



COVID-19 MITIGATION PROCEDURES

Mitigation Procedures (risks, hazards and ways of avoiding them)

These procedures should be regularly reviewed in line with government advice and changes to working practices.

School: The Meadow CP School	Date of Assessment: 13/5/20
Assessed by (name): Mrs C.Smith Mr M.Brookes, Ms L.Allen, Mr D.Wagg	Date of Reviews: 29/5/20 16/7/20 31/7/20
Approved by (name): Mr T Sutcliffe (CEO)	1/11/20 (Lockdown from 5/11/20) 4/1/21 (Schools closed to all but keyworker and vulnerable children 5/1/21-5/3/21) 25/2/21

Risk Type	Issue/Hazard	Measures to Minimise Risk	Actions and comments
Classroom	Pupils, staff, visitors	<ul style="list-style-type: none"> • Where possible, set classrooms up with desks facing the front in rows. Allow 1m+ from the front of the classroom to the first row. • Staff to maintain distance from pupils and other staff as much as possible. 'Maintain social distancing wherever possible'. • Avoid contact with other bubbles as much as possible. • The small hall / ppa room will not be able to be used for groups. • Pupils to remain at their desks for as much of the school day as possible. • Remove unnecessary furniture from the classroom where appropriate and logistically plausible. • Avoid any group activities within the classroom that requires pupils to be in close physical contact with each other. • Children to have their own resource packs (where appropriate) to avoid sharing. • Classes to have hand sanitisers. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • Adults should avoid close face to face contact and minimise time spent within 1m of anyone. This will not be possible when working with pupils with complex needs or those who need close contact care. 	<ul style="list-style-type: none"> • SMT to coordinate room assessment and identify space use requirements. • Information of who is in each space will be displayed on the door. This will include start of day time, breaks, lunches and end of day + staffing. • Additional adults will be added to show if 'close contact' has occurred to help with track and trace. • School staff to support with cleaning their zones during the school day. • Catch it, bin it, kill it posters in all areas. • Cleaners to deep clean. • PPE to be used for close contact care. • Move unnecessary furniture where possible. • Assemblies to take place in classrooms. • Classrooms to be set up by Friday 22nd August – to be checked by SMT. • Flexibility in the curriculum to address pupil wellbeing and pastoral support. • Contact with the school nurse. • Update behaviour policy. • Transition back to school.

		<ul style="list-style-type: none"> • For children old enough, they should be supported to maintain distance and not touch staff and their peers where possible. • Tape to be used on the flooring where possible to split zones. • Avoid large gatherings such as assemblies. • Outdoor play equipment as well as books and games that are shared should be cleaned more frequently. • Each bubble to have their own set of PE resources to avoid sharing amongst different bubbles. • Openness about feelings around the pandemic. Pupil wellbeing and support. Contextualise the feelings of anxiety, stress, low mood as normal responses to an abnormal situation. • Resources that are shared between bubbles should be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) • Use of fogging machine for additional cleaning • Handling of books – light touch marking and children to mark their own work where possible. • Unless 1:1, adults to keep 2m away from the children where possible. 	<ul style="list-style-type: none"> • Consistent adults and increased adult support in bubbles. • Books can be taken home to mark. • Nature area and Adventure Playground are to be on a rota with them not being used on Mondays. • Access to fogging machine
Break and lunchtime arrangements / movement around the school	Pupils, staff, visitors	<ul style="list-style-type: none"> • The school day will not be affected due to the staggered start already in place. To minimise adults on the premises, where possible, one adult to bring children. Children who walk should read the pupil protocol and should not meet in groups on the playground. • Doors to be opened earlier to allow children to come into school and to wash their hands over a longer period. • Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering. Children to eat in classrooms where possible. • Gaps between bubbles going in and out for break / lunch to avoid bubbles meeting. • Radios to be used to communicate when halls are free and cleaned. • The large hall and small hall will be used for some year groups for eating including FS. Tables should be set with children facing the same way. • Lunch time to be arranged to help aid the kitchen with key year groups split (i.e. FS/1 and 2) – to be matched with those who need less dinners cooking. • The chairs will be swapped between sittings and wiped thoroughly. • Tables will be wiped thoroughly between sittings. • Staff lunch times to be staggered where possible and meeting rooms to be used where social distancing cannot be achieved in staff areas. • Avoid any group activities that require pupils to be in close physical contact with each other, such as certain sports and playground games. 	<ul style="list-style-type: none"> • SMT to issue directives to staff – staff protocol. • Playground to be split into zones – year bubbles will use the same exit and entrance that they use for coming into school and for leaving at the end of the day. (Weather permitting). Purchase any mats for classrooms doors as necessary. • Dinner time rules to be shared with all stakeholders and posters to be used to remind children and staff of expectations. • Investigate the use of on line dinner booking system to allow the kitchen advanced information of the number of dinners needed on a daily basis. • Water fountains not to be used and taped up. Children to take their bottles home each night to be cleaned and refilled. • Play equipment to be shared and kept within each bubble. • Everyone to have lunch in their allocated rooms / halls – to reassess. • Kitchen staff to deliver meals to their allocated rooms / halls – trolleys to be used. • Signs showing people to stick to the left to be displayed around school.

		<ul style="list-style-type: none"> • Movement around the school site is kept to a minimum – everyone to stay to the left hand side when walking down corridors. • Staff are not to go into any other bubbles including any offices unless essential. • Communication needs to be done through email as much as possible and a discrete use of mobile phones can be used under the circumstances as they were during the previous lockdown. • No mass gatherings – assemblies will take place in classrooms / in cohorts, the halls may be used for year groups at staggered times if necessary. • All staff meetings to be via TEAMS. • Children to go through the small hall and not through the year 3/4/5 classrooms. • Masks / face shields are to be worn when adults are not in their bubble zone - any movement around the school and in communal areas such as the PPA room or staff room, masks will need to be worn - unless you are medically exempt. 	
Toilets and washing facilities	Pupils, staff, visitors	<ul style="list-style-type: none"> • Only one pupil (from a bubble) at a time to access toilet facilities. To be escorted by an adult if appropriate. Children to be reminded about hand washing and to return straight to class. • Cleaning schedule to be followed. • Cleaning schedules in all areas. • Children to be reminded about how to wash their hands properly. Bins to be provided in all key areas. • The main toilets outside the main hall to be split into year 3 and 4R (girls) and then 4ST and year 2 (boys) to minimise the mixture of children using these. 	<ul style="list-style-type: none"> • SMT to issue directives to staff. • Cleaning schedule for Mr Tidmarsh.
First Aid and caring for a child with symptoms of Covid-19 awaiting collection	Pupils, staff, visitors	<ul style="list-style-type: none"> • First aid staff to wear appropriate PPE when treating staff and pupils in close proximity who present symptoms of Covid-19 (not required where symptoms are not present). • Symptoms – a new continuous cough or a high temperature or a loss of or change to the normal senses of taste and smell. • Where a student presents symptoms of Covid-19, they should be moved to the room identified at each setting where sick pupils can be kept in until parents or carers come to collect them, ideally with: <ul style="list-style-type: none"> ○ · A door you can close ○ · A window you can open for ventilation ○ · A separate bathroom they can use (either attached to the room ○ or nearby) SUNSHINE ROOM – can then exit via the neck doors 	<ul style="list-style-type: none"> • Appropriate PPE. • Heads to issue directives to staff. • Sunshine Room to be used as the key room. • PPE equipment to be stored in Mr Brooke's office. • Information for parents on how to get a test shared on the parent protocol.

		<ul style="list-style-type: none"> • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. • Hands should be washed thoroughly for 20+ seconds after contact with anyone who is unwell. • The room and toilet to be deep cleaned and not used by anyone else until this has been done. 	
<p>Managing suspected cases of Covid-19</p>	<p>Pupils, staff, visitors</p>	<ul style="list-style-type: none"> • School will engage with the NHS Test and Trace process. • When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested immediately in this scenario. • The rest of their bubble within their childcare or education setting can remain in school until the results of the test are confirmed. If the result of the test is positive, see the section 'Managing confirmed Cases' below. • Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation if they fell well and no longer have symptoms similar to COVID-19. • <u>Cleaning protocol – To be managed by Premises Team.</u> • <u>Refer to Gov.uk guidance – Covid-19: cleaning in non-healthcare settings</u> • Cleaning an area with a chlorine based disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. • Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products at the specification advised in the guidance. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. 	<ul style="list-style-type: none"> • If any member of the bubble presents with symptoms of COVID-19, the individual should arrange to have a test as soon as possible. They will need to isolate until the results are confirmed. • As per the school protocol, parents will be informed accordingly. • Thermometers purchased (head). • Appropriate PPE obtained. • Obtain relevant disposable cleaning equipment. • Obtain either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine OR a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants • The name of the person with the suspected case should not be disclosed unless absolutely necessary.

Managing confirmed cases of Covid-19	Pupils, staff, visitors	<ul style="list-style-type: none"> • When a child, young person or staff member has had a confirmed Covid-19 result they must self-isolate for 10 days following the test date. Their fellow household members should self-isolate for 14 days. • The rest of their bubble within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or bubble do not need to self-isolate unless the child, young person or staff member they live with in that bubble subsequently develops symptoms. • If someone in that bubble has a test that comes back negative – they must remain in isolation for the remainder of the 14 days, this is because they could still develop COVID-19 within the remaining days. • A member of senior leadership team will inform the local office of Public Health England and obtain advice. Every positive case should be reported to PHE who will advise on the actions to be taken in the setting. • Advice on the definition of Direct Close and Proximity contacts should be distributed to the wider staff and they should inform SLT if they meet the criteria as a contact. They should then also isolate for 14 days. • Cleaning protocol – To be managed by Premises Team. • <u>Refer to Gov.uk guidance – Covid-19: cleaning in non-healthcare settings</u> • Cleaning an area with a chlorine based cleaner after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. • Cleaning staff must wear disposable gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products at the specification advised in the guidance. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. 	<ul style="list-style-type: none"> • If any member of the bubble has a confirmed case of COVID-19, the whole bubble should self-isolate for 14 days. • Thermometers purchased (head). • Appropriate PPE obtained. • Obtain relevant disposable cleaning equipment. • Obtain either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine OR a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. • Follow instructions of PHE. • The name of the person with the confirmed case should not be disclosed unless absolutely necessary. • Contingency planning for outbreaks – use of remote education support.
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Introducing virus into School	Visitors to reception areas	<ul style="list-style-type: none"> • Reminders to parents about the protocol of 1 parent on the playground and that children need to stay with their parent until the door is open. • Rearrange any non-essential appointments. 	<ul style="list-style-type: none"> • Visitors not permitted unless essential. • Visitor checklist in use. • Order and install hand sanitizer units.
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environments from outside		<ul style="list-style-type: none"> Request that individuals communicate with them via telephone or email. Maintain a distance of 2m where possible. Ensure good ventilation. Clear signage and instructions on entry and/or website. Hand sanitiser station outside school by Pre-School. Zones of 2m squares outside of each classroom. Only one person allowed to be at the office window at a time. Use of hand sanitisers on entry to the school. Parents to informed that they should follow current social distancing rules whilst on the school premises – gathering on the school playgrounds is not allowed. Any visitors to school should be recorded to help with track and trace. All meetings are to be held virtually for the foreseeable future so there will be no visitors coming into school at the moment. Visitors may be allowed in if they are deemed to 'essential to the child's well-being', so this will include the school counsellor and the educational psychologist unless their relevant departments say otherwise 	<ul style="list-style-type: none"> Mr Tidmarsh to take charge of towel collections etc. to avoid visitors needing to walk through the school.
	Visitors for meetings	<ul style="list-style-type: none"> Consider how to use technology for meetings e.g. video / teleconference facilities. Rearrange any non-essential meetings. Where you need to meet - maintain a distance of 2m where possible. 	<ul style="list-style-type: none"> Remote meetings in use.
	Deliveries	<ul style="list-style-type: none"> Stop orders being made for all but essential items. Any essential deliveries to be dropped outside the door, where possible. 	<ul style="list-style-type: none"> Purchasing essential items only.
	Volunteers	<ul style="list-style-type: none"> Brief volunteers on essential safety information. Stop all non-essential services/activities. Hold any meetings via video / teleconference facilities, where possible. 	<ul style="list-style-type: none"> Board member meetings held remotely.
	Staff	<ul style="list-style-type: none"> Wash hands regularly for at least 20 seconds. Catch coughs/sneezes in a tissue and wash your hands again. Maintain a 2-metre distance from colleagues/members of the public Keep up to date with government guidance at https://www.gov.uk/coronavirus 	<ul style="list-style-type: none"> Guidance issued to staff. Protocols for staff issued. Staff are able to wear their own face masks if they wish
	Cleaning	<ul style="list-style-type: none"> Increase cleaning regimes of regularly contacted areas e.g. door handles, desks, toilets etc. Ensure thorough cleaning of the building. Ensure compliance with infection control guidance around cleaning regimes. Cleaning sheets in all areas to be completed daily. 	<ul style="list-style-type: none"> Cleaning increased and appropriate protocols in place. Cleaners provided with PPE .
Spreading the virus within buildings	Virus passed to others on hands	<ul style="list-style-type: none"> On entering the workplace wash hands with soap and water for at least 20 seconds. Wash hands on a regular basis / use hand sanitisers. Where possible, avoid sharing stationery and other equipment, 	<ul style="list-style-type: none"> Guidance issued to staff and protocols in place. Children to have their own equipment provided by the school (pencil cases not to be brought in from home). Staff to sign in using the app on their phones where possible. Hand sanitiser available by the sign-in I-pad.

		<ul style="list-style-type: none"> • Build in regular healthy practice of hand washing with children in schools and settings • If you hot desk, wipe the area before and after use with a detergent wipe • Ensure we have a supply of hand sanitiser (or equivalent) of at least 60% alcohol content and personal protective equipment as required if it is relevant to your role. • Resources in schools should be limited for pupils accessing the childcare provision and where possible sterilised after use. • In the event of children attending a childcare provision a reduction in items entering the building and exiting the building should be implemented. • Avoid bringing unnecessary items into school. • Toast to be individually wrapped. 	<ul style="list-style-type: none"> • Hand washing posters displayed throughout school. • Posters stipulating when hands should be washed / or the use of hand sanitisers:- <ul style="list-style-type: none"> ➤ Upon arrival in school ➤ Before and after food ➤ Returning from breaks ➤ When there has been a room change
	Virus passed to others with a sneeze or cough	<ul style="list-style-type: none"> • Catch any coughs or sneezes in a tissue, bin it and wash your hands (or in your elbow if you have no tissue and then wash hands, etc.) CATCH IT, BIN IT, KILL IT. • Try not to touch your face and eyes. 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place. • Catch it, bin it, kill it posters displayed. • Ensure enough tissues and bins are available. • Mr Tidmarsh to have a bin checking / changing schedule.
	Staff	<ul style="list-style-type: none"> • Regularly clean your work area including phones, keyboards and mouse. • Wash hands regularly for at least 20 seconds. Catch coughs / sneezes in a tissue and wash your hands again. • If a child is unwell etc. or any parent needs to be contacted, a member of the office staff will ring to limit people in the main office and lots of people using the phones etc. Staff should not enter the office and use the hatch to communicate. • Maintain a 2-metre distance from colleagues/members of the public where possible. • Keep up to date with government guidance at https://www.gov.uk/coronavirus • Staff to have tea and coffee facilities in their bubbles to avoid everyone having to use the staff room and PPA room. Break and lunch times staggered. • Masks are to be worn when you are not in your bubble zone, so any movement around the school and in communal areas such as the PPA room or staff room, masks will need to be worn. Unless you are medically exempt. • There needs to be a limit of no more than 6 people in the staff room or ppa room at any one time and this still needs to be socially distanced of 2m apart. Windows/doors need to be open for ventilation when occupied. 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place. • Ensure kettles and hot drinks are kept away from children.
Spreading the virus from the office / school	Spread of germs	<ul style="list-style-type: none"> • Follow Government advice. • Regular hand washing. • Educating the children about hygiene and social distancing. 	<ul style="list-style-type: none"> • Guidance issued to staff and protocols in place.

into the Community			
Staff member/pupil re-entering the work place/school after period of self-isolation	Staff member/ pupils	<ul style="list-style-type: none"> • A 10-day isolation period for individuals who have been symptomatic. • Any other member of the household must self-isolate for 14-days (see table and flowchart). • Keep up date with the latest government guideline: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 	<ul style="list-style-type: none"> • Investigate where a returning pupil will be placed after 10 days (due to the remainder of the bubble being off for 14 days).
Vulnerable bubbles at risk	<p>Children with safeguarding and welfare needs, including children with a child in need plan or child protection plan children with special guardianship orders) and child arrangement orders</p> <p>Looked after children (LAC)</p> <p>Young carers (young people who are caring for a parent who may be disabled or a sibling))</p>	<ul style="list-style-type: none"> • FSM (hot or cold lunch) should be provided for those pupils attending the childcare settings. • For those children who are being supported by children's social care and have to isolate, support and continue to liaise with families, including undertaking necessary visits whilst taking appropriate infection control measures. • All planned and required meetings take place with the existing timescales. • Child Protection Conferences continue to run with participation from partners, the child and the family. • All planned visits are expected to be followed, though adaptations will be made because of these exceptional circumstances. The purpose of these visits remains to ensure the child is safe and social workers need to assure themselves of this. • Social workers will continue to work with vulnerable children in this difficult period and should support these children to access provision. • Schools daily submit individual child registration data to the LA. 	<ul style="list-style-type: none"> • Staff to report to Miss Allen regarding their vulnerable children.
Low morale	Reduced well-being of staff	<ul style="list-style-type: none"> • Inform all staff of the current situation and any changes on a regular basis. • Ask staff for input on things that are going well and areas that could be improved. Open door policy. • Peer support for staff, employee healthcare and head teacher wellbeing service. • Staff to immediately inform manager if unwell, any symptoms are shown • Where staff have agreed to take on additional duties and responsibilities, support them in their new roles. • Maintain regular contact with staff who might be working from home or self-isolating. 	<ul style="list-style-type: none"> • Staff protocol. • Ensure regular checking on all staff. Monitor and record any issues / areas to address.

		<ul style="list-style-type: none"> Well-being to be a standing agenda item each week. 	
SLT reputation	Lack of communication	<ul style="list-style-type: none"> Communication to provide regular updates on the Internet and via other appropriate media streams and methods. 	<ul style="list-style-type: none"> Communication in place – ParentMail for parents (moving to Weduc). Use of school twitter accounts and individual year bubble emails.
	Reduction in service	<ul style="list-style-type: none"> If working from home, ensure you take all your equipment home each day and check all necessary systems are enabled (managers will direct if you can work from home). There are some simple steps you can take to reduce the risks from display screen work: <ul style="list-style-type: none"> breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity avoiding awkward, static postures by regularly changing position getting up and moving or doing stretching exercises avoiding eye fatigue by changing focus or blinking from time to time Check the Intranet/Schools Heads-up for regularly updates on the situation 	<ul style="list-style-type: none"> Guidance issued to staff and protocols in place.