

COVID-19 Risk Management Assessment FULL RE-OPENING

This COVID risk assessment and action plan document sets out decisions taken and measures put in place to prepare for the full re-opening of Foulds School and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school re-opening issued by the Department of Education <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Site / school name:	Foulds School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ■ Staff ■ Cleaners ■ Pupils ■ Contractors ■ Caterers ■ Visitors ■ (no volunteers on site) 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ■ All children back in school ■ Cleaning and sanitisation ■ Food provision ■ Property maintenance and compliance ■ General site occupancy and site movement ■ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ■ General class and teaching materials ■ Cleaning materials and equipment ■ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ■ All school premises 		
Name of person completing this risk assessment:	Kim Sanett and Amy Ingall	Date of completion:	14/7/2020
Risk assessment approved by:	Bronwen Tumani, Kavita Band	Date of approval:	15/7/2020
Date risk assessment to be reviewed by:	20th Sep and monthly thereafter	Risk assessment no:	1

Record of risk assessment reviews

Date of review:	Reviewed by:	Comments / date of next review:
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Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
<p>Health and Safety Policy</p> <p>First Aid Policy</p> <p>Child Protection and Safeguarding Policies</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012</p> <p>The Health Protection (Notification Regulations 2010</p> <p>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</p> <p>Existing Risk Assessment for school phased re-opening</p>	<p>Covid19 Education and Skills Service Strategy (April 2020)</p> <p>Education and Skills Service Recovery Planning support for schools (May 2020)</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p>

Risk Consideration Priority Matrix

Likelihood	Description
Low	No significant risk or low risk items that are well managed with no impact on school opening.
Medium	Some minor risk issues identified but management processes in place within the school to manage them.
High	Significant risk items identified that required rectification, or risk items beyond the school capability to manage.

Risk Consideration	School Management Arrangements	Further Actions Needed	RAG Rating
Social Distancing			
<p>Is there a risk of contamination in the classrooms? Review the total space available for teaching activities, Ensure that fire exit routes are not compromised.</p>	<ul style="list-style-type: none"> ● All rooms deep cleaned over the summer ready for re-opening ● All fire exits clear ● Hall, ICT suite, Library to be used on a weekly rota with bubbles therefore 48hrs gap. ● Assemblies to be recorded and shown in classrooms - no large gatherings. ● Outdoor PE wherever possible so that hall is not used for this. 	<ul style="list-style-type: none"> ● Rectangular tables for KS1 ordered but need to be delivered. ● Tables to be set up in rows. ● Timetable to be set up for Hall/ICT suite/Library 	
<p>Can social distancing be adhered to in class? Class furniture will need to be removed or placed in a position to reduce pinch points, ensuring that free movement is possible.</p>	<ul style="list-style-type: none"> ● Organise desks in all classrooms so forward facing. ● Ensure that the space between the front row of desks and the IWB is at least 1m, 2m if space allows so that teachers can social distance. ● Furniture to be removed if more space is required e.g. trays in hall/corridor. ● Music lessons to take place in the classrooms to limit movement around the school. ● In music lessons physical distancing and playing outside will be done wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. ● Music equipment to be on a weekly use rota between bubbles. ● Singing will only take place outside using social distancing. ● Surfaces empty where possible - tables to be left clear at the end of the day. All children from Yr 1 up to have pencil cases → pencil pots/shared resources gone. 	<ul style="list-style-type: none"> ● Music lessons to be rota'd so that there is 72 hours space between 2 bubbles using the equipment. ● Potentially get rid of cupboard between Elm and Beech. 	

<p>What is the risk of contamination of arrival to and exit from school for staff members?</p>	<ul style="list-style-type: none"> • Car park to remain open • Staff to keep social distance at gate entrance and door • Staff to remain in their cars if they arrive at the same time and wait for colleague to enter before themselves • Staff traveling by public transport to wear a mask. • Disposable masks to be disposed of in a yellow medical bin bag in the medical room. • Reusable masks to be used if possible and stored in a sealable plastic bag. • If staff worried, carry personal wipes/wear gloves to operate door buttons. 	<ul style="list-style-type: none"> • Electric sanitizer dispensers at all doors. 	
<p>What is the risk of contamination on arrival to and exit from school for pupils? (see timings doc)</p>	<ul style="list-style-type: none"> • Staggered times and entrances for all children to reduce numbers. • Only one parent to drop off children at bottom of the slope • 2 metre markings on all pavements leading to the school • Year 5/6 to be encouraged to be lone walkers. Those that are being escorted by parents to be dropped at the top of the slope so that they walk down the slope alone. • Adult on gates to greet children, lone travellers/children arriving without parents will walk down 2/3/4 at a time to enter school gate. • SLT and Caretaker to be on gates to give hand sanitiser to children on arrival so able to go straight to class • Masks to be disposed of in a yellow medical bin bag in the medical room. • Reusable masks to be used if possible and stored in a sealable plastic bag. • Children to wait in 1 metre queues at exits escorted by assigned adults. • EYFS to enter school through Reception doors • Maple and Birch to enter through Library door • Rowan and Hazel to enter through KS1 door • Beech and Elm to enter through Office door • Willow, Oak and Chestnut to enter through Head's door 	<ul style="list-style-type: none"> • Time slot reminders sent out on INSET day • Google form for lone travellers to go out with letter on Friday 17th. • Doors into building propped open. 	
<p>What is the risk of contamination due to congestion at lunchtimes and breaktimes? (see timings doc)</p>	<ul style="list-style-type: none"> • All phases to be staggered at lunchtimes for lunch and time in the playground. • MTS to be assigned to one phase bubble • All phases to have staggered break times and allocated outside areas. • Adults to be assigned to the same class as much as possible to limit the adult/children interactions • If it is Wet Play class will remain in their classrooms - see MTS timetable • Teachers to share with children the procedures for break and lunch time. • KS2 children allowed to bring small games to play at table after eating (eg playing cards). • MTS to escort EYFS group through KS2 playground around to KS1 following eating. 	<ul style="list-style-type: none"> • Share MTS timetable and routes around school with team and teachers • Climbing apparatus rota to be done, shared with staff and printed in playgrounds 	

	<ul style="list-style-type: none"> • KS1 children to use corridors to go to canteen first and then be escorted down KS1 corridor to KS1 playground after eating. • LK2 to line up from Departure Lounge into the hall whilst KS1 leave canteen. LK2 to leave canteen via canteen double doors into KS2 playground. • UKS2 to use Office and Head's door into KS2 playground then line up by library doors for eating. • Packed lunches to be kept in lunch black boxes. • No wrestling at play or lunchtimes or contact sports. • Pupils are reminded to avoid contact with others and maximise distance between them where possible. • Climbing apparatus to be on rotas on a weekly basis (per phase). • 		
<p>What is the risk of contamination due to congestion at Breakfast and After School Club</p>	<ul style="list-style-type: none"> • Children are dropped into Breakfast Club and picked up from After School Club via the staff car park. Parents must not park in the car park for drop off or collection. • All children to sit in phase bubbles (long table) - bubbles 2m apart within the room. • Staff to serve children to limit movement. • All work stations to be cleaned before and after use. • BC/AFC staff to organise activities that can be completed in phase bubbles. • YR56 children/34 children can be released at their lining up time by Breakfast Club. • KS1 and EYFS children to be walked around. • One Breakfast Club member of staff only from 9am. 	<ul style="list-style-type: none"> • Reopening letter to explain about breakfast club and after school club. • KS to speak to after school club. • Resources for breakfast club? 	
<p>Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social distancing.</p>	<ul style="list-style-type: none"> • After School Club via the staff car park. Parents must not park in the car park for collection. • All children to sit in phase bubbles (long table) - bubbles 2m apart within the room • Staff to serve children to limit movement • All workstations to be cleaned before and after use. • Risk assessment completed by ASC. • Any clubs will adhere to this risk assessment. • Clubs will be phase related • Cookery Club will not be taking place • Music lessons TBD 	<ul style="list-style-type: none"> • Speak to BEAT about music lessons 	
<p>What is the risk of the Foulds community not adhering to social distancing?</p>	<ul style="list-style-type: none"> • Signage displayed prominently inside/outside of school to encourage social distancing. • Display posters around the school • Markings outside of school • PPT to be created to share with parents/children on the website • Teachers to remind children daily of expectations of social distancing. 	<ul style="list-style-type: none"> • Adapt PPT for september and share via website- text out to parents late august • Review and adapt safeguarding and 	

	<ul style="list-style-type: none"> ● Review and adapt safeguarding and Behaviour Policy, share with the children and staff. ● Staff understand that it is a sole as well as a joint responsibility to uphold social distancing in the school and if they don't do so it is at their own risk. 	<p>behaviour policy and share with staff and children</p> <ul style="list-style-type: none"> ● Display posters to go up. 	
<p>What is the risk to vulnerable staff and/or those with underlying health conditions including pregnant?</p>	<ul style="list-style-type: none"> ● All staff to recognise they are part of a team and need to adhere to social distancing expectations . ● Ensure social distancing measures are adhered to ● Limit staff physical interaction by use of electronic communication instead ● PPE in place for some staff members if advised to by medical professionals ● Individual risk assessment to be reviewed by all BAME staff and those that are returning from shielding ● Remind children that they should avoid touching adults ● Vulnerable staff not to cross phase bubbles if possible, if not keep interaction to a limited number of the same children. ● All members of staff with underlying health issues must make their conditions known to the school if it could put them at risk ● All staff have a duty to inform the school if their health circumstances change, putting them at risk. Records are kept and regularly updated. 		
<p>What is the risk of contamination due to congestion in cloakrooms and toilets?</p>	<ul style="list-style-type: none"> ● Y1 to Y6, children come into class with their bags and coats. They are sent out in groups of 10 to put them into lockers/on pegs. ● EYFS and KS1 book bags not to have any key rings ● KS2 not to bring bags into school unless agreed beforehand. ● Only 2 children to be able to go to the toilet in EYFS/KS1/KS2 toilets. Whiteboard system remains - pen instead of post its. ● Same system for playground so no more than 1 child from each playground goes to the toilet at any one time. ● When MTS send a child to the toilet, the child has to tell them that they have returned. ● KS1/EYFS staff to use main toilets. Only 2 female staff to be in the main toilets at one time. ● UKS2 staff to use toilet opposite DHT room ● LKS2/office staff to use toilet opposite Amanda's room ● Men to use disabled toilet ● Toilets and sinks to be cleaned after use at break and lunch times. ● Staff to use antibacterial wipes to clean surfaces in the bathroom 	<ul style="list-style-type: none"> ● KS1 book bag and KS2 no bag expectations shared in reopening letter ● Staff toilets to be labelled ● Antibacterial wipes to all staff toilets 	

<p>What is the risk of contamination due to socialising between adults and children?</p>	<ul style="list-style-type: none"> ● Limit unnecessary pupil/staff movement around the school to minimise contact with surfaces and assist social distancing. ● All pupil movement (individual or groups) within the school site and buildings to be supervised if group/managed if individuals. ● Adults take the children into the playground for playtimes and lunchtimes and pick them up. ● For KS1 maths and phonics, adults pick the children up from the classrooms. ● For LKS2/UKS2 maths all children line up in hall and get picked up by teacher from there. LKS2 and UKS2 maths must be at different times. ● Children are not allowed to go to other rooms to get resources - this must be done by adults. ● Children to remain seated where possible within their class settings with the exception of EYFS and Year 1 start of Autumn Term . ● 1m distancing to be adhered in classrooms between the adults and the children when face to face. If closer support is needed e.g. feedback about work, this must be done from behind the child and from above to avoid any close face to face contact, this includes EAL and SEND support where possible. ● In Yr1 - 6 when an adult is talking to a child, they will remain standing and avoid going down to their level. ● Resources to be on tables for all lessons to limit movement ● Carpet spaces to be assigned and remain the same. ● Duty and cover rota organised to ensure same adults stay with the same phases wherever possible. ● EAL, SEND support to be delivered in a pre-cleaned room. Staff and child to hand sanitise before and after the intervention, children to bring their own pencil cases, all other equipment to be cleaned after use OR quarantined for 72 hours. Child/children to maintain distance from adult when travelling to intervention room ● When staff attend medical issues they wear gloves and a mask as a minimum requirement. 	<ul style="list-style-type: none"> ● 	
<p>What is the risk of contamination due to staff moving between bubbles (PPA cover/TAs)</p>	<ul style="list-style-type: none"> ● Where staff have to move between bubbles to deliver the school timetable they must try to reduce contact and maximise distance. ● These staff members should try to keep 2metres between themselves and other staff members where possible. ● These staff members should try to keep 2metres between themselves and the children where possible. 		

What is the risk of contamination due to congestion in the office area?

- Office desks are a metre apart.
- Office to have a walkie talkie.
- No parents allowed on the premises - all communication via email/phone.
- All staff stay behind counter of office. They will be passed the phone book. They avoid touching the counter.
- If Staff need to phone a parent, use phone in staff room and dial 9 first.
- Phone to be wiped after every use (wipes).
- Office photocopier only to be used by office - main photocopier to be used.
- If external visitor enters building, sanitise hands and wait outside of the office. Reminded of 1m rule.
- If contractor, answer survey questions (see 3 boxes below)
- Outside visitors to visit school out of teaching hours if possible.
- No visitors or volunteers
- The governing body continues to meet regularly via online platforms.
- The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.
- The headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.
- Regular dialogue with the Co Chairs of Governors and those governors with designated responsibilities is in place.
- Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.
- Contractors to be challenged on arrival with a pre set list of questions by office staff which they must answer 'no' to to be allowed on site:
 - -Have you or anyone in your household had Covid symptoms in the last 14 days?
 - -Is anyone in your household self isolating at the moment?
 - -Have you or anyone in your household arrived back to the UK within the last 14 days?
- Contractors not allowed in during drop off/pick up/break and lunchtimes.
- If contractors come for maintenance it is at times where children are not outside, they are given rules by Site Manager and stay out of any classrooms unless after/before school.

- Wipes in staff room for phone.

<p>What is the risk of contamination due to congestion in the staffroom/Long Room/Stock Room Photocopier area?</p>	<ul style="list-style-type: none"> ● Morning briefing via email. If important information to be shared to all staff, staff informed evening before and briefing in in hall at 8:25 ● Eat outside wherever possible ● When eating in staff room, 2 large tables - 4 at most around each table. ● Timings for staff room: EYFS: 11:15 - 12:15 KS1: 11:45 - 12:30 (Meetings Room) KS2: 12:30 - 1:15 If wet lunch ● All staff to bring in lunch. NO school dinners given so no cross mixing with another group. ● No staff member allowed on premises on a day that they are not working. ● Photocopier behind stage - only two people in the room at one time from different bubbles or as many of one bubble as can fit. ● Long Room - only to be used if you're on PPA time. Leadership time must be taken in the Meetings Room where possible. ● Long room tables to be wiped down by staff leaving PPA. ● 1 person only in Stock Room 	<p>○</p>	
<p>Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a "give-way system" with provision of safe areas to wait in order to maintain social distancing.</p>	<ul style="list-style-type: none"> ● Explain to children on 1st day and during induction weeks, if someone is going down a corridor they stand aside and let them through - part of behaviour expectations.. ● If staff member comes out with their group of children and sees another group - they go back into the classroom and wait. 		
<p>Consideration has been given as to how to ensure bubbles are maintained and staff/children follow government guidelines correctly</p>	<ul style="list-style-type: none"> ● Staff follow government guidelines when outside of school and follow social distancing rules. ● Families of children follow government guidelines and social distancing when outside of school and are aware of protecting school bubbles outside of school where possible (i.e children from same bubble should meet only children from across bubbles) ● Where someone from the school sees or is told about a family not following government guidelines and social distancing rules, the Head will follow this up and speak to the family. ● Where staff members or families return from a country not on the approved corridors, quarantine must be observed. HOWEVER it is expected that no staff member or 	<p>Induction during Sept INSET day</p>	

	<p>family book a trip to these areas if it means they will have to miss school due to quarantine expectations.</p> <ul style="list-style-type: none"> • Where possible in school supply teachers are used, ensuring any visiting staff are aware of our risk assessment and protocols. 		
<p>What is the risk or measures for pupils who are unable to attend school because they are complying with clinical and/or public health advice are not receiving access to remote education</p>	<ul style="list-style-type: none"> • School is aware of current guidelines for shielding • Parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • Schools have a regularly updated register of pupils with underlying health conditions. • Staff ensure pupils at home continue to be provided with remote education using Google Classroom. 		

Fire Safety

<p>What is the risk for social distancing during a fire evacuation?</p>	<ul style="list-style-type: none"> • In the event of a fire, social distancing is of secondary importance to saving lives and therefore will NOT be adhered to. • Priority must be given to leaving the building as quickly as possible. • Adults must keep at least 1m distance from the children. • Phases to stand close together in KS2 playground but away from each other. 		
<p>All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Pupils returning must be inducted and told of any alteration that may impact on their safety.</p>	<ul style="list-style-type: none"> • Staff to make sure they are aware of their fire routes and use induction days to rehearse with children. • Ron, Kim and Amy/Kath (Thurs) to have walkie talkies. • First day practise fire route with children. Phase Leaders to sort timetable amongst themselves so no crossover. • Staff in unfamiliar classes to familiarise themselves with nearest fire exit and route. 		
<p>What is the increased risk of fire spreading due to doors being open?</p>	<ul style="list-style-type: none"> • Every adult to ensure the door of their room is shut as they leave. • Ron and Kim to check all have left the building and doors are shut. 		

Health & Medical Needs

<p>It is recognised that school closures may have caused significant mental health difficulties for some children and staff members and some may have suffered bereavement.</p>	<ul style="list-style-type: none"> ● PSHCE work and Recovery Curriculum during induction and start of term - so that children can talk about their experiences and feel safe to do so. ● Mental health charities highlighted to parents and Learning Mentor to phone any parent where child flagged up as needing more support. ● Staff reminded and encouraged to speak to Kim/Amy/Tasleem/Phase Leader if they need support ● Staff have free access to QWELL for counselling support if needed and have been offered other forms of counselling and support through emails in the preceding months. 		
<p>Child/Staff member shows symptoms of COVID 19</p>	<ul style="list-style-type: none"> ● Reiterate to parents the importance of remaining at home if a child shows symptoms and that if a family member has symptoms all of the family must isolate ● Absence monitoring to establish why a child is absent on the day the child is absent, in case the parents have not informed the school of possible COVID symptoms. ● Isolate staff member/pupil until collected from site in Sensory Room. ● Staff member with first aid to wear PPE, disposable masks, apron and gloves. ● PPE double bagged and disposed. ● All areas touched by the staff member/pupil to be cleaned and disinfected. ● Pupil/Staff member to take a COVID 19 test and isolate until results are confirmed. ● If positive all of the class group and adults should self-isolate for 14 days. ● Inform the schools of any siblings of any risk. ● Inform the local Authority and local health protection team of any positive cases. ● All members of the Foulds community to follow the procedures below. ● Isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms. ● Test: order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access. ● Results: if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate. ● Share contacts: if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. ● AT ALL STAGES YOU MUST KEEP THE HT INFORMED. 		

	<ul style="list-style-type: none"> ● If a positive case is confirmed, the classroom and lunch hall to be deep cleaned. ● HT to liaise with Health Protections Team on sharing information about confirmed cases. 		
Cleaning & Personal Hygiene			
<p>What is the risk of contracting Covid19 from surfaces in the school?</p>	<ul style="list-style-type: none"> ● Increased cleanliness in school. ● Deep clean of all areas during the summer holidays. ● All doors to be propped open so handles and doors do not need to be touched. ● Additional cleaning products to be used after school. ● Frequently touched items handrails, door handles and table tops to be cleaned after lunch as well as at the end of the day with detergent or bleach. ● EYFS equipment to be cleaned after school if it has been used in excess that day. ● Spray available in Staff Room to wipe over laptops if staff want. ● Staff to either leave school as soon as possible after children leave OR sit at their desk and avoid moving around classroom so that school can be fully cleaned. ● Keypads regularly cleaned throughout the day. ● If teaching in a group room, adult to wipe down tables before leaving, ready for next group. ● Soap and paper towels replenished regularly throughout the school day. ● Hand dryers not to be used. 	<ul style="list-style-type: none"> ● Spray and cloth left by photocopier - staff members to wipe keypad before and after use. ● Spray and cloth to be left in the resources room and library. 	
<p>What is the risk of contamination in the classroom?</p>	<ul style="list-style-type: none"> ● Children to wash/sanitise hands on entering the school in the morning. ● Children regularly reminded to 'catch it, bin it, kill it' and sneeze or cough into a tissue or elbow. ● Tissues in all classrooms. ● Regular hand washing timetabled into the day. ● Equipment to be allocated to children and not shared with others. ● All equipment needed for the lesson on table to limit movement in class. ● Limit the equipment that needs to be shared and clean before another class uses it. ● EYFS to bring in a spare set of clothes for accidents. ● No equipment to be brought in from home except filled water bottle and a book that then stays in school until finished. ● If children finish water bottles, they use tap in classroom to refill. ● Teacher to sanitise hands before and after touching a book. Teacher to not touch face whilst touching books. ● Books to be shared in bubbles eg for guided reading. Left to air for 72hrs after finished before being put away. 	<ul style="list-style-type: none"> ● PSHCE lessons to be planned for all for the first week to reinforce hygiene and cleanliness. 	

	<ul style="list-style-type: none"> • Books and resources to be quarantined for 72hrs if swapping bubbles. Books when returned from home need to be left for 72hrs before being put away. • Surfaces to be cleaned more regularly by adults if they feel there is a risk. • Extra cleaning equipment in classroom for adult if needed. • All soft furnishings to be removed and replaced with furniture with hard surfaces for cleaning. • Class doors to be propped open. • Windows to be open to allow ventilation. • Hand sanitisers and cleaning materials to be available in classrooms. • Children to be reminded of hygiene rules, catch it, bin it, kill it'. • Dustbins to have lids on and emptied daily. • Children to take individual water bottles to go home to be washed each day. • Any IT equipment is cleaned before and after use. • Staff to be vigilant for signs of COVID 19, high temperature, cough, sneezing. 		
<p>What is the risk of contamination in EYFS?</p>	<ul style="list-style-type: none"> • EYFS equipment cleaned regularly. • EYFS hand dryers to be switched off. • PPE to be worn in EYFS when carrying out intimate care and disposed of in yellow bins. • Where younger children are unable to reduce contact and maximise distance, adults should avoid close face to face contact and minimise time spent within 1m of anyone. • During settling period for new starters, arrangements have been made to minimise contact between parents and staff. 	<p>Paper towels to be put into the EYFS toilets.</p>	
<p>What is the risk of contamination in the staffroom?</p>	<ul style="list-style-type: none"> • Staff to wash hands before using the hot water dispenser. • If making drinks for others make sure you wash your hand before making the drinks. • Staff to regularly hand wash, particularly before using anything in the staffroom. • Staff to have a lunchbox and store their food in a lunchbox in the fridge. Food cannot stay at school longer than 48hrs. • If staff worried about using staffroom utensils, to bring their own. • Soft chairs in staff room to be changed for plastic chairs. • Staff to make sure that they are observing social distancing. 		
<p>What is the risk of contamination during break times, lunchtimes, breakfast club and after school club?</p>	<ul style="list-style-type: none"> • Children to wash/sanitise hand before going to lunch, breakfast club or after school club. • Children to sit facing one direction. I.e not face to face. 		

- MTS to clean surfaces after each phase group has finished eating.
- Hot lunch to be served, distance from server and children to be over 1m.
- MTS to remain 1m from all the children.
- Children to bring water bottles to the dining hall.
- All lunch bags to go back into black boxes.
- Catering staff to wear masks and gloves and to social distance from the children.
- Playground equipment not be shared but allocated.
- Scooters/bikes be allocated to children and cleaned after use.
- Children to be reminded not to touch their faces and must wash their hands before going back to the classrooms.
- MTS to regularly hand wash.
- Water fountains closed.