



WILLOWS ACADEMY TRUST

SAWLEY INFANT SCHOOL



Risk Assessment		Coronavirus COVID-19 - to be used alongside existing risk assessments and government guidance			
Site:	Sawley Junior School	Version:	2020.v1	Date of issue:	20.5.20
Produced by:	M Harral	Authorised by:	Full Governors 11.5.20	Date of Review:	
<p>For the purpose of this risk assessment, we have used the term 'coronavirus' or COVID-19 to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open. Governing Bodies and the Trust Board should be involved in the decision making processes.</p> <p>Designated safeguarding leads (DSLs)</p> <p>The optimal scenario for any school is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:</p> <ul style="list-style-type: none">• a trained DSL or deputy from the school can be available to be contacted via phone or online video - for example working from home• sharing trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video) <p>Where a trained DSL or deputy is not on site, in addition to one of the above options, the trust recommends a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.</p> <p>Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.</p> <p>Please note the term "parent" refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term "pupils" refers to those attending school – all other pupils should learn from home.</p>					
Related Documents:					
Infection Control Policy, First Aid Policy, Business Continuity Plan, SEND Policy, COSHH Policy, Medicines Policy, Data Protection Policies, Behavioural Policy, Staff Code of Conduct, Whistleblowing, Disciplinary Policy, COVID-19 Action Plan, Safeguarding Policy & Child Protection Policy inc. COVID-19 Addendum.					

GENERAL

What are the hazards?	Risk Control Measures	Person Responsible
Policies and Procedures – staff awareness	<ul style="list-style-type: none">• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:<ul style="list-style-type: none">○ Safeguarding Policy and COVID addendum○ Health and Safety Policy○ First Aid Policy○ SEND Policy○ Whistleblowing○ Code of Conduct• Data Protection Policies and principles of GDPR are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	All staff
Lack of current and relevant information/guidance.	<ul style="list-style-type: none">• HT to ensure daily updates are checked.• All school staff have access to the most recent information from the Government, and this is distributed throughout the school community and on display in the staffroom.• HT to add updates to the school website.• Pupils updated via class teachers/email as necessary.• Any change in information to be shared with Chair of Governors and passed on to parents and staff by email where necessary.• Staff with underlying health issues or those within vulnerable groups should keep their line manager updated.	HT (Headteacher) SIT (School Improvement Team)
Visitors and Volunteers	<ul style="list-style-type: none">• Contractors undertaking statutory testing and emergency repairs are permitted on site. They are advised to arrive and leave site avoiding pupil pick up and drop off times and the nuSite Manager and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed when they are indoors on site.	HT/SIT SCHOOL BURSAR Facilities Manager

	<ul style="list-style-type: none"> • Volunteers and parent helpers will not be allowed on site. • External contractors will be considered if by SIT – if they can adhere to the RA guidance –delivery of session’s maybe considered. External contractors delivering sessions in multiple settings will not be allowed on site. • If staff don’t need to be on-site and duties can be performed at home then they should avoid the premises. Timetabling will take account of the nuSite Managerer of staff needed to meet demand for places in a safe way. If onsite staff are responsible for maintain social distancing from adults and children. • Non-essential visitors are asked to remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit. • Peripatetic visitors who would closely mix with staff and pupils are avoided if possible as there is a greater risk of contracting and transmitting Covid-19 to multiple schools. If allowed in school, they will need to follow strict social distancing and hygiene guidelines. • Governor visits are cancelled and meetings held virtually. • School performances are not held unless they are filmed and recorded or live streamed (parental permission required). 	
<p>Precautionary transmission measures are not followed in school including hygiene guidance and social distancing.</p>	<ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection. • Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired. • Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school. • Staff who are unwell with Covid-19 symptoms will not be allowed to attend school. 	<p>HT/SIT All staff</p>
	<p>STAFF</p> <ul style="list-style-type: none"> • Staff receive induction training about COVID-19 and how they will contribute to their own safety and that of other site users. 	<p>HT/SIT All staff</p>

- Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. staffroom welfare facilities.
- Staff will take particular care in shared areas such as kitchen facilities and observe high expectations of hygiene if making drinks for each other. Staff must observe social distancing guidance when using shared areas.
- All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work.
- Staff toilets are only to be used by 1 meSite Manager of staff at a time.
- As much as possible, 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.
- Staff room to be demarcated to abide by social distancing principles. Chairs separated, timings staggered etc.

PUPILS

- Pupils will have an induction lesson about COVID-19 and how they will contribute to their own safety and that of other site users.
- Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.
- Pupils will wash hands regularly including before and after eating and before and after using shared equipment.
- Washing facilities will be provided for the use of outdoor equipment and supervised by the adults on duty.
- Pupil toilets are only to be used by 1 child at a time.
- Pupils will remain in the same classroom, where possible when attending school.

	<ul style="list-style-type: none"> Each pupil will have a classroom pack containing basic necessary equipment for the school day. If other equipment is used and shared – staff will encourage before/after hand washing and equipment will be thoroughly cleaned between groups/days. 	
	<ul style="list-style-type: none"> Markings are present in foyer/reception. Office staff are provided with a protective screen. Initially parents will not be allowed on site. 	
Staff and pupils on site do not adhere to social distancing guidance.	<ul style="list-style-type: none"> Class sizes reflect the nuSite Managerers of teaching staff available and are kept as small as possible with break times, lunch times and the movement of pupils around the school staggered to reduce large groups of pupils / staff gathering. Teaching staff and TAs will stay with their bubble and do not crossover to teach/support different groups/classes, thereby not extending the contact group and limiting the potential spread of COVID-19. Pupils stay with their bubble and are encouraged to observe social distancing where possible. They will not play or socialise with other bubbles. As far as possible, children and staff are spaced apart at all times i.e. sitting children at desks that are 2m apart, ensuring everyone queues and eats 2m apart. Children will be actively encouraged to keep 2m apart when in the playground or doing any physical exercise. Supervising staff will ensure they follow social distancing guidance and act as role models for children. Parents are discouraged from gathering at school gates. Clear drop off/collection points are allocated, parents are communicated to regarding instructions via letter/Parentmail. Parents are advised not to congregate. Drop off/collection times are staggered 	HT/SIT
Confirmed/suspected staff or pupil Covid-19 case	<ul style="list-style-type: none"> If a meSite Managerer of a bubble (child or adult) shows symptoms in school, the entire bubble will be sent home and consideration will be given to any other contact groups – e.g. childminder settings. The person displaying symptoms will be removed to the isolation zone A staff meSite Managerer should be allowed to drive home straight away if appropriate. 	HT/SIT

	<ul style="list-style-type: none"> • A pupil should be collected immediately. • All other parents contacted to collect immediately. • The isolation zone and classroom will then undergo deep clean – see Cleaning • Where cleaning and disinfecting is not required immediately, 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’. 	
	<p>The following information is shared with staff:</p> <ul style="list-style-type: none"> • All staff who are attending a school will have access to a test if they display symptoms of coronavirus, they are encouraged to get tested in this scenario. • Where the staff meSite Manager tests negative, they can return to their setting and the fellow household meSite Managers can end their self-isolation. 	
	<ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • The effective cleaning process would be carried out using the Enhanced Cleaning and Disinfecting Coronavirus (COVID-19) guidance 	
	<ul style="list-style-type: none"> • Children/staff who have displayed symptoms of coronavirus must self-isolate for 7-14 days before returning to school. – unless a test is returned as negative. 	
<p>Lack of hygiene provision and effective cleaning</p>	<ul style="list-style-type: none"> • Soap dispensers and hand towels within toilets are fully stocked at the start of each day. Regular checks are made throughout the day to ensure adequate supply. • Adults in classroom report if stocks of hygiene supplies are running low – sanitiser, tissues etc. • Instillation of hand sanitisers are located at key points around the site i.e. entrances, exits etc. • Bubble staff will be supplied with gloves and appropriate cleaning liquids to wipe down tables, door handles, sink areas etc. at midday. Tissue bins will also be emptied. 	<p>HT/SIT All staff</p>

	<ul style="list-style-type: none"> • Excess furniture, including soft furnishings and toys with intricate parts are removed 	
Lack of communication	<ul style="list-style-type: none"> • This completed risk assessment is shared with staff. • The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. Signage is installed wherever necessary as a reminder. • Any cases of suspected coronavirus are reported immediately to line managers (pupil or staff) • Schools put into place any actions or precautions advised by the Trust. • Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. • Conversations with parent/carers are held on the telephone or via email wherever possible. • Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes). • Parent evenings are cancelled. • Annual Reports will not be in the usual format. 	HT/SIT/SCHOOL BURSAR
Partial school closure	<ul style="list-style-type: none"> • The school communicates with parents via letter/Parentmail regarding any updates to school procedures which are affected by the coronavirus pandemic. • Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. • Pupils continuing education at school are seated at least 2m away from their peers where possible. • Pupils working from home are assigned work to complete to a timeframe set by their teacher. • The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning. 	HT/SIT/SCHOOL BURSAR Facilities Manager

	<ul style="list-style-type: none"> • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. Policies are reviewed in line with COVID-19. • High profile pupils are risk assessed individually • The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. • The headteacher works with the IT technicians to ensure that all technology used is accessible to all staff – alternative arrangements are put in place where required. • The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. • The school manages the use of parents’ and pupils’ contact details in line with the Data Protection Policy. • The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close. • The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic. 	
<p>Vacant premises due to full closure</p>	<ul style="list-style-type: none"> • Access to the school is restricted – additional security is arranged and put in place if required. • Site team remain on-call in case of an emergency or if access to the school is required. • External signage is visible to show that the school is closed and that access is restricted. • Valuable school property and equipment is identified and reasonable measures are in place to ensure security. • The site manager ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business. • The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	<p>HT/SIT/SCHOOL BURSAR Facilities Manager</p>

Emergencies	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid/Medicines Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	HT/SIT/SCHOOL BURSAR
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Cleaning - This risk assessment is specific to Coronavirus (COVID-19) and should be followed in conjunction with the current caretaking/cleaning risk assessments and Government guidance.

Hazard	Risk Control Measures	Person Responsible
Exposure to Covid-19 from touching surfaces	<ul style="list-style-type: none"> • Hands are washed regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> • All caretaking/cleaning staff (must) wear disposable gloves and apron throughout their cleaning shift on site. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> • All gloves and aprons used in a shift are disposed of after being used and placed into sealed bag for disposal. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> • If gloves and aprons are removed during a shift, then these are disposed of as above. Hands are washed thoroughly, and new gloves and aprons put back on before carrying on with duties. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> • Cleaning is undertaken in a methodical order i.e. cleaning all common surfaces such as door handles, push plates on doors, handles of equipment that are regularly used such as zip boilers and all surfaces where people place hands such as worktops, desks, meeting tables etc. Mopping and low level cleaning would follow after this. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> • Staff do not sit in the same workstation or share workstations with other staff. 	All Staff

	<ul style="list-style-type: none"> Employees do make their own drinks and wash up their own mugs, plates and utensils etc. Dishwasher is put on intensive at the end of every day 	All Staff
	<ul style="list-style-type: none"> Staff will liaise with the site Headteacher/Manager before; 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. 	All Staff
Cross contamination / infection	<ul style="list-style-type: none"> All employees wear the required and correct PPE, including disposable gloves and aprons cloths and mop heads are cleaned after completion of the task. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> All colour coding is followed, and cloths and mop heads are not mixed up. 	
	<ul style="list-style-type: none"> Aprons are removed before removing gloves and placed in a plastic bag. 	
	<ul style="list-style-type: none"> Gloved hands are washed before removing and then put into a plastic bag, which is sealed for disposal. 	
	<ul style="list-style-type: none"> After gloves have been removed, hands are washed thoroughly for at least 20 seconds. 	
	<ul style="list-style-type: none"> New sets of gloves and aprons are used at the start of each shift. 	
Using new chemicals/products to mitigate Coronavirus (COVID-19) Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> Only approved cleaning chemicals are used as per COSHH. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> A COSHH assessment is completed for any new products/chemicals. 	SITE MANAGER
	<ul style="list-style-type: none"> Cleaning chemicals ARE NOT MIXED, and dilution rates are followed with correct techniques used e.g. nuSite Managerer of plunges or caps needed. 	SITE MANAGER
	<ul style="list-style-type: none"> Cleaning chemicals are kept in their original containers, labels are not removed, and lids are replaced following use. 	SITE MANAGER
	<ul style="list-style-type: none"> Diluted chemicals can be stored in spray bottles, but the bottle will be clearly labelled giving the name of the chemical contained and its dilution rate 	SITE MANAGER

	<ul style="list-style-type: none"> Cleaning chemicals are not left out unattended and are securely stored. 	All staff
	<ul style="list-style-type: none"> Appropriate Personal Protective Equipment is always used, specifically disposable gloves, apron and eye protection when diluting chemicals as per the COSHH assessment. 	SITE MANAGER
	<ul style="list-style-type: none"> Eye protection is worn if there is a risk of splashing chemicals e.g. when diluting any concentrate chemical (this will be identified in the full COSHH assessment or on the manufacturer's instructions). 	SITE MANAGER
COVID-19 Weekly Cleaning Checklist to be completed	<ul style="list-style-type: none"> Follow the weekly Covid-19 weekly cleaning checklist to ensure audit trail available 	SITE MANAGER and cleaners
Site staff absence	The school/setting could pursue; <ul style="list-style-type: none"> replacement/cover sharing site staff support from another school/setting external cleaning services temporary workers if alternative arrangements cannot be made 	HT/SIT/SCHOOL BURSAR
Effective cleaning no longer available	<ul style="list-style-type: none"> If the site cannot be cleaned, the school will contact the Trust for further advice before making decisions to temporarily close on health and safety grounds. 	HT/SIT/SCHOOL BURSAR
	<ul style="list-style-type: none"> Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover. 	HT/SIT/SCHOOL BURSAR
First Aid - This risk assessment is specific to Coronavirus (COVID-19) and should be followed in conjunction with the current first aid risk assessments and Government guidance.		
Hazard	Control	Responsible Persons
Inadequate facilities to deal with injuries and ill health at work.	<ul style="list-style-type: none"> There are an appropriate nuSite Managerer of trained personnel taking into account the size of the establishment, split sites, location, cover for absences and off site visits, age of pupils and young people and type of activities in accordance with first aid guidance. 	Headteacher/ School Bursar
	<ul style="list-style-type: none"> Certificates of trained employees e.g. First Aiders and Appointed Persons are in date and copies are kept on site. 	Headteacher/School Bursar

	<ul style="list-style-type: none"> • Refresher training is provided before expiry (currently within three years of the training date) • Staff holding current First Aid at Work qualification whose certificate expires on or after 16 March and cannot access requalification training because of coronavirus a 3-month extension has been granted (see https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm) 	Headteacher/School Bursar
	<ul style="list-style-type: none"> • All staff have been informed of first aid equipment locations, the persons appointed to provide first aid and how to summon them. 	Headteacher/SIT
	<ul style="list-style-type: none"> • Basic first aid kits are available in each classroom and a first aider working within the classroom will administer first aid as and when appropriate. 	Headteacher/SIT/First Aiders
	<ul style="list-style-type: none"> • An appointed person(s) has been nominated to manage and restock first aid provision general stock. 	Headteacher/SIT/First Aiders/ School Bursar
	<ul style="list-style-type: none"> • Identified First Aiders responsible in each classroom/year group will check and replenish stocks in the classroom(s). 	
	<ul style="list-style-type: none"> • There is an appropriate place available to administer first aid. 	Headteacher/SIT
	<ul style="list-style-type: none"> • Children demonstrating Coronavirus symptoms/suspected Coronavirus symptom will be isolated in the identified room until collection arranged. • PPE (following guidance) is available for a meSite Manager of staff who may be required to assist a potential infected person. • The cleaning RA details how the isolation area and classroom will be deep cleaned. 	
Exposure to Biological Hazards	<ul style="list-style-type: none"> • There is appropriate personal protective equipment available for employees who may be exposed to biological hazards e.g. disposable gloves for First Aider's; aprons; face shield where appropriate. 	Headteacher/SIT/First Aiders
	<ul style="list-style-type: none"> • Staff dealing with incidents will also be aware of guidance posters published by Public Health England on putting on/taking off PPE. 	
Bodily fluids and control of waste	<ul style="list-style-type: none"> • Staff are aware and follow the procedure for dealing with and disposal of bodily fluids and waste materials. 	Headteacher/SIT/First Aiders/Facilities Staff

First Aider dealing exposure to Coronavirus (Covid-19)	<ul style="list-style-type: none"> Staff to be familiar with and follow the 'Guidance for First Aiders who may be required to undertake CPR during the COVID-19 outbreak'. 	Headteacher/SIT/First Aiders
Aftermath of Incident	<ul style="list-style-type: none"> First aiders are given suitable support to deal with aftermath of dealing with any serious or upsetting incidents. 	Headteacher/SIT
	<ul style="list-style-type: none"> All significant accidents are investigated to identify immediate and underlying causes. 	Headteacher/SIT
	<ul style="list-style-type: none"> All reportable incidents are recorded and reported. 	Headteacher/SIT
Fire - This risk assessment is specific to Coronavirus (COVID-19) and should be followed in conjunction with the current fire risk assessments.		
Hazard	Control	Responsible Persons
Operating in a different manner to normal operation	<ul style="list-style-type: none"> The operational fire risk assessment has been reviewed and appropriate controls are in place. 	Facilities Manager/HT
	<ul style="list-style-type: none"> The school/setting has a system for knowing who is in the school when open. All will sign in/out using the school system –hand sanitiser must applied first. 	Headteacher/Office Staff
Fire systems faults/failures due to limited areas of the school being used	<ul style="list-style-type: none"> Alarm points and the Fire log book checks are completed. 	Facilities Manager
	<ul style="list-style-type: none"> Regular checks are carried out as outlined in existing risk assessments, despite lower occupancy. 	Facilities Manager
	<ul style="list-style-type: none"> Any faults/failures are reported immediately and actions taken to be fixed. 	Facilities Manager
Fire and Evacuation procedures are unfamiliar to meSite Managers of the school given reduced staffing level or	<ul style="list-style-type: none"> Staff will be required to familiarise themselves with procedures specific to room they are teaching in. 	Headteacher/SIT/Staff
	<ul style="list-style-type: none"> Staff know where firefighting equipment is. 	Headteacher/SIT/Staff

additional staff that may be familiar from the school	<ul style="list-style-type: none"> Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary). 	Headteacher/SIT/Staff
	<ul style="list-style-type: none"> Staff and children upon return to school will be briefed on updated fire evacuation procedures for their new group (bubble). 	Headteacher/SIT/Staff
	<ul style="list-style-type: none"> Fire Drills will be held as normal. 	Headteacher/SIT/Facilities Manager
	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building. 	
	<ul style="list-style-type: none"> Evacuation plan ensures areas being used are clear and everyone has exited. Staff are aware of their appointed fire marshal duties (given new areas in which they may be teaching). Designated teachers will check toilet facilities/areas if safe to do used by their class bubble. 	Headteacher/SIT/Staff
Registers will require modification in line with the new class grouping arrangements	<ul style="list-style-type: none"> New registers will be completed for each class bubble and distributed to staff. 	School Bursar/Office Staff
Social distancing compromised as a result of evacuation	<ul style="list-style-type: none"> Existing evacuation points will be used. 	Staff
	<ul style="list-style-type: none"> 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 asseSite Managerling for drill purposes only. 	Headteacher/SIT/Staff/Facilities Manager
	<ul style="list-style-type: none"> Staff will endeavour to maintain social distancing when asseSite Managerled at their fire evacuation point. 	Staff
	<ul style="list-style-type: none"> Activities undertaken do not increase the potential for fire. 	Headteacher/SIT/Staff

Parents:

Not to enter building, fire exit direct to allocated classroom
Drop off at staggered times and limited to 1 adult per family
Social distancing markers on our school grounds
path measuring - Kids project?
Avoid contact and public transport on route to school

Children

No toys etc. from home, water bottle and lunch box stored directly on trolley – spaced out
Hand Washing on entry and before / after each break time or cough/sneeze/face touch
Coat onto own chair at own table – used daily
Children organised into 'bubbles' which rotate to lay/ lunch to avoid contact with other groups
Staff allocated to bubbles with limited change or rotation

Resources

Reduced furniture and resources to minimise risk of transfer
Some toys use in water with soap etc. to add sensory and hygiene element

Hygiene rules and songs to be planned into provision

Accidents and first aid – PPE and hygiene – maintain detailed records