



## School Risk Assessment - Covid19

### **Overarching Guidance for all staff:**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) 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
- 2) 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 and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' and 'hands, face , space' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

### **Staff Principles**

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your line manager and Lisa Sheldon) and access a test as soon as possible. Tests can be accessed here: <https://self-referral.test-for-coronavirus.service.gov.uk/test-type>
2. Clean your hands and wrists more often than usual - 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.
3. Use the 'catch it, bin it, kill it' and 'hands, face , space' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.

8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' and 'hands, face , space' etc, including updating your classrooms displays with posters. These will be printed and provided.
9. Prevent your class from sharing equipment and resources (like stationery). Each child will have their own bag/resource tray (specific to the year group).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.
14. LA/Government guidance; please see the following documents:-

Risk assessment for cleaning available from ORION (Cleaning contract company)

Risk assessment for Catering staff available from Lancashire Catering services

Both Risk assessments to run alongside, and concurrent with, this document

- [Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak](#)
- [Coronavirus \(COVID-19\): guidance for educational settings](#)
- [COVID-19: cleaning in non-healthcare settings](#)

<b>PART A. ASSESSMENT DETAILS:</b>			
<b>Area/task/activity:</b> Full School opening arrangements during COVID-19 restrictions from 1 September 2020			
<b>Location of activity:</b> Layton Primary School			
<b>Team/School name: Address &amp; Contact details:</b>	Layton Primary School	<b>Name of Person(s) undertaking Assessment:</b>	Julie Barr Catherine Rollinson Clare Scott
		<b>Signature(s):</b>	J Barr C Rollinson C Scott
<b>Line Manager/ Headteacher (Name/Title):</b>	Jonathan Clucas	<b>Date of Assessment:</b>	22.09.20
<b>Signature:</b>	J Clucas	<b>Planned Review Date:</b>	Weekly SLT meetings
<b>How communicated to staff:</b>	Email following face to face meeting with original risk assessment.	<b>Date communicated to staff:</b>	23.09.20 06.10.20

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**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
<b>Covid Symptoms</b>	Staff, pupils, visitors, contractors, parents	<b>Most common Covid symptoms:</b> <ul style="list-style-type: none"> <li>▪ Fever</li> <li>▪ Dry cough</li> <li>▪ Tiredness</li> <li>▪ Less common symptoms</li> <li>▪ Aches and pains</li> <li>▪ Sore throat</li> <li>▪ Diarrhoea</li> <li>▪ Conjunctivitis</li> <li>▪ Headache</li> <li>▪ Loss of taste and smell</li> <li>▪ Rash on skin</li> <li>▪ Discolouration of fingers and toes</li> </ul> A new continuous cough means coughing a lot, for more than an hour, or more than three or more coughing episodes in 24 hours.
<b>Next steps if someone displays symptoms</b>		<b>Next steps if someone displays symptoms:</b> Contact 111 either by phone or their website <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a>

### My Child/Adult has COVID-19 symptoms



#### Action needed:

- Child/Adult shouldn't attend school
- Child/Adult should get a test
- Whole household self-isolates while waiting for test result
- Inform school immediately about test results

#### Back to School:

- when the child's/adult's test comes back negative and the child has been symptom free for 48 hours



### My child/adult tests positive for COVID-19 (coronavirus)

#### Action needed:

- Child/Adult shouldn't attend school
- Child/Adult self-isolates for 10 days from when symptoms started (or from day of test if no symptoms)
- Inform school immediately about test results
- Whole household self-isolates for 10 days from day when symptoms started (*or from day of test if no symptoms*) even if someone else in the household tests negative during those 10 days

#### Back to School:

- **when child/adult feels better and has been without a fever for at least 48 hours**  
They can return to school after 10 days even if they have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.



### Somebody in my household has COVID-19 symptoms

**Action needed:**

- Child / Adult shouldn't attend school
- Household member with symptoms should get a test
- Whole household self-isolates while waiting for test result
- Inform school immediately about test results

**Back to School:**

- when household member test is negative, and child does not have COVID-19 symptoms\*



### Somebody in my household has tested positive for COVID-19

**Action needed:**

- Child/Adult shouldn't attend school
- Whole household self-isolates for 10 days from day when symptoms started (*or from day of test if no symptoms*) -even if someone else in the household tests negative during those 10 days

**Back to School:**

- when child/adult has completed 10 days of self-isolation, even if they test negative during the 10 days



**NHS Test and Trace has identified my Child/Me as a 'close contact' of somebody with symptoms of confirmed COVID-19**

**Action needed:**

- Child/Adult shouldn't attend school
- Child/Adult self-isolates for 10 days (as advised by NHS Test and Trace) – even if they test negative during those 10 days
- Rest of household does not need to self-isolate, unless they are a 'close contact' too

**Back to School:**

- when the child/adult has completed 10 days of self- isolation, even if they test negative during those 10 days



**We/my child/adult has travelled and has to self-isolate as part of a period of quarantine**

**Action needed:**

- Do not take unauthorised leave in term time
- Consider quarantine requirements and FCO advice when booking travel
- Provide information to school as per attendance policy
- Returning from a destination where quarantine is needed:
  - Child/Adult shouldn't attend school
  - Those members of the household that have travelled must self-isolate for 10 days – even if they test negative during those 10 days
  - Members of the household that did not travel do not need to self-isolate

**Back to School:**

- when the quarantine period of 10 days has been completed for the child, even if they test negative during those 10 days



**We have received advice from a medical/official source that my child/adult must resume shielding**

**Action needed:**

- Child/Adult shouldn't attend school
- Contact school as advised by attendance officer/pastoral team
- Child/Adult should shield until you are informed that restrictions are lifted, and shielding is paused again

**Back to School:**

- when school / other agencies inform you that restrictions have been lifted and your child can return to school again



**I am not sure who should get a test for COVID-19?**

**Action needed:**

- Only people with symptoms need to get a test
- People without symptoms are not advised to get a test, even if they are a 'close contact' of someone who tests positive

**Back to School:**

- when conditions above, as matching your situation, are met

**DFE Helpline number – guidance for confirmed cases: 0800 046 8687**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/918525/What to do if a pupil is displaying symptoms of coronavirus COVID-19 Schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918525/What_to_do_if_a_pupil_is_displaying_symptoms_of_coronavirus_COVID-19_Schools.pdf)

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<b>Outbreak of Covid-19 within school</b>		<ul style="list-style-type: none"> <li>• The school will work closely with the DFE and LA if there are two or more confirmed cases within 10 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The DFE and LA will advise if additional action is required</li> <li>• Depending upon when school finds out about a positive test result, will determine how parents are contacted</li> <li>• <b>At weekend or in the evening</b>, if necessary, an alert will be communicated through a text message and communication through our parent app. That year group will be asked to remain at home on the next school day following the confirmed test result. School will contact Public Health England and the DFE who will outline the steps that the school should take. It is vital that contact details for parents and carers are up to date.</li> <li>• If school is alerted to news of a positive case during school hours, then that year group will be sent home. School will advise parents of the course of action in regard to self-isolation via a text message and communication through our parent app.</li> </ul>
<b>Procedures for contacting school if a test is <u>positive</u> for parents, carers and staff</b>		<ul style="list-style-type: none"> <li>• <b>During an evening, weekend or holiday</b>, if a child receives a positive test result, parents are to contact school by email covid@layton.blackpool.sch.uk</li> <li>• <b>During times when the school is open</b>, if a child receives a positive test result, parents are to contact school by the main telephone number 01253 392179, option 2</li> <li>• <b>If a member Staff receives a positive test result</b>, they are to contact the Headteacher, Jonathan Clucas</li> </ul>
<b>Self-isolation</b>		<ul style="list-style-type: none"> <li>• Self-isolation means that a member of staff or a pupil is to remain at home for up to 10 days. This means staying in the home/garden and not leaving for any reason.</li> <li>• Being asked to self-isolate is a precautionary measure. It <b>DOES NOT</b> mean that a child or member of staff is positive with Covid-19 <b>neither does it mean that you should seek a test</b></li> <li>• No-one in your household, including siblings at the same school, will need to self-isolate. The only time other people in the household would need to self-isolate or seek a test would be if they developed symptoms of Covid-19.</li> <li>• The guidance is clear that even if a Covid-19 test result is negative, pupils or a member of staff will <b>NOT</b> be allowed back into school until their agreed return date. This is because the symptoms can take up to 10 days to become apparent.</li> </ul>
<b>Shielding and clinically vulnerable</b>		<ul style="list-style-type: none"> <li>• Adults/children who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work/school from 1 August 2020 as long as they maintain social distancing</li> </ul>

<p><b>children and adults.</b></p>		<ul style="list-style-type: none"> <li>• If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent</li> <li>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary</li> <li>• School applies the measures set out in the government <u>Guidance for full opening: schools</u> as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable</li> <li>• Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, An individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes</li> <li>• (Advice for those who are extremely clinically vulnerable can be found in the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>)</li> </ul> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>
<p><b>PPE</b></p>		<ul style="list-style-type: none"> <li>▪ Staff must wear PPE when in close contact with pupils displaying symptoms</li> <li>▪ Staff can request PPE at any time.</li> <li>▪ PPE is provided in each classroom, staff responsible for requesting new sets when required from the premise's manager</li> <li>▪ PPE to be kept in the Woodland Room and worn when treating a child</li> <li>▪ Cleaning products to be kept in the Woodland Room</li> <li>▪ Staff should not wear gloves unless directed to do so in medical emergencies</li> </ul> <p><b>Contenance issues and soiling should not be dealt with by staff. Parent should be contacted immediately, and children sent home</b></p>
<p><b>What staff should do in the case of an absence</b></p>		<p><b><u>Absence from school:</u></b></p> <ul style="list-style-type: none"> <li>▪ If absent through illness (or self-isolation), staff should contact Mrs Sheldon on tel. <b>309004</b> as soon as they know they will not be in school. Please do this by 7am</li> </ul>

<p><b>through illness or self-isolation (as a contact)</b></p>		<ul style="list-style-type: none"> <li>▪ Staff must keep the school informed during absences and notify, as soon as known, the date of return to school</li> <li>▪ Absences of more than 7 days (including weekends or bank holidays) require a doctor's fit note</li> <li>▪ After any absence there will be a <u>Return to Work Interview</u> with the line manager. This informal meeting should last no longer than 10-15 minutes on the day of return. It is the responsibility of the <b><u>staff member returning to work to initiate this meeting</u></b></li> </ul>
<p><b>Lockdown From 6<sup>th</sup> January</b></p>		<ul style="list-style-type: none"> <li>▪ Staff must work with their line manager to access guidance on working remotely from home</li> <li>▪ Staff must ensure they are available at all times during their working hours for any meetings via Zoom and telephone calls</li> <li>▪ Teaching staff will be expected to join their year group PPA via Zoom each week</li> <li>▪ Team leader and class teacher will check on the member of staff's well being</li> <li>▪ Support staff must liaise with their class teacher and Team Leader at an agreed time to ensure continuity and good communication</li> <li>▪ Staff will be placed on a rota and will attend school to support the children who are keyworkers and when working from home, support home learning.</li> </ul>
<p><b>Staffing including communication</b></p>		<ul style="list-style-type: none"> <li>▪ Team Leader, SLT meetings to be held regularly via Zoom</li> <li>▪ Risk assessment to be reviewed weekly by SLT</li> <li>▪ Meetings to be held through zoom wherever possible</li> <li>▪ Staff who are self-isolating or shielding, <b>who are well</b>, will be directed by their line manager to work from home and will be removed from the rota in school for that period of time.</li> </ul>
<p><b>Communication with parents</b></p>		<ul style="list-style-type: none"> <li>▪ School will send any communications to parents and carers via our parent app and through text messages</li> <li>▪ The website will be updated regularly - <a href="https://layton.blackpool.sch.uk">https://layton.blackpool.sch.uk</a></li> <li>▪ Class teachers will only communicate with parents and carers through class dojo or a phone call home</li> <li>▪ Parents and carers who wish to speak to their child's class teacher, please contact the office on 392179</li> <li>▪ The School office is closed and can be contacted via telephone 392179 or email <a href="mailto:admin@layton.blackpool.sch.uk">admin@layton.blackpool.sch.uk</a></li> </ul>

## The school day

### Start and end of the school day for keyworker and vulnerable children

- Classroom doors open from 8.40am - 8.55am
- Children must be at school on time – drop off is between 8.40am and 8.55am.
- Late children may not be accepted

#### EYFS -

- Pupils to enter classes from Lynwood or Eastwood Ave
- Enter through class doors
- 3.00 pm finish from class doors

#### Year 1

- Pupils enter classes from Lynwood or Eastwood Ave
- Enter through class doors
- 3.00 pm finish from class doors

#### Year 2

- Pupils enter classes from Lynwood or Eastwood Ave
- Enter through class doors
- 3pm finish from class doors

#### Year 3 - No parents allowed on site in the morning

- Pupils enter from Meyler Avenue
- Enter through the slope by reception - doors open at 8.40am
- 3.05 pm finish from the KS2 playground

#### Year 4 - No parents allowed on site in the morning

- Pupils enter from Meyler Avenue
- Enter through doors next to the dining room - doors open at 8.40am
- 3.05pm finish from the KS2 playground

#### Year 5 - No parents allowed on site in the morning

- Pupils enter from Meyler Avenue
- Enter through doors to the dining room - doors open at 8.40am
- 3.05 pm finish from the KS2 playground

		<p><b>Year 6 - No parents allowed on site in the morning</b></p> <ul style="list-style-type: none"> <li>• Pupils enter from Eastwood Avenue or Lynwood Ave</li> <li>• Enter through doors by Year 2, near Eastwood Entrance</li> <li>• Finish at 3.05pm and exit through Lynwood or Eastwood</li> </ul>
<b>Break and lunchtimes</b>		<p>All children/adults are required to hand wash on entering the building.</p> <ul style="list-style-type: none"> <li>• Break times are staggered across the school</li> <li>• Children to be provided with lunch</li> <li>• Children to stay in designated zones outside.</li> <li>• Children are not to access the building during lunchtime unless they are toileting which is monitored by lunchtime staff</li> <li>• First aid to be administered outside where possible</li> <li>• At the end of break and lunch time, a whistle is blown. Children enter school in their classes accompanied by a staff member</li> </ul>
<b>Class Size and Groups -</b>		<ul style="list-style-type: none"> <li>▪ Each year group is a bubble</li> <li>▪ Social distancing applies to all staff who must remain 2m apart where at all possible</li> <li>▪ Year groups should remain apart from each other for the entire day</li> <li>▪ Arrangements are in place to support our pupils with remote learning, who are now at home until further notice – see separate remote learning policy</li> </ul>
<b>PE</b>		<ul style="list-style-type: none"> <li>▪ PE will continue during lockdown.</li> <li>▪ On PE day all children to wear PE kit to school NOT school uniform.</li> </ul> <p>See separate PE Risk assessment</p>
<b>Social distancing</b>		<ul style="list-style-type: none"> <li>• Staff must maintain a 2-metre distance from each other at all times</li> <li>• Staff must wear a facemask in the communal areas of the school unless eating and drinking</li> <li>• All staff and pupils are expected to adhere to the current social distancing</li> <li>• Where space allows, pupils are supported to maintain a distance from each other and are encouraged not to touch staff and their peers</li> <li>• Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in year group bubbles</li> <li>• Classrooms have been adapted to support social distancing where possible including</li> </ul>

		<ul style="list-style-type: none"> <li>— seating in groups</li> <li>— moving unnecessary furniture out of classrooms</li> <li>— Doors and or windows opened to ensure each classroom or room is well ventilated</li> </ul>
<b>Children requiring 1:1 support/children with additional needs</b>		<ul style="list-style-type: none"> <li>▪ Individual risk assessment for EHCP and/or other children with additional needs attending school. Agreed with parents and carers</li> <li>• No team teach permitted</li> <li>• SENDCO/AHT to support risk assessment process</li> </ul>
<b>Assemblies</b>		<ul style="list-style-type: none"> <li>▪ All assemblies will take place via Zoom.</li> </ul>
<b>Meetings and visitors</b>		<ul style="list-style-type: none"> <li>▪ Visitors to school are to be limited now we are in lockdown – essential visitors in school only</li> <li>▪ Meetings to be held via zoom and Microsoft teams where possible</li> <li>▪ Parents are advised to contact their child’s class teacher via class dojo or telephone the school office in the first instance</li> <li>▪ The office is currently closed</li> <li>▪ Office staff are aware of and explain additional hygiene and social distancing rules required by essential support staff and contractors</li> <li>▪ A record of all visitors is kept – including addresses as this may be required for track and trace purposes although currently under the lockdown restrictions most visitors will not be allowed on site</li> <li>▪ Visitors to school must email a copy of their individual risk assessment for visiting Layton Primary to <a href="mailto:admin@layton.blackpool.sch.uk">admin@layton.blackpool.sch.uk</a>. A copy of this risk assessment will be kept by SLT.</li> <li>▪ Social distancing must be observed in any meetings with individuals or groups of individuals, observing social distancing rules either in an outdoor space or a well-ventilated area indoors</li> <li>• Contractors will wear appropriate PPE as determined by their employer, Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry</li> <li>• Contractors will be asked to keep the time spent on site to a minimum</li> <li>• Alternative routes around or through the school will be used</li> </ul>
<b>Staff and pupil well-being</b>		<ul style="list-style-type: none"> <li>▪ Classroom based staff should enter the school site from 8am and leave their school premises by 4pm.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Premises staff, office staff and safeguarding staff will work their contracted hours, as agreed by their line manager</li> <li>▪ Line managers to meet regularly with their teams to ensure their teams' well-being and work life balance</li> <li>▪ Staff briefings and training to include content on wellbeing</li> <li>▪ Safeguarding team to continue with mentoring through walk and talk every afternoon</li> <li>▪ Staff will continue to refer children for support to the safeguarding team to access pastoral care</li> <li>▪ Woody, our therapy dog, to be on hand at the beginning of each school day to support pupils entering school when he is on site</li> <li>▪ Wellbeing and mental health for pupils is addressed through assemblies, class discussions and PSHE. Staff are signposted by the pastoral team to resources available for our pupils</li> </ul>
<b>Staff working from home</b>		<ul style="list-style-type: none"> <li>▪ Staff self-isolating at home, will communicate with their line managers regularly.</li> <li>▪ Staff time-tabled to work remotely will be available to work their contracted hours every day.</li> <li>▪ Appropriate home working plans will be agreed with support provided where necessary.</li> <li>▪ Any safeguarding concerns will be logged following our normal procedure</li> <li>▪ All staff will communicate daily with their team and line manager.</li> </ul>
<b>Curriculum in school</b>		<ul style="list-style-type: none"> <li>▪ Children can use exercise books however before staff touch, they must sanitise their hands</li> <li>▪ Feedback of work is given through a variety of ways. E.g.: Showbie, feedback in books, feedback used to inform the next lesson</li> <li>▪ Each year group to determine days reading books are sent home. On return, the books will be quarantined over the weekend in the child's book bag</li> <li>▪ Children's coats will be placed on their pegs</li> <li>▪ Children's bags are placed on the back of their chair – <b>please can parents and carers take items not required in school home, e.g. umbrellas</b></li> </ul>
<b>Remote curriculum</b>		<ul style="list-style-type: none"> <li>▪ Initially children will access their learning through a learning pack which will be collected from school from 6<sup>th</sup> January 2021.</li> <li>▪ Work will be posted on class dojo and Showbie Feedback will be provided by teachers, LSAs and SSAs.</li> <li>▪ I pads will be provided for Years 2 – 6 and must be collected by Friday 15<sup>th</sup> January 2021.</li> </ul>
<b>Staff rest areas</b>		<ul style="list-style-type: none"> <li>• Lunch and morning breaks for all staff are staggered</li> <li>• The number of staff allowed in the staff room at any one time is restricted to nine</li> <li>• Staff must remain two metres apart whilst in the staff room</li> </ul>

		<ul style="list-style-type: none"> <li>• KS1 kitchen has been equipped for breaks. Limited to four members of staff</li> <li>• Additional seating is available in the coding area for six members of staff</li> <li>• Staff may also use the KS1 hall and the Melrose room</li> <li>• Staff will bring their own food to work</li> <li>• All staff and visitors to bring their own utensils and plates/dishes to work</li> </ul> <p>Designated areas During lockdown, lunch to be eaten in the staff room – the time table allows sufficient space for this.</p>
<p><b>Classroom and outdoor spaces</b></p>		<ul style="list-style-type: none"> <li>• Children will be seated in groups - tables will be set up to facilitate this. Staff will be expected to keep a table plan of their classroom and update this when any changes are made</li> <li>• Staff to remain 2m apart in classroom situations</li> <li>• Door to be wedged open at all times including toilet doors (exceptions staff and disabled).</li> <li>• Windows to be open at least 15 mins every two hours</li> <li>• Coats to be hung on coat pegs</li> <li>• Children to only bring coat, water bottle, packed lunch bag and reading book bag</li> <li>• Classroom spaces should be accessed from a singular entrance <b>Please see start and end of the school day section</b></li> <li>• Children to remain in their own year group bubble during lockdown</li> </ul> <p><b>Outdoor Space</b></p> <ul style="list-style-type: none"> <li>• KS1 break times – see updated timetable</li> <li>• KS2 break times – see updated timetable</li> <li>• Outdoor equipment to be used on a rota basis</li> <li>• Lunch times – see updated timetable</li> </ul>
<p><b>Organisation of provision during lockdown</b></p>		<ul style="list-style-type: none"> <li>• There is a maximum of 12 children per class for Year 1-6</li> <li>• The Foundation Stage group will be 24 unless the localised R rate increases – please see separate EYFS RA</li> <li>• Bubbles will be no more than 24 pupils for R,1,2,3</li> <li>• There will be a maximum of 10 bubbles in school</li> <li>• Each year group will be staffed according to need</li> <li>• TLs will organise a rota to ensure staff are on a rota fairly and according to individual risk assessments</li> <li>• JB to monitor provision requests to ensure no bubble from R to Y3 do not exceed 24, Y4 - 6 do not exceed 15 children.</li> </ul>

<b>Updating procedures</b>		<ul style="list-style-type: none"> <li>• This risk assessment is revisited every week through an SLT meeting led by the Headteacher and all actions followed up</li> </ul>
<b>First Aid</b>		<ul style="list-style-type: none"> <li>▪ First aiders will continue to administer first aid</li> <li>▪ SLT will ensure a first aider is on site every day during lockdown</li> <li>▪ If a child is sick, this is required to be cleaned up as soon as possible. PPE to be worn</li> <li>▪ Lunchtime supervisors to radio the office for a first aider to attend an outside incident.</li> <li>▪ Any child requiring first aid is to be moved to a designated outside space until a first aider arrives</li> </ul>
<b>Movement of staff</b>		<ul style="list-style-type: none"> <li>▪ Classrooms to have channels for staff to move around</li> <li>▪ Maximum of nine members of staff in the staff room, socially distanced</li> <li>▪ Only one member of staff at any one time in the kitchen area</li> <li>▪ Staff should stay in their designated areas as much as possible</li> </ul>
<b>Movement-Parents</b>		<ul style="list-style-type: none"> <li>▪ Parents should not enter the school building as the school office is closed. Parents can contact school at any time during office hours via a telephone call or by email <a href="mailto:admin@layton.blackpool.sch.uk">admin@layton.blackpool.sch.uk</a></li> <li>▪ <b>KS2</b> Only one parent should drop off and collect children at the school gates via Meyler. No parents are allowed in the KS2 area each morning See start and finish times in section 11</li> <li>▪ <b>KS1</b> Only one parent or carer should drop off their child in KS1. Parents enter via Lynwood or Eastwood. Lynwood entrance and exit are a one-way system. See start and finish times in section 11</li> <li>▪ FS parents to drop and go using the one-way system outside the foundation stage classrooms</li> <li>▪ SLT, premises team and safeguarding team are allocated gates to man at the beginning and end of the day</li> </ul>
<b>Working Hours</b>		<ul style="list-style-type: none"> <li>▪ Classroom based staff should enter the school site from 8am and leave their classroom by 4pm.</li> <li>▪ Teachers and support staff will be available to work their contracted hours every day unless agreed otherwise.</li> <li>▪ Premises staff, office staff and safeguarding staff will work their contracted hours, as agreed by their line manager</li> <li>▪ Cleaners will begin working in classrooms from 3.30pm</li> <li>▪ One member of the cleaning team to remain in school throughout the day</li> <li>▪ Premises manager will continue to open school at 7.30am</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Kitchen staff, employed by Lancashire, will work their contracted hours</li> </ul>
<b>Governor communication</b>		<ul style="list-style-type: none"> <li>▪ Regular communication between Head teacher and chair/vice chair of governors via online platforms and email</li> <li>▪ Governing body meetings structured to ensure governors are able to meet statutory responsibilities</li> <li>▪ Governors meetings to take place via Zoom</li> </ul>
<b>Premises checks</b>		<p><b>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</b></p> <ul style="list-style-type: none"> <li>▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use</li> </ul> <p><b>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers</b></p> <ul style="list-style-type: none"> <li>▪ Hot water generation servicing to continue in line with manufacturers’ criteria</li> <li>▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems</li> <li>▪ Regularly check hot water generation for functionality and if required, temperature recording</li> <li>▪ If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out</li> </ul> <p><b>Gas safety</b></p> <ul style="list-style-type: none"> <li>▪ Do not isolate gas supplies to boilers and hot water generation</li> <li>▪ To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens.</li> <li>▪ Otherwise, gas services should remain in normal operation</li> <li>▪ Continue planned gas safety checks including gas detection/interlocking Fire safety</li> <li>▪ Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated</li> <li>▪ Carry out weekly checks of alarms systems, call points, and emergency lighting</li> <li>▪ Carry out regular hazard spotting to identify escape route obstructions</li> <li>▪ Check that all fire doors are operational. Fire drills should continue to be held as normal.</li> </ul> <p><b>Kitchen equipment that holds water, for example dishwashers and combination ovens</b></p> <ul style="list-style-type: none"> <li>▪ Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>▪ All areas of the school should be kept secure</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Access to certain closed areas should only be possible by relevant staff – e.g. plant room, IT room server room</li> <li>▪ Check that access control and lockdown systems are operational</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>▪ All systems to remain energised in normal operating mode</li> <li>▪ Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off</li> <li>▪ Where possible, occupied room windows should be open</li> <li>▪ Ventilation to chemical stores should remain operational</li> </ul> <p><b>Other points to consider</b></p> <ul style="list-style-type: none"> <li>▪ Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode</li> <li>▪ For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc</li> <li>▪ Update your keyholder information</li> <li>▪ Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers</li> <li>▪ Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></li> <li>▪ During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. See DfE Good Estate Management for Schools Health and Safety page - <a href="https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety">https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety</a></li> </ul> <p>For reference, use the Approved Code of Practice &amp; HSG 274 for hot water</p>
<b>Toilet facilities</b>		<ul style="list-style-type: none"> <li>▪ Pupils should only enter two at a time into toilets and stand at least 2metres apart when washing their hands</li> <li>▪ Middle sinks are sealed off</li> <li>▪ Site Supervisor and cleaner to check soap supply is adequate</li> </ul>
<b>Cleaning</b>		<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>▪ Toilets will be deep cleaned in the middle and at the end of each day</li> <li>▪ Toilets will be sprayed by the onsite cleaning staff during the lunch period and after break with suitable cleaning detergent</li> <li>▪ Tables and contact points will be cleaned regularly</li> </ul>

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|  | <ul style="list-style-type: none"><li>▪ Each classroom has: antibacterial spray, antibacterial wipes, disposable cloths for tables, sink to wash hands, antibacterial handwash, hand sanitiser, towels to wipe hands dry, pedal bin, tissues, wipes for iPads</li><li>▪ Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected</li><li>▪ No toys can be brought from home</li><li>▪ Contact points should be cleaned at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used</li><li>▪ Bins must be emptied at least once daily by the cleaner</li><li>▪ iPads to be wiped when the children arrive at school each day. Children will complete this themselves</li><li>▪ Key worker and vulnerable children currently attending school will take their iPad home each night. The iPad must return to school each day fully charged.</li><li>▪ Please ensure that any cleaning or sanitising chemicals are kept out of reach of children</li><li>▪ Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces;</li><li>▪ Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles</li><li>▪ follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li></ul> |
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