



## Manby Lodge Infant School COVID-19 Risk Assessment -Based on the Surrey Exemplar COVID-19 Risk Assessment 04 JANUARY 2021

Please find attached a COVID-19 risk assessment template for mainstream schools in Surrey that has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for January 2021, when school is only open to Critical Worker and vulnerable children. **It is based on a Surrey model template. Additions for Manby Lodge are highlighted in red.** Changes made January 2021 are highlighted yellow.

**The Governing Body has taken ownership of the risk assessment and have oversight of the principles behind its contents.**

Schools should also review and update their wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The following school policies (but not limited to) should also be reviewed and updated as required:

- *Behaviour Policy* (see Covid 19 Addendum)
- *Safeguarding & Child Protection Policy* (see Covid 19 Addendum)
- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*





- School Business Continuity Plan
- Premises Lettings Policy and Contract

**Issued on behalf of the Surrey Recovery Planning Team**

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures		<ul style="list-style-type: none"> <li>• Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>-<b>Health and Safety Policy</b></li> <li>-<b>Infection Control Policy</b></li> <li>-<b>First Aid Policy</b></li> <li>-<b>Staff Stress Management Policy</b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>	Yes	SLT	In place	L





		<ul style="list-style-type: none"> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:             <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus.</li> <li>• Parents are made aware of the school’s infection control procedures in relation to coronavirus via normal school communications – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance.</li> <li>• Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• Staff are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.</li> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>				
<p><b>Prevention</b></p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>		<ul style="list-style-type: none"> <li>• Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.</li> <li>• In order to reduce the numbers of adults who come into school we will not allow parents to come into school to volunteer however, we will allow regular volunteers(e.g. students on regular placement), peripatetic teachers (e.g. those who run clubs, our Forest School Teacher), agency staff carrying out servicing jobs and supply teachers to come to school.</li> </ul>	Yes	SLT	In place	M



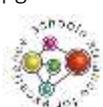


	<ul style="list-style-type: none"> <li>• All adults, like all children are required to have their temperature taken on entry to school. Anyone with a temperature above 37.8 will not be allowed to enter the school building.</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> </ul> <p><b>In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils will be asked to self-isolate in their homes for 10 days and 14 days for household members.</b></p> <ul style="list-style-type: none"> <li>• If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, (<b>The Rainbow Room</b>) depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with</li> </ul>				
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		<p>someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u>.</p> <ul style="list-style-type: none"> <li>• PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance</u>.</li> <li>• <b>Any cleaning that is undertaken after the person with suspected symptoms has left the room, should be done by someone wearing PPE.</b></li> <li>• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• The Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u> to be followed to clean the area.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u></li> </ul> <p><b>We follow the latest Government / NHS / PHE guidance as this changes.</b></p>				
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<p><b>Prevention</b></p> <p>2. Good hand hygiene practice</p>	<ul style="list-style-type: none"> <li>The School will 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 and <b>when they sneeze and cough into their hands.</b></li> <li>Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy (<b>see addendum</b>). <b>We have done this by introducing a new Learning Behaviour, linked to an animal.</b></li> <li>Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</li> <li>Sufficient handwashing facilities are available. Where a sink is not nearby, we have provided hand sanitisers around school.</li> </ul>	Yes	SLT	In place	M
<p><b>Prevention</b></p> <p>3. Good respiratory hygiene</p>	<ul style="list-style-type: none"> <li>'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>Younger pupils and those with complex needs are helped to follow this.</li> <li>Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> <li>DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face</u></li> </ul>	Yes	SLT	In place	M





		<p><u>coverings.</u></p> <ul style="list-style-type: none"> <li>• Staff should wear visors in the classroom at all times, and may choose to wear a mask additionally.</li> <li>• All adults who are in the vicinity of school (eg parents in the playground at drop-off and pick up) must wear a mask.</li> </ul>				
<p><b>Prevention</b></p> <p>4. Enhanced cleaning</p>		<ul style="list-style-type: none"> <li>• Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.</li> <li>• More frequent cleaning of rooms and shared areas that are used by different groups</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed where possible.</li> <li>• Staff and children are guided to wear clean clothes every day.</li> <li>• Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</li> <li>• The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed.</li> <li>• Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u></li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> <li>• We carry out Zoonoo Fogging once a month starting from end August.</li> <li>• Walls are cleaned once a week with Tristel Fuse.</li> </ul>	Yes	SLT	In place	M





		<ul style="list-style-type: none"> <li>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>				
<p><b>Prevention</b></p> <p>5. Minimise contact</p>		<ul style="list-style-type: none"> <li>The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:                             <ul style="list-style-type: none"> <li>Pupils ability to distance;</li> <li>The layout of the school site;</li> <li>The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> </li> </ul> <p>More information on groups can be found in COVID-19: <a href="#">Guidance for full opening</a></p> <ul style="list-style-type: none"> <li>If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.</li> <li>During this period of school closure we will do all that we can to limit contact between people.</li> <li>Group sizes should not exceed 15 children at any one time.</li> <li>We will avoid any contact between bubbles where possible unless children are outside in the playground.</li> <li>Lunch will be eaten in classrooms to minimise contact between bubbles inside.</li> <li>All teachers and other staff should not operate across year groups wherever possible.</li> <li>Staff should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>Staff will not be able to sit together in the staffroom. They must instead use designated rooms during breaks from the classroom, that mean that they only work with others from the same year group bubble. Staff are expected to maintain distance from each other, even when working together, eg in planning meetings.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff can</li> </ul>	Yes	SLT	In place	H





		<p>move between schools. They should ensure that they adhere to the same expectations as our staff, eg wearing visors (and masks).</p> <ul style="list-style-type: none"> <li>• Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone – for example in the staffroom or in meetings staff from different bubbles are guided to maintain a 2 metre distance from one another. Where possible we are meeting using technology to make meetings virtual.</li> <li>• Adults should maintain 2 metre distance from each other and from children where possible. One way systems are in place in school and in certain rooms it is recognised that there is a person capacity.</li> <li>• Pupils old enough should be supported to maintain distance and not touch staff and their peers.</li> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> <li>• Pupils are seated side by side and facing forwards, rather than face to face or side on, where possible, for example during teacher input.</li> <li>• Large gatherings such as assemblies are avoided, and groups kept apart.</li> <li>• The timetable is revised to implement where possible:             <ul style="list-style-type: none"> <li>○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</li> <li>○ Maximise the number of lessons or classroom activities which could take place outdoors;</li> <li>○ Staggered assembly groups;</li> <li>○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;</li> <li>○ Drop-off and collection times are staggered and communicated to parents;</li> <li>○ Parents’ drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;</li> </ul> </li> <li>• Mixing within education or childcare setting is minimised by:             <ul style="list-style-type: none"> <li>○ accessing rooms directly from outside where possible;</li> <li>○ considering one-way circulation, or place a divider down the</li> </ul> </li> </ul>				
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		<p>middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</p> <ul style="list-style-type: none"> <li>○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;</li> <li>○ The number of pupils using the toilet at any one time is limited;</li> </ul> <ul style="list-style-type: none"> <li>● The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> <li>● The use of staff rooms and offices is staggered to limit occupancy.</li> <li>● Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.</li> <li>● Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;</li> <li>● Extra Curricular after school and lunchtime clubs will operate with a maximum number of 15 made up only of children from the same year group. The groups will therefore remain small and consistent in size.</li> <li>● Koosa will resume operations and we will offer Wrap-around Care. Koosa will operate Year Group Bubbles. The groups will therefore remain small and consistent in size.</li> <li>● Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> <li>● Staff and pupils have their own individual and very frequently used</li> </ul>				
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		<p>equipment, such as pencils and pens, these are not shared;</p> <ul style="list-style-type: none"> <li>Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u></li> <li>Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the <u>full opening guidance</u> and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u></li> <li>In the autumn term, schools can resume non-overnight domestic educational visits where possible. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the <u>health and safety guidance on educational visits</u> when considering visits.</li> </ul>				
<p><b>Prevention</b></p> <p>6. Where</p>		<ul style="list-style-type: none"> <li>Despite Government Guidance suggesting that the majority of staff in education settings will not require PPE, at Manby Lodge we have made the decision that staff should wear a visor in the classroom, and they may wear a mask if they wish to also.</li> </ul>	Yes	SLT	In place	M





<p>necessary, wear PPE</p>		<ul style="list-style-type: none"> <li>• Government guidelines recommend that staff do not need to wear PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:             <ul style="list-style-type: none"> <li>○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> </li> <li>• Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>.</li> </ul>				
<p><b>Response to infection</b> 7. Test and trace</p>		<ul style="list-style-type: none"> <li>• NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to:             <ul style="list-style-type: none"> <li>○ <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>○ <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>• A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where</li> </ul>	<p>Yes</p>	<p>SLT</p>	<p>In place</p>	<p>M</p>





		<p>providing a test will increase the likelihood of them getting tested.</p> <ul style="list-style-type: none"> <li>• The school will ask parents and staff to inform them immediately of the result of the test:             <ul style="list-style-type: none"> <li>○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> <li>○ If someone test positive they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> </ul>				
<p><b>Response to infection</b></p> <p>8. Managing confirmed COVID-19 cases</p>		<ul style="list-style-type: none"> <li>• Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.</li> <li>• If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</li> <li>• The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>• Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:             <ul style="list-style-type: none"> <li>○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ Proximity contacts - extended close contact (within 1 to 2</li> </ul> </li> </ul>	Yes	SLT	In place	H





		<ul style="list-style-type: none"> <li>metres for more than 15 minutes) with an infected individual             <ul style="list-style-type: none"> <li>○ Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</li> <li>• Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>				
<p><b>Response to infection</b></p> <p>9. Contain any outbreaks</p>		<ul style="list-style-type: none"> <li>• If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> <li>• Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>• In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> <li>• Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>	Yes	SLT	In place	H
Emergencies		<ul style="list-style-type: none"> <li>• All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	Yes	SLT	In place	L





<p>Managing School Transport</p>		<ul style="list-style-type: none"> <li>• Parents and pupils are encouraged to walk or cycle to their education setting where possible;</li> <li>• Parents and pupils are discouraged from using public transport, where possible particularly during peak times;</li> <li>• For more information on home to school transport, please refer to <u>SCC guidance in safer working for home to school transport.</u></li> <li>• Where possible, transport arrangements are organised to cater for any changes to start and finish times;</li> <li>• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;</li> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;</li> <li>• Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> </ul>	<p>Yes</p>	<p>SLT</p>	<p>In place</p>	<p>L</p>
<p>Aerosol Generating Procedures</p>		<ul style="list-style-type: none"> <li>• Staff performing AGPs in these settings should follow PHE's <u>personal protective equipment (PPE) guidance on aerosol generating procedures</u>, and wear the correct PPE, which is: a FFP2/3 respirator gloves a long-sleeved fluid repellent gown eye protection</li> <li>• Children and young people should be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible, for example in children and young people who require sporadic care,</li> </ul>	<p>Yes</p>	<p>SLT</p>	<p>In place</p>	<p>L</p>





		<p>such as urgent tracheostomy tube suction, individual risk assessments should be carried out. In all instances, efforts should be made to:</p> <ul style="list-style-type: none"> <li>- ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room</li> <li>- minimise clutter to make the process of cleaning the room as straightforward as possible</li> <li>- clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour</li> </ul>				
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