



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)
- 6) ensure all staff wear face coverings (unless exempt) in communal areas

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 lateral flow test (LFD) as soon as possible.
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](#)

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

			12.10.20 13.10.20 17.12.2020 04.01.2021 06.01.2021 08.01.2021 01.02.2021 04.02.2021 08.03.2021 27.04.2021 04.05.2021 07.06.2021 14.06.2021 30.06.2021
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PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Covid Symptoms	Staff, pupils, visitors, contractors, parents	Most common Covid symptoms: <ul style="list-style-type: none"> ▪ Fever ▪ Dry cough ▪ Tiredness ▪ Less common symptoms ▪ Aches and pains ▪ Sore throat ▪ Diarrhoea ▪ Conjunctivitis ▪ Headache ▪ Loss of taste and smell ▪ Rash on skin

	<ul style="list-style-type: none"> Discolouration of fingers and toes <p>A new continuous cough means coughing a lot, for more than an hour, or more than three or more coughing episodes in 24 hours.</p>
<p>Next steps if someone displays symptoms</p>	<p>Next steps if someone displays symptoms: Contact 111 either by phone or their website https://111.nhs.uk/covid-19</p> <p> My Child/Adult develops COVID-19 symptoms</p> <p>Action needed:</p> <ul style="list-style-type: none"> Child/Adult must not attend school Child/Adult should arrange a lab-based polymerase chain reaction test (PCR) Whole household self-isolates while waiting for the test result . If the PCR test is positive, the whole household must self-isolate 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. <p>Back to School:</p> <ul style="list-style-type: none"> when the child's/adult's test comes back negative and the child has been symptom free for 48 hours <p> My child/adult tests positive for COVID-19 (coronavirus)</p> <p>Action needed:</p> <ul style="list-style-type: none"> Child/Adult must not 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 <p>Back to School:</p>

- once the self- isolation period is completed
- 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 develops COVID-19 symptoms

Action needed:

- Child/Adult must not attend school
- Child/Adult should arrange a lab-based polymerase chain reaction test (PCR)
- Whole household self-isolates while waiting for the test result .
- If the PCR test is positive, the whole household must self-isolate 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 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 must not 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 must not 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

quarantine having recently visited countries outside the Common Travel Area

Action needed:

- Do not take unauthorised leave in term time
- Consider quarantine requirements and FCO advice when booking travel - <https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>
- Provide information to school as per attendance policy
- Returning from a destination where quarantine is needed: <https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>
- Child/Adult must not 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

		<ul style="list-style-type: none"> Members of the household that did not travel do not need to self-isolate <p>Back to School:</p> <ul style="list-style-type: none"> when the quarantine period of 10 days has been completed for the child, even if they test negative during those 10 days  <p>We have received advice from a medical/official source that my child/adult must resume shielding</p> <p>Action needed:</p> <ul style="list-style-type: none"> Child/Adult must not 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 <p>Back to School:</p> <ul style="list-style-type: none"> when school / other agencies inform you that restrictions have been lifted and your child can return to school again
<p>Outbreak of Covid-19 within school</p>		<ul style="list-style-type: none"> 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 Depending upon when school finds out about a positive test result, will determine how parents are contacted At weekend or in the evening, 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. 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.
<p>Procedures for contacting school</p>		<ul style="list-style-type: none"> During an evening, weekend or holiday, if a child receives a positive test result, parents are to contact school by email covid@layton.blackpool.sch.uk

<p>if a test is <u>positive</u> for parents and carers</p>		<ul style="list-style-type: none"> • During times when the school is open, if a child receives a positive test result, parents are to contact school by the main telephone number 01253 392179, option 2
<p>Self-isolation for bubbles</p>		<ul style="list-style-type: none"> • 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. • Being asked to self-isolate is a precautionary measure. It DOES NOT mean that a child or member of staff is positive with Covid-19 neither does it mean that you should seek a test • 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. • The guidance is clear that even if a Covid-19 test result is negative, pupils or a member of staff will NOT be allowed back into school until their agreed return date. This is because the symptoms can take up to 10 days to become apparent.
<p>Close contacts</p>		<ul style="list-style-type: none"> • School must send home those adults and children who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. <p>Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> o face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre o been within 1 metre for 1 minute or longer without face-to-face contact o sexual contacts o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) o travelled in the same vehicle or a plane
<p>Clinically vulnerable children and adults</p>		<p><u>Children</u></p> <ul style="list-style-type: none"> • The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. • School will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.

- School will provide remote education to pupils who are unable to attend school because they are complying with government guidance
- Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Adults

Staff who are clinically extremely vulnerable

- CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this. It provides advice on what additional measures individuals in this group can take.
- School will talk to their staff about how they will be supported, including to work from home.
- Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.
- The shielding guidance is reviewed regularly. Please see the link below.

Staff who are clinically vulnerable

- CV staff can continue to attend school. While in school they must follow the risk assessment to minimise the risks of transmission.
- Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Pregnancy

- School will follow the specific guidance for pregnant employees because pregnant women are considered CV.
- 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 risks to an acceptable level.

		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 .
Lateral Flow Testing	Staff	<ul style="list-style-type: none"> • Lateral flow testing will commence on Sunday 31st January 2021 • All staff should take the lateral tests at home on a Sunday and Wednesday before 8pm. • All staff should report their results via the NHS portal and a google form. • Please see separate risk assessment for covid testing.
PPE		<ul style="list-style-type: none"> ▪ Staff must wear PPE when in close contact with pupils displaying symptoms ▪ Staff can request PPE at any time. ▪ PPE is provided in each classroom, staff responsible for requesting new sets when required from the premise's manager ▪ PPE to be kept in the Woodland Room and worn when treating a child ▪ Cleaning products to be kept in the Woodland Room ▪ Staff should not wear gloves unless directed to do so in medical emergencies <p>Contenance issues and soiling should not be dealt with by staff. Parent should be contacted immediately, and children sent home</p>
Full return to school 8th March 2021		<ul style="list-style-type: none"> • All staff and children will return to school on Monday 8th March 2021 • School attendance will be mandatory for all pupils of compulsory school age from 8 March 2021.
Staffing including communication		<ul style="list-style-type: none"> ▪ Staff, Team Leader, SLT meetings to be held regularly via Zoom ▪ Risk assessment to be reviewed weekly by SLT ▪ Meetings to be held through zoom wherever possible ▪ Staff who are self-isolating or shielding, who are well, 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.
Communication with parents		<ul style="list-style-type: none"> ▪ School will send any communications to parents and carers via our parent app and through text messages ▪ The website will be updated regularly - https://layton.blackpool.sch.uk ▪ Class teachers will only communicate with parents and carers through class dojo or a phone call home. Parents and carers are asked not to approach teachers at the beginning and end of the school day. ▪ Parents and carers who wish to speak to their child's class teacher, please contact the office on 392179 or email admin@layton.blackpool.sch.uk ▪ The school office will be open between 9am and 10am only. This can be accessed via the ramp, Meyler Avenue entrance.

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
- Parents are asked to please stay behind the marked lines or cones on the playground during drop off (FS & KS1) and pick up (FS, KS1 & KS2)
- Only one adult to drop off and pick up on the school site

EYFS -

- Pupils to enter classes from **Lynwood Avenue gates only**
- Enter through class doors – FJ, FK, FP
- **3.00 pm finish from class doors**

Year 1

- Pupils enter classes from **Lynwood or Eastwood Ave gates**
- Enter through class doors
- **3.05 pm finish from class doors**

Year 2

- Pupils enter classes from **Lynwood or Eastwood Ave gates**
- Enter through class doors
- **3.05pm finish from class doors**

Year 3 - No parents and carers allowed on site in the morning

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

Year 4 - No parents and carers allowed on site in the morning

- Pupils enter from Meyler Avenue
- Enter through doors next to the dining room - doors open at 8.40am
- **3.15pm finish from the KS2 playground**

Year 5 - No parents and carers allowed on site in the morning

- Pupils enter from Meyler Avenue

		<ul style="list-style-type: none"> • Enter through doors to the dining room - doors open at 8.40am • 3.20 pm finish from the KS2 playground <p>Year 6 - No parents and carers allowed on site in the morning</p> <ul style="list-style-type: none"> • Pupils enter from Eastwood Avenue or Lynwood Ave • Enter through doors by Year 2, near Eastwood Entrance • Finish at 3.20pm and exit through Lynwood or Eastwood Ave gates
Break and lunchtimes		<p>All children/adults are required to hand wash on entering the building, in the morning, after playtimes and lunchtimes.</p> <ul style="list-style-type: none"> • Break times are staggered across the school • Staff must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future • Children to stay in designated zones outside. • At lunchtime, children will sit in allocated places within their class bubbles both inside and out • Children are not to access the building during lunchtime unless they are toileting which is monitored by lunchtime staff • First aid to be administered outside where possible • At the end of break and lunch time, a whistle is blown. Children enter school in their classes accompanied by a staff member
Class Size, definition of a bubble		<ul style="list-style-type: none"> ▪ Each class within a year group is a bubble ▪ There are 23 bubbles in school including breakfast club and after school club ▪ Social distancing applies to all staff who must remain 2m apart where at all possible ▪ Class bubbles should remain apart from each other whilst inside ▪ Individual year groups will continue to mix whilst outside. ▪ Children can be seated in groups within their class bubble, they no longer need to be sat in rows ▪ All teachers must keep a seating plan in google drive and ensure that this is updated
Extra curricular clubs		<ul style="list-style-type: none"> ▪ All extra curricular clubs held outside can be in a year group ▪ All extra curricular clubs held inside will be in a class bubble only ▪
Equipment		<ul style="list-style-type: none"> ▪ For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. ▪ Classroom based resources, such as books and games, can be used and shared within the group;

		<ul style="list-style-type: none"> ▪ Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently
Social distancing		<ul style="list-style-type: none"> • Staff must maintain a 2-metre distance from each other at all times • Staff are strongly advised to avoid travelling in the same vehicle to work – e.g. car sharing • Staff must wear a facemask in all the communal areas of the school, including corridors unless eating and drinking • Surgical masks, not fabric face masks, will be mandatory for all staff, unless exempt, from Monday 8th February 2021. • Masks will be provided for all staff and will be available at the entrances to school. • Safe wearing of face coverings requires cleaning of hands before and after touching, including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. • Used face masks should only be disposed of in a sealed rubbish bag, and as they are for single use per day, should ideally be taken home for secure disposal once staff have left the school site. Used masks must not be left in open waste bins • All staff and pupils are expected to adhere to the current social distancing recommendations • Where space allows, pupils are supported to maintain a distance from each other and are encouraged not to touch staff and their peers • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in year group bubbles • Classrooms have been adapted to support social distancing where possible including <ul style="list-style-type: none"> — seating in groups for all year groups — moving unnecessary furniture out of classrooms — Doors and or windows opened to ensure each classroom or room is well ventilated. Windows must be opened for at least 15 minutes every hour.
Children requiring 1:1 support/children		<ul style="list-style-type: none"> ▪ Individual risk assessment for EHCP and/or other children with additional needs attending school. Agreed with parents and carers • No team teach permitted • SENDCO/AHT to support risk assessment process

with additional needs		
Assemblies		<ul style="list-style-type: none"> ▪ All whole school and key stage assemblies will take place via Zoom. ▪ Year group assemblies can take place in either the KS1 or KS2 hall
Music lessons		<ul style="list-style-type: none"> ▪ TOPPs, violin, ukulele, percussion and guitar lessons will resume from 8th March 2021 ▪ Peripatetic music teachers will take a lateral flow test before they arrive at school
Curriculum in school		<ul style="list-style-type: none"> ▪ Children can use exercise books however before staff touch, they must sanitise their hands ▪ Feedback of work is given through a variety of ways. E.g.: Showbie, feedback in books, feedback used to inform the next lesson ▪ Each year group to determine days reading books are sent home. ▪ Children's coats and bags will be placed on their pegs
EYFS and Y1 curriculum		Please see separate risk assessments
Phonics Lessons across KS1 areas		<p>The use of spaces to accommodate phonics groups must include:</p> <ul style="list-style-type: none"> • Wear face coverings from the classroom to where the phonics lesson will be taught. • Removal of face coverings for phonics teaching only. • Cleaning of all contact points within the area after the phonics lesson has ended. • Storing of equipment for this lesson in a box with a lid. ▪ Children must wash their hands before they leave the classroom and when they return.
PE		<ul style="list-style-type: none"> ▪ PE will take place outside unless weather conditions prevent this ▪ On PE day all children to wear PE kit to school NOT school uniform. ▪ Swimming for Year 5 will recommence. <p>See separate PE and Swimming Risk assessments</p>
Singing		<ul style="list-style-type: none"> • Singing will resume on Monday 14th June 2021 • It will take place in well-ventilated spaces, or outdoors. • Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available. • Limited numbers of children will sing together. • Children in each year group bubble will be spaced at least two metres apart .

		<ul style="list-style-type: none"> • Areas used for singing must be cleaned as soon as possible after – please liaise with the cleaning team
School educational day visits – local trips only		<ul style="list-style-type: none"> • Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place. • Children should be kept in their year group / class bubble • COVID-secure measures/ risk assessment in place at the destination of the visit must be followed. • Staff organising the educational visit must undertake a full and thorough risk assessment to ensure the visit can be undertaken safely. • All visits are currently local • As part of this risk assessment, staff will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. • Staff must consult the health and safety guidance on educational visits when considering visits. • Staff must complete an evolve visit online application, at least two weeks before the date of the visit • Evolve application must be approved before the visit can go ahead https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=blackpoolvisits.org
Remote curriculum		<ul style="list-style-type: none"> ▪ Children who are shielding and self-isolating will be provided with a home learning pack
Staff rest areas		<ul style="list-style-type: none"> • Lunch and morning breaks for all staff are staggered • The number of staff allowed in the staff room at any one time is restricted to nine • Staff must remain two metres apart whilst in the staff room • KS1 kitchen has been equipped for breaks. Limited to four members of staff • Additional seating is available in the coding area for six members of staff • Staff may also use the KS1 hall and the Melrose room (maximum of eight people socially distanced) • Staff will bring their own food to work • All staff and visitors to bring their own utensils and plates/dishes to work <p>Designated areas During lockdown, lunch to be eaten in the staff room – the time table allows sufficient space for this.</p>

Classroom and outdoor spaces		<ul style="list-style-type: none"> • All 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 • Staff to remain 2m apart in classroom situations • Door to be wedged open at all times including toilet doors (exceptions staff and disabled). • Fire doors must be kept closed • Windows to be open at least 15 mins every hour minimum • Coats to be hung on coat pegs • Children to only bring coat, water bottle, packed lunch bag and reading book bag • Classroom spaces should be accessed from a singular entrance Please see start and end of the school day section • Children to remain in their own year group bubble <p>Outdoor Space</p> <ul style="list-style-type: none"> • KS1 break times – see updated timetable • KS2 break times – see updated timetable • Outdoor equipment to be used on a rota basis • Lunch times – see updated timetable
Updating procedures		<ul style="list-style-type: none"> • This risk assessment is revisited every week through an SLT meeting led by the Headteacher and all actions followed up
First Aid		<ul style="list-style-type: none"> ▪ First aiders will continue to administer first aid ▪ If a child is sick, this is required to be cleaned up as soon as possible. PPE to be worn ▪ Lunchtime supervisors to radio the office for a first aider to attend an outside incident. ▪ Any child requiring first aid is to be moved to a designated outside space until a first aider arrives
Movement of staff		<ul style="list-style-type: none"> ▪ Classrooms to have channels for staff to move around ▪ Maximum of nine members of staff in the staff room, socially distanced ▪ Only one member of staff at any one time in the kitchen area ▪ In order to ensure the operational effectiveness of the school, it is necessary on occasion to cross bubbles as stated in the DFE guidance. All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision to ensure the health and safety of pupils and staff.
Movement-Parents		<ul style="list-style-type: none"> ▪ Parents and carers can visit the school office between 9am and 10am. ▪ Parents and carers can contact school at any time during office hours via a telephone call or by email admin@layton.blackpool.sch.uk

		<ul style="list-style-type: none"> ▪ Class teachers will only communicate with parents and carers through class dojo or a phone call home. Parents and carers are asked not to approach teachers at the beginning and end of the school day. ▪ Parents and carers who wish to speak to their child’s class teacher, please contact the office on 392179 or email admin@layton.blackpool.sch.uk ▪ KS2 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 ▪ KS1 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 ▪ FS parents and carers to drop and go using the one-way system outside the foundation stage classrooms ▪ SLT, premises team and safeguarding team are allocated gates to man at the beginning and end of the day
<p>Meetings and visitors</p>		<ul style="list-style-type: none"> ▪ Visitors to school continue to be limited– essential visitors in school only ▪ Meetings to be held via zoom and Microsoft teams where possible ▪ Parents are advised to contact their child’s class teacher via class dojo or telephone the school office in the first instance ▪ The school office will be open between 9am and 10am only. This can be accessed via the ramp, Meyler Avenue entrance. ▪ Office staff are aware of and explain additional hygiene and social distancing rules required by essential support staff and contractors ▪ 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 ▪ Visitors to school must email a copy of their individual risk assessment for visiting Layton Primary to admin@layton.blackpool.sch.uk. A copy of this risk assessment will be kept by SLT. ▪ 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 • 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

		<ul style="list-style-type: none"> • Contractors will be asked to keep the time spent on site to a minimum • Alternative routes around or through the school will be used
Working Hours		<ul style="list-style-type: none"> ▪ Classroom based staff should enter the school site from 8am and leave their classroom by 4pm. ▪ Teachers and support staff will be available to work their contracted hours every day unless agreed otherwise. ▪ Premises staff, office staff and safeguarding staff will work their contracted hours, as agreed by their line manager ▪ Cleaners will begin working in classrooms from 3.30pm ▪ One member of the cleaning team to remain in school throughout the day ▪ Premises manager will continue to open school at 7.30am ▪ Kitchen staff, employed by Lancashire, will work their contracted hours
Governor communication		<ul style="list-style-type: none"> ▪ Regular communication between Head teacher and chair/vice chair of governors via online platforms and email ▪ Governing body meetings structured to ensure governors are able to meet statutory responsibilities ▪ Governors meetings to take place via Zoom
Premises checks		<p>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</p> <ul style="list-style-type: none"> ▪ 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 <p>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers</p> <ul style="list-style-type: none"> ▪ Hot water generation servicing to continue in line with manufacturers' criteria ▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems ▪ Regularly check hot water generation for functionality and if required, temperature recording ▪ 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 <p>Gas safety</p> <ul style="list-style-type: none"> ▪ Do not isolate gas supplies to boilers and hot water generation ▪ 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. ▪ Otherwise, gas services should remain in normal operation ▪ Continue planned gas safety checks including gas detection/interlocking Fire safety

- Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated
 - Carry out weekly checks of alarms systems, call points, and emergency lighting
 - Carry out regular hazard spotting to identify escape route obstructions
 - Check that all fire doors are operational. Fire drills should continue to be held as normal.
- Kitchen equipment that holds water, for example dishwashers and combination ovens**
- 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
- Security**
- All areas of the school should be kept secure
 - Access to certain closed areas should only be possible by relevant staff – e.g. plant room, IT room server room
 - Check that access control and lockdown systems are operational
- Ventilation**
- All systems to remain energised in normal operating mode
 - 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
 - Where possible, occupied room windows should be open
 - Ventilation to chemical stores should remain operational
- Other points to consider**
- 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
 - 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
 - Update your keyholder information
 - Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers
 - Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: <https://www.hse.gov.uk/news/work-equipment-coronavirus.htm>
 - 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 - <https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>
- For reference, use the Approved Code of Practice & HSG 274 for hot water

Toilet facilities		<ul style="list-style-type: none"> ▪ Pupils should only enter two at a time into toilets and stand at least 2metres apart when washing their hands ▪ Middle sinks are sealed off ▪ Site Supervisor and cleaner to check soap supply is adequate
Cleaning		<p>Cleaning</p> <ul style="list-style-type: none"> ▪ Toilets will be deep cleaned in the middle and at the end of each day ▪ Toilets will be sprayed by the onsite cleaning staff during the lunch period and after break with suitable cleaning detergent ▪ Tables and contact points will be cleaned regularly ▪ 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 ▪ 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 ▪ No toys can be brought from home ▪ 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 ▪ Bins must be emptied at least once daily by the cleaner ▪ iPads to be wiped when the children arrive at school each day. Children will complete this themselves ▪ 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. ▪ Please ensure that any cleaning or sanitising chemicals are kept out of reach of children ▪ 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; ▪ Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles ▪ follow the COVID-19: cleaning of non-healthcare settings guidance