Authority/Trust to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort (for example, special settings and alternative provision).

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE						
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of current and relevant information / guidance	Head Teacher/Manager ensures daily checks are made with Government updates and Derbyshire County Council Health and Safety S4S Resources page. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant	✓	DR	<ul style="list-style-type: none"> ➤ Executive Headteacher will provide updates to all stakeholders at least once per week even where no changes are made. ➤ School staff will ensure that school specific issues are reported to the Executive Headteacher so that changes can be made and information disseminated to stakeholders. ➤ Site-specific guidance will be provided to all stakeholders prior to re-opening on 1st June 2020 	DR	On-going
	In addition to the Government guidance, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Derbyshire County Council Health and Safety team directly	✓	DR			DR
	School/Trust/Setting Website information is automatically updated	✓	DR		DR	1.6.20
	All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions	✓	DR			
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager	✓	DR			
	The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided	✓	DR			
	Arrangements are in place to check the welfare of vulnerable children who are not attending school/setting, and other pupils where there is a safeguarding concern	✓	DR			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Lack of current and relevant information / guidance	Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment	✓	DR	➤ All staff are trained in the new rules and routines, including the use of sanctions and rewards		
	The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents	✓	DR			
	Coronavirus Posters are posted around school/setting i.e. Reception, dining hall and in corridors	✓	DR			
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared	✓	DR			
Precautionary transmission measures not being followed in school	Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired	✓	DR	➤ All staff who will be in school will have met (remotely) prior to the schools re-opening to discuss any uncertainties around the use of PPE.	DR	Before 1/6/20
	Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. Note; most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others	✓	DR			
	The school uses a cashless system to limit cash handling	✓	DR	➤ No shared resources e.g. kettles will be used outside of each school 'group'	DR	On-going
	Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles	✓	DR			
	Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves	✓	DR	➤ There will be no access to kitchen areas for staff who are not in the 'group' that are designated to that area	DR	On-going
	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work	✓	DR			
	All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as an essential requirement of their work	✓	DR			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Precautionary transmission measures not being followed in school	Toilets areas are only (wherever possible) used by 1 member of staff at a time	✓	DR	<p>➤ Note; parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus</p> <p>➤ Foot operated lidded bins (avoiding hand contact) are provided in key locations i.e. classrooms. Where these are unavailable, ziplock food bags will be provided to the children and staff for the disposal of potentially contaminated material. Ziplock bags will be placed in a foot operated, lidded bin when appropriate to do so.</p>	DR	1/6/20
	Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups	✓	DR			
	Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school	✓	DR			
	A member of staff will greet each pupil and ensure they wash their hands immediately on arrival before going straight to their classroom	✓	DR			
	Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff	✓	DR			
	Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands 	✓	DR			
	All pupils are asked and reminded to wash their hands; <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving school 	✓	DR			
	Pupils are seated at the same desk each day if they attend on consecutive days	✓	DR			
	Equipment, stationary and text books are not shared and should remain with that pupil on their desk	✓	DR			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>	External doors and windows are opened to allow additional ventilation, where possible (including offices)	✓	DR			
Precautionary transmission measures not being followed in school	Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching	✓	DR			
	Pupils do not share their own exercise books	✓	DR			
	Staff are not required to wear face masks and pupils are not to wear face masks or face coverings in schools unless it is a requirement of an authorised/competent risk assessment	✓	DR			
	Social distancing failure	The site has been assessed by the school internally and externally to identify the number of pupils the school can safely admit and the appropriate use of those areas. This includes outdoor play areas, car parking, access and drop off points, school entrances, reception areas, classrooms, break out spaces, corridor spaces for one way movement if necessary, staircases and stairwells, sporting areas, dining areas etc	✓	DR	➤ Social distancing signage and floor markers/cones are used where practical	DR
Social distancing failure	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for	✓	DR	➤ The following diagram shows how distancing has been designed, but the 2m distance cannot be guaranteed in all setting 	DR	1/6/20
	An office desk and seating allocation plan has been drawn up for staff to achieve 2 metre social distancing	✓	DR			
	A classroom desk and seating allocation plan has been drawn up for staff and pupils. This includes a designated desk and chair assigned to each pupil to achieve social distancing in class	✓	DR			
	School classes are split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). Everyone is a minimum of 2 metres apart and where 2 metre social distancing cannot be achieved, the number of pupils will be reduced	✓	DR			

	For very small secondary school classes resulting from halving, space has been rearranged to make it acceptable to have more than half in a class.	N/A				
--	--	-----	--	--	--	--

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Social distancing failure	On arrival pupils will line up respecting social distancing rules	✓	DR	<ul style="list-style-type: none"> ➤ Social distancing floor markers/ sports cones are used where practical with two metres between them ➤ A solutions might involve children/pupils attending a nearby school ➤ Outdoor equipment is taken out of use if it cannot be sufficiently cleaned between groups of pupils using it 	DR	1/6/20
	Cloakrooms are not used, and pupils are to place their bag(s) under their desk and their coat on the backs of their chairs	✓	DR			
	If there are not enough classrooms/spaces available in the setting or there is not enough available teachers/staff to supervise the groups, contact will be made with our Local Authority or Trust for further advice	✓	DR		DR	1/6/20
	Teachers and pupils are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school	✓	DR		DR	1/6/20
	Support staff/Teaching Assistants are drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting	✓	DR			
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes	✓	DR			
	When outdoor equipment is used, it is cleaned between small groups of children using it, and multiple groups do not use it simultaneously	✓	DR			
	Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk)	✓	DR			

	Soft furnishings, soft toys, unnecessary items and toys that are hard to clean (such as those with intricate parts) are removed unless they are to remain with that individual and will not be shared unless cleaned	✓	DR			
	As much as possible, staff seek to prevent the sharing of food, drink, utensils, equipment and toys	✓	DR			
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>	School entrance reception desk/point has a screen or a physical barrier that creates a 2 metre gap between the visitor and member of staff	✓	DR	<p>➤ No visitors will be allowed except under specific circumstances</p> <p>➤ Signage is used to support direction of travel i.e. suitable tape for marking floors and laminated notices located at pupil's eye level</p>	DR	1/6/20
Social distancing failure	Visitors are reminded to keep a 2 metre gap between other visitors In green signage/ Use social distancing floor markers where queues cannot be eliminated	✓	DR		DR	
	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries	✓	DR			
	Any essential face to face meeting is undertaken maintaining 2 metre social distancing.	✓	DR			
	As much as possible, pupils and staff are spaced apart at all times i.e. <ul style="list-style-type: none"> the use of staff rooms and offices are staggered to limit occupancy using a one-way circulation direction of travel rule i.e. keep left assembly groups, break times (including lunch) are staggered to minimise staff and pupils contact and mixing avoiding unnecessary gatherings using social distancing floor markers outside of classrooms where queues cannot be eliminated pupils to leave the class, a row at a time to manage pinch points sitting one pupil to one table (that would normally sit two pupils) minimum 2 metres, including design and technology 	✓	DR		DR	1/6/20

	<ul style="list-style-type: none"> • there are arrangements for breaks/play times, so that only one group of maximum 15 pupils are in the same play/sports/field area at one time • structured non-contact play is introduced • pupils using toilet and welfare facilities at one time are limited • each group has a designated set of toilets to use (where feasible) 						
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned	
<i>(Continued)</i>							
Social distancing failure	Throughout meal service times, social distancing rules in queues, seating and eating are followed	✓	DR	➤ Social distancing floor markers are used where practical	DR	1/6/20	
	Staff and pupils are reminded to wash their hands prior to eating	✓	DR		➤ Hand sanitiser is used as a second option if handwashing is not viable	DR	1/6/20
	Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments	✓	DR				
	Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves	✓	DR				
	Pupils do not carry plates/trays of food/drinks up or down stairs	N/A					
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible	✓	DR	➤ Social distancing floor markers/cones are used where practical	DR	1/6/20	
	A suitable drop of and pick up points where parents can socially distance has been established	✓	DR				
	Pupil drop-off and collection times are staggered (including avoiding peak times) with parents informed that where a pupil needs to be accompanied to the setting, only one parent should attend	✓	DR				
Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the playground/school premises to talk to other parents	✓	DR					

	Checks are made with the school's arranged transport provider(s); 1. Are they running? 2. Are they following Government safer travel guidance for passengers?	N/A				
	Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors	✓	DR			
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
High demand for places where there is not enough staff or provision capacity	Contact is made with our Local Authority/Trust to identify and coordinate support from other schools in the area	✓	DR	<ul style="list-style-type: none"> ➤ If staffing and/or capacity issues arise, we will initially review our capacity as a federation. ➤ If the federation cannot cater for the demand for places, then the PODS cluster will be contacted in the first instance. ➤ Inform staff and contact parents with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school 	DR	As required
	Collaboration is arranged between schools/setting and children and/or staff from other settings if they are clustered into one place to share resources	✓	DR		DR	As required
	An assessment of Teachers and other school/setting staff needed to keep schools/setting open is continually made daily. Contact is made with the Local Authority/Trust if in doubt when making decisions	✓	DR		DR	As required
	If capacity of staff cannot be achieved to keep the school/setting open, then the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds	✓	DR		DR	As required
	If there is a need to move any pupils, teachers or other school/setting staff to an alternative school/setting, we will liaise with the Local Authority/Trust	✓	DR		DR	As required
Staff and / or pupils attending the school	An appropriate health and safety induction to the school/setting is provided covering essential points i.e. hygiene, welfare, safeguarding, fire safety and first aid	✓	DR	<ul style="list-style-type: none"> ➤ Due to the capacity of the Federation, these action points are 	DR	As required

temporarily from a different school	Where possible the school/setting will implement social distancing and temporary staff and/or pupils will be kept separate by location and timings i.e. staggered lunchtime and breaks, allocating different areas of the dining hall to have lunch, using different playgrounds and toilets etc	✓	DR	highly unlikely to be required, but will be utilised if staff and/or pupils need to temporarily attend another school in the federation		
	For all pupils with EHCPs, staff are to liaise with SEND key worker to monitor provision in place	✓	DR			
	All contact points for new staff and / or pupils is collated to ensure effective communication channels	✓	DR			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
-----------------------	--------------------------	---------------	---------------------	--	---------------------	---------------------

Staff and pupil wellbeing	Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision	✓	DR	<ul style="list-style-type: none"> ➤ The design of the school curriculum will be adapted to manage the workload and well-being of staff and pupils. ➤ The Federation will ask for all suspected cases to be tested. Once a test shows no case of Covid-19, staff or pupils can return to school. If a case is confirmed, see 'Confirmed Staff or pupil Covid-19 case' section below 	DR	1/6/20
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again	✓	DR		DR	On-going
	The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable - This has been agreed and supported by the school Governors	✓	DR			
	Staff to take breaks during their groups play/break times with another member of staff supervising whilst observing social distancing	✓	DR			
	Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority/Trust procedure	✓	DR			

Staff, pupils or visitors develops symptoms of	When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days	✓	DR	<ul style="list-style-type: none"> ➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested 		
--	--	---	----	---	--	--

coronavirus (COVID-19) on site	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)	✓	DR			
	Staff and Headteacher/Manager/(Senior Leadership Team) make appropriate communications arrangements for wellbeing	✓	DR			
	Pupil reported to Head Teacher/Manager/(Senior Leadership Team) and taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs	✓	DR			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
-----------------------	--------------------------	---------------	---------------------	--	---------------------	---------------------

<i>(Continued)</i> Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)	✓	DR	<ul style="list-style-type: none"> ➤ Parents will be asked to ensure someone can collect their child within 45 minutes of contact at all times ➤ Staff are also informed 	DR	As required
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C)	✓	DR			
	Parents informed of their child developments and asked to collect immediately	✓	DR			
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	DR			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)	✓	DR			

Confirmed staff or pupil Covid-19 case	Where the child, young person or staff member tests positive, the rest of their class or group within their education setting will be sent home and advised to self-isolate for 14 days	✓	DR	➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested		
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'	✓	DR			
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal	✓	DR			
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision and effective cleaning	Where safe guarding and security is not adversely affected, all <ul style="list-style-type: none"> internal doors that are not designated fire doors fire doors with automatic closers doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓	DR	➤ Note; hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands		
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use	✓	DR			
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply	✓	DR			
	Additional cleaning requirements have been agreed with site staff/cleaning contractors, which may include additional hours to allow for this	✓	DR			

	Site staff follow (existing) cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc	✓	DR	together and rinsing with water provides		
	Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture	✓	DR			
	While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓	DR			
	The school/setting would pursue; <ul style="list-style-type: none"> • replacement/cover site staff if the duties are contracted in • sharing site staff support from another school/setting • external cleaning services • temporary workers if alternative arrangements cannot be made 	✓	DR		➤ Contact is made with Property Services/Facilities Management/Trust for availability of site staff	

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Site staff absence	If site cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds	✓	DR	➤ Staff and parents are informed with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school		
Effective cleaning no longer available	Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover	✓	DR			
Unsafe Buildings	All statutory inspections are up to date and compliant	✓	DR	➤ Registers will need to be taken and then sent to school administrators. ➤ All normal evacuation procedures will remain in place, but staff will prepare children to maintain distancing as much as is practical in the event of an evacuation.	All staff	On-going
Operating in a different manner to normal operation	Contact is made with Property Services/Facilities Management/Trust if any problems are identified	✓	DR			
	The operational Fire risk assessment has been reviewed and appropriate controls are in place	✓	DR			
	The school/setting has a system for knowing who is in the school when open	✓	DR			

	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)	✓	DR	<p>Groups should remain apart during evacuation where possible.</p> <p>➤ Fire drills are not currently planned as protocols will remain the same – procedures will be discussed with pupils upon return to school, including how they can be kept socially distant</p>		
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off	✓	DR			
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building	✓	DR			
	Staff know where utility isolation points and firefighting equipment are	✓	DR			
	Activities undertaken do not increase the potential for fire	✓	DR			
	Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only	✓	DR			
	Alarm points and the Fire log book checks are completed	✓	DR			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Travelling to and from work	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)	✓	DR			
	Staff are advised to keep up to date about reduced public services and closed stations	✓	DR			

	Staff are encouraged to avoid rush hours and busy times if they can and use contactless payment	✓	DR			
	Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online	✓	DR			
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can	✓	DR			
	Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. REMEMBER if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)	✓	DR			

Overview:

The list of items in the following message remain a 'work in progress' and are subject to change should government policies be amended.

The list is not in any specific order and many of the items are interrelated, so please read the whole document carefully before raising any questions with either school.

- **Attendance:**

As per the guidance, the offer on Monday 1st June will be for full-time schooling for the children who are coming in. Key worker children in Years 2, 3, 4 and 5 may not be in every day as they should only come in when they have to due to childcare issues. Although parents will be able to change their mind and NOT send their child in, we will not be able to take any child where the parent told us they would not be coming.

- **Staffing plans:**

We have created teams that do not cross over between the Infant and Junior classes. We have also worked to minimise the number of staff involved.

- **Infection Control/Social Distancing:**

The DfE guidance is very clear that schools are not being expected to maintain 2m gaps between people and we want to be up front from the start that it is likely to be extremely challenging to do this at all times. Nonetheless, we believe we have already made plans that will maintain the distancing measures whilst in school as much of the time as possible. The government guidance provides the following 'hierarchy' of priorities for infection control:

- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

The final point is important and we are going to do all we can to distance everyone, but we have to be clear with everyone that we **cannot guarantee a 2m gap at all times.**

Some of the infection control measures will be covered in other sections, but here are a number of key areas that we have already agreed in our risk assessment:

- Any child who displays symptoms will be sent home. If the only symptom displayed has been a cough, we will send the child home and liaise with the parents to see if it persists. If there is a persistent cough or a temperature, children will have to be tested and will not be able to return to school until they have been cleared or have gone through the subsequent isolation period;

- Parents will be expected to ensure that there is never a time that there will not be an adult available to collect a child within 45 minutes of receiving a call from school. If the child needs to go home because of symptoms, each school will have an area that is not used for anything else where the child will be isolated whilst being supervised by an adult who can maintain at least a 2m distance throughout. Weather permitting, this will take place outside;
- If there is a confirmed case in school, we will enact policies to test and/or isolate the rest of the staff and children in that class and all parents will be informed;
- Children will have to wash their hands regularly and will need to bring their own hand-cream if this causes skin problems. We expect that this will be **at least 5-6 times per day**;
- Surfaces will be washed thoroughly each day and wiped with antibacterial spray at regular intervals during the day;
- Each class will have their own First Aid Kits to avoid cross-contamination between class groups;
- In order to ensure the safety of the rest of the school community it is vital that any parents choosing to send their child to school respect all government guidance and are not mixing with others outside of their household beyond the current regulations. **If school has evidence that this is not the case, we reserve the right to not provide places for those children;**
- Although we do not expect this to be the case, where children are unable to follow the protocols that are put in place for the safety of everyone, we may have to ask parents to keep that child at home;

- **Personal Protective Equipment (PPE):**

Although we will have a very limited stock of PPE in place prior to Monday 1st June, the guidance is clear that this is not something we should use regularly and children should also not wear face-masks due to the increased risks that incorrect usage brings. As part of our protocols, staff will use gloves for certain tasks before and after school (such as getting individual computers out of the charging trolleys), but during the school day, handwashing and good hygiene will be the priority.

- **Pick-up and Drop-Offs:**

The current plan is to keep our normal drop-off windows at each school, but with clear protocols in place for parents. These include at Wigley, 2m markings outside of both sets of gates. Infants will use the bottom gate whilst Juniors will use the usual top gate **(PLEASE USE EITHER THE FOX AND GOOSE CAR PARK OR SCHOOL LANE – DO NOT PARK ON THE ROAD OUTSIDE OF THE SCHOOL GATES)**. The same markings will be outside the large gate at Penny Acres. We will use different doors for each class and will have a member of staff outside to ensure protocols are followed and to welcome the children and a member of staff inside to receive the children once they have entered and hands have been washed. **Parents will not be able to come onto the school premises.** Sadly, we need to be clear that parents will need to work with younger children to be able to make the final steps themselves as staff will not be able to ‘peel’ children off parents as we sometimes do normally. **Only ONE parent is to accompany the child to the school gate.**

Children will enter the school with their coats and water bottles, which will be kept at their individual workstations, not in a communal cloakroom area.

For pickups, we ask that you line up outside of the gates, adhering to the 2m gaps. The children will be brought onto the playground and will be dismissed to individuals in a safe manner.

- **Communication:**

Parents will be asked to provide any information or ask questions via the enquires@pennyacres.derbyshire.sch.uk or info@wigley.derbyshire.sch.uk email addresses as we will not be facilitating the normal drop-off/pick-up 'chats' and a normal telephone service will not always be available.

- **Playtimes/Lunchtimes:**

We don't think that we need to stagger breaks or lunchtimes due to the amount of outdoor space available at both schools, although this is subject to change. Staff will lead and monitor activities for the children that don't use shared resources and help the children maintain social-distancing as much as possible. We know that many parents will have seen pictures of schools in France on Social Media or the news and be worried about the emotional effect that might have, but we are certain that our skilled staff will make this a fun adventure for the children. Fixed equipment such as climbing frames/trim trails, will not be used to avoid cross-contamination.

- **Catering:**

For the time-being, we are going to continue to serve hot meals. Again, this is subject to change if staffing changes mean that this can't happen. Infant meals remain free, but Juniors will need to pay the normal amount. You will still be welcome to send a packed lunch from home.

- **Curriculum:**

Until there is a further change in the guidance, we believe that we will be able to continue offering learning at home for all year groups and **the online learning that we provide will be used as the basis for the provision for the children who are in school.** There may be a slight change in how this looks and the amount of daily input we can provide for those at home, but we are confident we can maintain a high-quality of provision for everyone, as we have been doing since the schools closed.

- **Classroom Layouts:**

Staff have now set out the best possible layouts at each school. We will keep some internal doors open at all times to avoid the use of handles and only one adult per class will open and close the external doors that the class will use at break-times. As stated earlier, we have to be clear with everyone that we **cannot guarantee a 2m gap at all times although workstations WILL be set 2m apart.**

- **Signage:**

We will continue to have hand-washing guides up in appropriate areas and will have some child-friendly distancing signs. Beyond these, due to the small number of people and small areas involved, there are no current plans to mark out floors or add signage to the schools other than outside of the school gates.

- **Clubs:**

We will not be offering any before or after-school clubs until further notice. The school day for all children will be 8.40am/8.50am – 3.15pm/3.30pm (depending on the school).

- **Resources:**

Each child will have their own tray with all of the resources they will need for regular tasks. We want to avoid having to clean resources day-to-day and children having their own things that no-one else touches is one way of achieving this. We plan to use other resources on a rota basis e.g. if the infants were using Lego, they can each have a pile of their own. Similarly, we can provide reading books in piles for each child, and at the end of the day, all these books can go away in a box for three days.

Children must NOT bring resources other than a water bottle in from home. No pencil cases, book bags, reading books that have been at home, etc.

- **Uniform:**

We **DO NOT** expect children to come to school in their normal uniform, as children are advised to wear a ‘fresh’ set of clothes each day to help reduce the risk of infection transmission between school and home. We are happy for them to come in suitable clothing and in footwear such as trainers as we will not have PE kits in school as the children will not be getting changed. All children will need their own sunhats and sun-cream to be able to play outside on sunny days – we suggest that these are brought in on the first day and remain in school at individual workstations.

- **Medications:**

- Existing regular medications such as inhalers will be kept in the appropriate classroom
- Where a request is made to administer medicine, forms will need to be completed at home as per normal procedures and sent in with the child;
- If a child need medication because they are feeling unwell, they will not be allowed in school, so medicines like Calpol will not be allowed;
- If a child needs medication for a condition such as hay fever, we would ask that this is administered before arriving at school;
- If any medical condition risks the safety of others e.g. regular sneezing through hay fever, we may need to ask parents to keep their child at home until those symptoms have abated.

- **Visitors:**

We will have no unplanned visitors to the school and the only planned visitors will be for things like essential maintenance. Where we do need to have a visitor they will undertake their visit away from everyone else with strict distancing, hand-washing and all other infection control measures in place. Regular visitors will not be coming in, nor will music teachers.

Unfortunately, parents are included in this protocol and will not be allowed onto either school premises.









