

This Addendum must be read in conjunction with the School's own Health & Safety Policy, brought to the attention of those currently employed or volunteering in the school and shared with those individuals upon induction to the setting.

## LEVENS CE SCHOOL

# HEALTH & SAFETY POLICY – COVID-19 ADDENDUM

June 2020

Approved by <sup>1</sup>	
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Position:	Headteacher
Signed:	
Date:	5 <sup>th</sup> June 2020
Proposed review date <sup>2</sup> :	September 2020

<sup>1</sup> The Employer free to determine how to implement.

<sup>2</sup> The Governing Body or Proprietor free to determine review period.



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## 1. Introduction

This addendum has been created following DfE guidance [Actions for schools during the coronavirus outbreak](#) and [Planning Guide for Primary Schools](#), [Planning Guide for EYFS](#) and [Planning Guide for Secondary Schools](#) and applies to all schools, whether maintained, non-maintained or independent (including academies, academy trusts, free schools and alternative provision), maintained nursery schools and pupil referral units. It is an addendum to the School's Health and Safety Policy and must be read in conjunction with that Policy. The school's Health and Safety Policy is available on request and must be read and understood by all those individuals who come into contact with children and young people in the school.

All staff have a responsibility to be aware of systems within their school which support safeguarding and any temporary amendment or addendums to these will be explained to them by senior managers. This includes (but is not limited to) the school's Health and Safety Policy, Child Protection Policy and procedures, Code of Conduct or Staff Behaviour Policy, Behaviour policy and procedures, Online Safety Policy and the associated Acceptable Use Agreements.

## 2. Context

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend. Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 01 June 2020, schools have been asked to open to more pupils **in addition** to the children of key workers and those who are deemed vulnerable:

- **Primary schools** – nursery, in particular those transitioning to reception (where applicable), reception, year 1 and year 6 (with a **possible** phased return of all primary children before the end of the summer term if feasible);
- **Secondary schools** - to begin some face to face support with least a quarter of year 10 and 12 pupils from 15 June.
- **ALL schools and childcare providers** - to continue to offer places to the priority groups of children as follows:
  - vulnerable pupils – as well as those already identified for the former hubs, we may determine our own vulnerable children;
  - Children of key/critical workers as determined in DfE guidance - [Critical workers who can access schools or settings](#);
  - early years settings - 3 and 4 year olds followed by younger age groups;
  - infant schools – nursery, in particular those transitioning to reception (where applicable) and reception;
  - primary schools – nursery, in particular those transitioning to reception (where applicable), reception and year 1.
- Emergency 'Childcare Hubs' will cease to function once schools re-open, although vulnerable children and the children of key workers will continue to be offered places in their '**home**' schools, regardless of year group. Special schools to work towards a phased return of more children and young people without a focus on specific year groups and informed by risk assessments;
- **Alternative provision** - reception, year 1 and year 6 and begin some face to face support with year 10 and 11 pupils.

Despite the changes, **the school's Health and Safety Policy is fundamentally the same** with this addendum setting out some of the adjustments we are making in line with the altered arrangements in the school and following advice from government and local agencies.

Some settings will have additional responsibilities arising from their regulations e.g. EYFS settings, or Special Schools as a result of their responsibility towards young people over the age of 18.

Once adopted, this Addendum may be referred to in any disciplinary proceedings following unacceptable actions by staff or other adults.

### 3. Variations to Arrangements / Procedures

#### 3.1 Consultation, Communication and Competence

- We will consult staff and Trade Union or staff appointed H&S Representatives particularly on the protective measures required in school to prevent coronavirus (Covid-19) infection/spread. They will be involved in the risk assessment process allowing them to raise concerns and influence decisions.
- We will ensure staff feel supported and listened to. Daily staff meetings/briefings will be held (face to face following social distancing or via online communication/video link) to discuss any issues and anxieties. Minutes/documentary briefings will be kept and shared with staff (including those not currently in school).
- We will ensure communication links are maintained with those who are shielding, self-isolating, home working or who are furloughed to ensure they still feel part of the team and involved.
- Staff returning to school will undergo Induction into any new or temporary arrangements in place – records of Induction, training, instruction or information supplied will be kept (see [model Addendum to the Staff Induction Checklist](#)).
- Whilst social distancing rules remain, the Governing Body will adopt alternative arrangements for holding meetings, for example, by using video or teleconferencing applications (refer to the DfE [guidance on help with technology and remote education](#) and the National Governance Association [guidance for business continuity and holding virtual meetings](#)).
- The Governing Body will take a pragmatic approach to handling any urgent business and assess whether it is reasonable for virtual committee meetings to go ahead. Availability of governors or trustees will be considered to ensure that committee meetings are quorate. It may be more practical for the urgent business of any committee to be discussed at the governing or trust board meeting instead.
- Any staff training requirements including refresher training, will, wherever possible be planned. Where practical, this will be via online training providers although some face to face training may be necessary. It is envisaged that from July, some face to face training will be available from some training providers.

#### 3.2 Risk Assessment

- It is important for everyone to understand that the risk assessment(s) produced in relation to the COVID-19 pandemic are dynamic and will undoubtedly change as we move through the coming weeks and as the Government produce additional information and guidance. Staff and others must keep themselves abreast of any changes affecting their working practices which will be communicated to them in a timely manner.
- As 3.1 above. Control measures determined by the Covid-19 related Risk Assessment(s) will be monitored and the risk assessment(s) reviewed and revised as necessary in consultation with staff and TU Reps.
- Additional risk factors will also be taken into consideration with regard individual staff and pupils returning to school including those who are clinically vulnerable or who are BAME (Black, Asian and Minority Ethnic) to ensure they are appropriately supported, given that they may be at increased risk of severe ill-health should they contract COVID-19.
- In consultation with these staff, decisions regarding alternative working arrangements may be made such as home working for example.

#### 3.3 Health and Safety Inspections and Maintenance Activities

Where the whole school site or buildings have been closed for many weeks, or if parts of the building have been out of use for a long period, we will undertake a health and safety inspection of the buildings,

grounds and equipment concerned to ensure its ongoing safety and suitability. Refer to DfE [Managing school premises during the coronavirus outbreak](#).

### **Restarting plant and equipment**

- We will recommission all systems before re-opening, as would normally be done after a long holiday period, including gas, heating, water supply, mechanical and electrical systems and catering equipment
- We will establish a clear plan for restarting any equipment that has been taken out of service during lockdown to ensure the safety of those who are undertaking the maintenance as well as protecting the equipment from damage. The restart process may require electrical and mechanical isolations to be reconnected, fluids to be refilled and plant and equipment to be reenergised in a specific sequence or order. Planning will therefore be based on manufacturers' instructions, commonly accepted technical guidance and by making reference to specialist contractors (where required). We will ensure that those who are carrying out the work are competent to do so and the work is correctly coordinated between them to avoid risks.

### **Statutory inspections**

- The HSE have stated that 'the law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR)' remain in place. As such, we must ensure that statutory inspections on lifting equipment (including passenger lifts and stair lifts), pressure systems, fixed electrical systems, PAT, gas appliances, etc are 'in date' prior to the reoccupation of buildings.
- We will consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due.

### **Ventilation**

- Good ventilation is essential at all times in classrooms and particularly during this period. We will ensure all systems are working in their normal operating mode.
- Natural ventilation via windows or vents will be used as far as possible and where available, occupied room windows will be open.
- Desk or floor fans are not recommended during the COVID-19 pandemic, but if they have to be used in order to reduce heat levels in a room, they should be fixed (as opposed to oscillating) and aimed away from room users in order to facilitate fresh air flow rather than as a cooling device.
- Where centralised or local mechanical ventilation is present, re-circulatory systems will be adjusted to full fresh air. If this is not possible systems will be operated as normal. Where ventilation units have filters present we will ensure enhanced precautions are taken when changing filters. See HSE guidance [HSG53: Respiratory protective equipment at work](#) and [Coronavirus Update: Air Conditioning](#). June 2020 there is no mechanical ventilation in any Levens CE building.
- Ventilation in toilets will be kept running where possible. There are no windows in any school toilets.

### **Cleaning**

New cleaning arrangements in line with coronavirus preparations will also include regular systematic checks:

- on drainage systems, checking traps have not dried out and ensuring water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers;
- where toilets are put back into use, ensuring the flushing of the toilets occur with the lids down (where fitted) and toilet ventilation systems are working

## **3.4 Water Hygiene Management**

### **Water systems**

- When increasing operational capacity or re-opening we will follow the usual water system building management procedures as we would at the end of the summer holidays.

- Chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing as advised in the cold water systems and domestic hot water services sections of our Legionella Risk Assessment.
- We will contact our legionella competent person who will advise on the action required. If a full system flush is required but not immediately available, we will seek advice from your competent person on alternative options.

### **Drinking Water**

If it has not been possible to maintain our system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink. In these circumstances, we will supply bottled drinking water until a thorough flushing and chlorination can be undertaken by a water treatment specialist.

### **Hot water services**

- Water temperatures will be kept within limits recommended for the control of legionella bacteria in water systems.
- We will regularly check hot water generation for functionality and if required, temperature recording.
- If the hot water system has been left operational the hot water will be circulating as normal and regular checks will be carried out.
- Refer to [Managing school premises during the coronavirus outbreak](#) and [HSE: Legionella Risks during the Coronavirus Outbreak](#).

## **3.5 Control of Asbestos**

The condition of asbestos containing materials (ACMs) will be checked prior to re-occupation following a lengthy school closure and will continue to be inspected as per our usual termly monitoring programme.

## **3.6 Staff Wellbeing**

- The Governing Body and senior leaders will be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.
- Workload will be carefully managed and the school will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. This issue will be factored into our resource and curriculum planning and consideration given to where additional resource could be safely brought in if necessary.
- Particular regard will be given to ensuring staff who are BAME (Black, Asian and Minority Ethnic) and those with existing health conditions (but do not fall into the category of critically vulnerable) are appropriately supported, given that they may be at increased risk of severe ill-health should they contract COVID-19.
- Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and should offer whatever support they can to help. Regular communication of mental health information and open door policy for those who need additional support.
- We will consider how to support the mental wellbeing of staff who are returning after a significant period of either home working or furlough. Where work-related issues present themselves, the HSE's published stress Management Standards will be followed. We will also review how we can support employees on broader issues, such as bereavement support and general anxiety about the ongoing situation (for example by signing up for a formal Employee Assistance Programme providing confidential telephone advice and counselling).
- In consultation with staff, our existing Wellbeing (Stress) Risk Assessment will be updated and mechanisms put in place to allow staff to report work related issues.

## **3.7 Accidents, Incidents, Ill Health and Dangerous Occurrences**

If any individual with symptoms is believed to have contracted the COVID-19 virus 'whilst at work', the relevant information must be reported to the HSE under RIDDOR legislation. We will follow our usual

Accident Reporting Procedures i.e. **VA/Foundation Schools and Academies**: report to KAHSC via the on-line Accident system; **Cumbrian Community & VC Schools**: report to the LA via the CCC Accident Form.

Our Health & Safety Services provider (KAHSC or LA) will continue to report to the HSE on our behalf.

### **When to Stay Home and Isolation**

- We will implement Government advice and communicate to pupils/parents, staff and contractors. Currently any person developing a new continual cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia) whilst at work must be sent home and advice re self-isolating offered [Stay at home guidance for households with possible Covid-19 infection](#)
- Any person who is considered extremely clinically vulnerable and shielding should continue to shield and will not be expected to attend ([Guidance on shielding & protecting extremely vulnerable persons from Covid-19](#)).
- Clinically vulnerable (but not clinically extremely vulnerable) people including pregnant women should take extra care in observing social distancing and should work from home where possible. We will endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2m away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2m of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.
- Any child who lives in a household with someone who is extremely clinically vulnerable and shielding, should only attend if stringent social distancing can be adhered to and the child is able to understand and follow those instructions. We will pay particular regard to 'young carers' who may fall into this category.
- Any person who lives with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance ([Staying alert & safe social distancing](#)) and including those who are pregnant, can attend.
- Staff **who live alone** and have symptoms of coronavirus illness (COVID-19), however mild, will be directed to stay at home for **7 days** from when their symptoms started.
- Those **living with others** and they are the first in the household to have symptoms of coronavirus, then they will be directed to stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.
- For **anyone else in the household** who starts displaying symptoms, that individual must stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.
- If a member of staff has helped someone who was unwell with COVID-19 symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see below). The staff member will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to [COVID-19: cleaning of non-healthcare settings guidance](#).

### **Test, Track and Trace**

- All children (including the under 5's) and young people eligible to attend, and members of their households will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service: [NHS: Ask for a test to check if you have coronavirus](#). Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers.
- The Cumbria County Council COVID-19 Call Centre (Tel: **0800 783 1968** - 9am – 5pm Monday to Friday and 9am – 2pm Saturday and Sunday) has been set up as a single point of contact for Head teachers

and other leaders of educational settings in Cumbria to notify Cumbria County Council Public Health of any suspected or confirmed cases of COVID-19 in the setting in order for them to initiate the local test, track and trace system.

- We will contact the call centre immediately if we have one or more members of staff or children who work at or attend the school (regardless of where they normally reside) and who develop symptoms of COVID-19 whilst at school. The child showing symptoms will be isolated (awaiting collection by parents – see section 3.11 below) in accordance with the control measures set out in our risk assessment or the member of staff sent home.
- The call centre will ask us to provide personal information about any staff or children who have symptoms. Wherever possible, we will seek the staff or parent's permission to share these details before contacting the call centre and will ensure that our Privacy notices for staff and parents contains details of the Local Authority with whom we share information. We may also be asked to provide information about the number of staff, children and classes/groups/bubbles in our setting to help inform any additional advice that may be provided to settings regarding the need for individuals to self-isolate and stay at home.
- Where it is deemed necessary, i.e. Public Health agree that the symptoms are Covid-19 related, arrangements for testing will be made with the parents of the child or the member of staff showing symptoms;
- None of the other children/staff in the bubble will be sent home at this stage.
- Where the child or staff member tests positive for Covid-19 the child/member of staff will be advised to self-isolate for 7 days with others living in the household with that child/member of staff being asked to self-isolate for 14 days. The other children in that bubble will also be sent home at this stage and asked to self-isolate for 14 days. The other household members of that wider bubble do not need to self-isolate unless the child, or member of staff they live with in that group subsequently develops symptoms.
- Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.

### 3.8 New and Expectant Mothers

Refer to 'When to Stay Home and Isolation' within Section 3.7 above. This is **in addition to** initial and ongoing risk assessments throughout each staff member's pregnancy and on return to work after the birth of their baby.

### 3.9 First Aid and Intimate Care

- We will review the first aid 'assessment of need' to ensure that it is still sufficient. Based on this, more first aiders may need to be trained to ensure that there is adequate coverage. We will review levels of first aid equipment to ensure that these are still adequate. In particular, consideration will be given to the purchase of additional resuscitation face shields, disposable gloves and aprons.
- Where children are aged 2-5, we will use our 'best endeavours' to ensure one person with a full paediatric first aid (PFA) certificate is on-site when children are present. If after using best endeavours we are still unable to secure a member of staff with full PFA to be on site then we will carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certification is on site at all times children are on premises. *The HSE have relaxed their advice in relation to first aid certificate expiry dates and have agreed to an extension for requalification to all First aid certificates to 30 September 2020 ([HSE first aid requalification guidance](#)). In line with the [EYFS disapplication arrangements](#) and [Actions for early years and childcare providers during the coronavirus outbreak](#) if, exceptionally paediatric requalification training is still unavailable, a further extension is possible to no later than 30 September 2020. However, if asked to do so, we should be able to explain why the first aider hasn't been able to requalify and demonstrate what steps have been taken to access the training. The School or certificate holders must do their best to arrange requalification training at the earliest opportunity.*
- If a child displaying Covid-19 symptoms needs direct personal care until they can return home – refer to Section 3.11 below.

- Where staff are performing intimate care procedures the normal procedures and usual PPE will be used – disposable apron and disposable gloves.
- When changing children, and where the child can understand, we will ask the child to turn their head to the side during the changing process.
- If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they will continue to receive care in the same way, including any existing routine use of PPE.
- Variations to first aid procedures including the use of any additional PPE and the need for paediatric first aid trained staff (EYFS Statutory Framework Disapplications) will be made as necessary and shared with all relevant persons – refer to the school Risk Assessment for Covid-19 and the Covid-19 Paediatric First Aid Risk Assessment.

### 3.10 Supporting Pupils with Medical Conditions

Variations to our procedures for supporting pupils with medical conditions including the use of any additional PPE will be made as necessary and shared with all relevant persons – refer to the school Risk Assessment for Covid-19 and Section 3.9 above.

### 3.11 Infection Control

- If a child who is unwell with Covid-19 symptoms is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Where available, a window will be opened for ventilation. If it is not possible to isolate them, the child will be moved to an area which is at least 2m away from other people.
- If the individual needs to go to the toilet while waiting to be collected or prior to them leaving for home, they will be directed to use a separate toilet if possible. The toilet area will then be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If a child needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.
- In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.
- Additional measures will be put in place during the coronavirus (Covid-19) pandemic in line with PHE guidance – including not being at work or school if symptomatic, self-isolation measures, access to testing, social distancing, increased hand and respiratory hygiene measures and more stringent/frequent cleaning regimes - refer to the school Risk Assessment for Covid-19.

### 3.12 Hygiene Measures

- Staff should wear clean clothes for work each day – wear clothes that are easy to wash. Work clothes can be brought to work and staff can change at school and before leaving at the end of the day, taking their work clothes home to wash. Work shoes can be left at school.
- Children must wear **clean** school uniform every day.
- Everyone will be reminded to wash their hands before leaving home, on arrival at school and before and after handling cleaning chemicals, eating/drinking, using the toilet, sports activities, donning/doffing PPE, administering first aid/personal care, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.
- Everyone will be encouraged to cough and sneeze into tissues (or the crook of the elbow) and to dispose of tissues appropriately ('catch it, bin it, kill it'). Supplies of tissues will be made available in each classroom along with lined bins (lidded and foot operated where possible) which will be emptied throughout the day and particularly between each cohort.
- Where in place, toilet lids will be closed prior to flushing and remain closed after use. Where not in place, staff and children will be instructed to move away from the toilet as soon as it has been flushed,

more frequent cleaning of the toilets and most importantly, ensuring that **strict hand hygiene** measures are observed following every visit to the toilet.

- Wash with liquid soap & water for a minimum of 20 seconds (see hand wash guidance).
- Where there is no sink nearby, adequate supplies of hand-gel (containing at least 60% alcohol) will be provided in the classroom or work area.
- Wherever possible, staff will supervise children washing hands.
- Consideration will be given to allocating individual toilets and sinks to staff groups where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day.
- Wherever possible, specific toilet areas will be allocated to each cohort of pupils. Toilet area use will be limited to small groups of pupils. These will be cleaned using normal cleaning products after use by each cohort. Pupils will be supervised to ensure that hand washing is completed appropriately. We will help and encourage those pupils who cannot wash their hands properly independently.
- Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort.
- **Schools with hand dryers in toilets** – stocks of disposable paper towels will be available and hand dryers taken out of use. Additional waste bins (lidded and foot operated where possible) will be supplied in toilet areas where paper towels can be disposed of safely.
- Additional hand sanitiser units will be installed in the school at the main entrance to the school and in the dining hall.
- Each classroom in use will have a box/tray/cupboard containing hand sanitiser, disposable cloths/roll, anti-bacterial spray, disposable gloves and aprons, spare bin liners, tissues.

### 3.13 Daily Routine

#### Entry to school

- Staff & pupils must wash their hands on entry.
- Staff should not bring anything to school except a water bottle, lunch and small bag.
- Children will not be able to bring in anything from home except a water bottle and weather protection (sun hats, sun glasses, sun screen or hats, scarves, gloves). No bags, reading books or diaries, pencil cases or any other item except medical items (unless with the express permission of the Head teacher).
- Staffroom access will be limited to one member of staff at any time. A one-way system will be used by all staff entering and leaving the staffroom. Staff will eat their lunch within their pod/designated area in school.
- An isolation room has been identified and labelled -Headteacher's office.
- Moving around school – follow signs and markings on floor/walls. If someone is approaching move into recessed area or to one side and allow them to pass.

#### General operation

- All to observe social distancing in line with government guidance as much as possible ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).
- Children will be in a group ranging from 6 - 15 (dependent on age / need of children and size of classrooms).
- Children may not be in full time – offer will depend on how many children are accessing provision. It could range from 1 day a week to 5 days a week. This is because maximum numbers in a group is 15 (as per Government 2m social distancing guidance).
- Classes will have staggered start times to avoid excessive numbers of adults at gates or on the school playground. These staggered start and finish times/locations will be made clear to parents and staff. Staff will be available to supervise the arrival/departure of each group/cohort.
- Staff will be working in a bubble class. Staff and children cannot mix / swap or go into another bubble.
- Children will be with one adult in a group and not necessarily with the same groups of children or teacher they were with before lockdown. Children may not be in a group with their own class teacher.
- Toilets – staff will use only one of two staff toilets.

- Toilets will be allocated to each bubble and no other bubbles will use them.
- Corridors will be marked out with arrows to show which way to walk along with 2m distancing markers. All children/staff will be expected follow social distancing rules at all times.
- If children fall over or have a toileting accident the children will be encouraged to change themselves and clean their scrape or cut. This is not always possible and as such we have sourced PPE (following the Covid 19 guidance for educational setting) which is for use only for staff protection.
- If first aid is required, staff will ensure that they have the correct PPE – this will usually be no more than disposable gloves. Where possible, ask children to administer their own first aid.
- If staff need to carry out intimate care they will ensure that they have the correct PPE in line with the Covid-19 risk assessment is worn before dealing with need.

### **Behaviour**

If any child does not follow the Covid19 behaviour and hygiene rules, sanctions will be implemented in line with the Addendum to the Behaviour Policy - they **may** not be allowed to remain in school. The safety of staff and other children is paramount and any disrespectful action of a child that consequently puts another person in danger will NOT be tolerated in any form. Staff will immediately call for the support of Headteacher, Jane Farraday, or Senior Teacher, Rachael Wadey, to intervene in challenging circumstances.

Similarly, disciplinary action may be taken against staff who deliberately flout the rules.

### **Hygiene**

Refer to Section 3.12.

### **Drop off and Collection**

- Children will arrive to school and be collected at staggered times to minimise the numbers of people on the site at any one time. Parents will not be allowed in school or on site without an appointment. Contact will continue to be electronic via email or telephone.
- We will inform parents which gate to use once their child is returning back to school.
- Only one adult is asked to drop off and pick up children at the allocated time. Parents should only bring siblings if they absolutely have no alternative. If they do need to bring siblings, they must remain by the parent's side and adhere to the social distancing measures we have put in place, leaving the school site promptly. All pupils must be accompanied on and off our site by one adult member of their household.
- The playground will be marked out with direction of travel and markings to ensure that parents stand away from other parents whilst waiting to pick up children.
- At the end of the day, collection times have been allocated; parents will need to ensure that they are adhering to 2m distancing outside as well as in side the gates and children will be sent to them one at a time.
- This will continue to be our procedure for arriving and leaving school regardless of weather conditions.

### **Break and lunch times**

- Children will eat their lunch in their allocated group classrooms or in our dining hall. All lunches will be packed lunches. These will be brought into the school building by a member of staff (not allocated to any bubble) if the children are eating their lunch in school. Staff will eat their lunch with their group, but will be supported at outdoor playtimes so that they are able to take at least two short breaks during the day. Children in bubbles will have their own play space and play resources allocated. Children will not share play equipment within their bubbles or groups.
- Lunch and break times will also be staggered throughout the school day to maintain social distancing outside and prevent different groups from mixing. Adequate supervision of break/lunch times will be maintained.
- Outside play equipment like the adventure climbing frame will be taken out of use.

- Children will have an allocated play space at playtime and lunchtime which will only be with the children that are in their group. They must remain in this space during any outside play and adhere to the social distancing guidelines.
- The toilet regime will remain as stated above.
- Children who are not in school and entitled to FSM receive their entitlement in the most appropriate way, circumstances dependant, currently this is via the Edenred Government voucher scheme.
- Staff can not use the staffroom to eat their lunch but can use their classroom/space or outside area. Staff must not leave the site for lunch.

### **In the classroom**

- Children will remain in their allotted classroom for the duration of the day except for allocated break times.
- Doors will be kept open to avoid touching handles (but will be closed at the end of every school day).
- Windows will be open as much as possible.
- Children will not be allowed to mix with children from other groups at all.
- Children will not be allowed to leave the classroom for any other reason except toileting. The toilets will be cleaned regularly.
- The children will sit at desks, where they will be at least 2m apart, all facing the same direction. This includes the reception and nursery children who will have a designated area in the classroom – this may be a demarcated area of carpet measuring 2.3cm<sup>2</sup> or their own table space. Nursery and Reception children will use the outdoor spaces at times during the day.
- All unnecessary furniture, equipment and soft furnishing will be removed.
- Children will work at their desks. Some of the learning in school will mirror the homelearning tasks set every Friday.
- Children will be provided with their own personal equipment that they need e.g. pencils, scissors, glue sticks etc and it will only be used and touched by them.
- They will have some lessons that will involve a lot of independent learning as the teacher will not be able to sit next to them to give them targeted support. The adult needs to keep social distancing when teaching.
- Every area has boxes of tissues for hygiene.

### **Cleaning**

The classrooms will be cleaned at the end of each day in line with Government guidance. Bins will be emptied and desks cleaned throughout the day by staff within each bubble or group. Frequently touched surfaces will be wiped regularly by all staff. Refer to Section 3.20.

***Further details can be found in our operations (Covid-19) Risk Assessment.***

### **3.14 Wrap Around Care Provision**

As our wrap around care provision, YoYo Club, is unable to implement the same protective measures as the school, they will remain closed for the time being.

### **3.15 Child Protection**

The school has established a separate Child Protection Policy and supporting procedures in line with the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the Cumbria Safeguarding Children Partnership (SCP).

<https://www.cumbriasafeguardingchildren.co.uk/>.

An **Addendum to the Child Protection Policy** has been produced for variations to working practices during the coronavirus pandemic – this Addendum is published on the school website and has been shared with all relevant staff and volunteers.

### 3.16 Fire Safety Management

The Fire Risk Assessment and Evacuation Plan have been reviewed to take account of any variations such as reduced staffing/pupil numbers or alterations in building layout or use during the coronavirus pandemic.

All relevant fire safety equipment and systems will be tested **before** employees and others are allowed back on site. This will typically include:

- a full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate);
- a full discharge test of the emergency lighting system across the site;
- a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged;
- checking that fire escape routes are clear of any obstructions;
- checking that final fire escape doors are unlocked and operational;
- checking the operation of internal fire doors to ensure that they close properly;
- checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.

Additionally, and for the duration of the COVID-19 pandemic, consideration will be given to the following:

- Where fire doors are temporarily held open, these will be closed by a member of staff using the room in the event of the fire alarm activating. At the end of each day, all fire doors will be closed. Rooms which are not being used will have the doors closed at all times.
- Regular fire updates provided to staff and pupils, particularly where pupils are not being taught in their 'normal classroom' so that they can familiarise themselves with the nearest fire route and ultimate exit.
- The closing of windows should the fire alarm activate. Because of the need for increased ventilation in the school during the COVID-19 pandemic, there may not be time to close all windows prior to evacuation. This situation is only permissible where to close all the windows would result in increased risk to staff and pupils.
- The layout of muster points and whether the schools existing system works appropriately in relation to social distancing and the advice not to mix groups or bubbles

### 3.17 Use and Control of Contractors and Construction Work

- Visitors will be discouraged with only those essential for pupil safety and wellbeing permitted on an appointment basis.
- Access to contractors/external maintenance personnel will only be granted by arrangement for **essential maintenance / statutory inspection** needs only (guidance on what statutory inspections must take place is available [here](#)).
- **In an emergency situation** where access is required urgently to undertake maintenance - appropriate hygiene and social distancing arrangements must be followed.
- We will undertake effective liaison with contractors **BEFORE** they attend site – asking contractors to provide key information in relation to how they are managing infection control and will expect them to follow any control measures we have in place which will be shared with them either in advance or on immediate arrival.

### 3.18 Outdoor Playground Equipment

During the coronavirus pandemic, only one group at a time may use play equipment externally. Equipment will be kept to a minimum and disinfected with spray after use by each cohort. Playground equipment may **only** be used if adequate cleaning takes place. In circumstances where there are only 2 groups, play equipment may be alternated between use with a delay of 72 hours between each group use.

### 3.19 Food Safety Arrangements

#### School Kitchens

- We will plan for the minimum number of staff needed on the premises to operate safely and effectively.
- School meal provision is contracted to Orian Ltd, delivered by their staff.
- Arrival and departure times for the one member of kitchen staff will be staggered to minimise contact with school staff and children.
- Staff will keep their distance when speaking or sharing a workspace – delivering cold lunches, where appropriate to an external classroom door.
- No cash is handled.
- We will provide only disposable condiments or clean non-disposable condiment containers after each use.
- We will reduce job workload, assigning staff to specific tasks within the kitchen.
- Access to walk-in pantries, fridges and freezers, for example, will be minimised with only one person being able to access these areas at one point in time.
- Where possible, staff will be allocated their own utensils etc. or will ensure adequate cleaning of the parts of shared equipment staff touch after each use.
- Break times will be staggered to reduce pressure on the break rooms or places to eat. Use safe outside areas for breaks where possible.
- Essential services and contractor visits will be scheduled to reduce interaction and overlap between people, for example, carrying out services at end of shift.

#### **Incoming Deliveries**

- Site guidance on social distancing and hygiene will be supplied on or before arrival – minimising person-to-person contact during deliveries. No goods or food will be physically handed over and goods will not be 'signed for'. There will be allocated pick-up and drop-off collection point, procedures, signage and markings.
- Where possible, we will reduce the frequency of deliveries, for example by ordering larger quantities less often.
- We will ensure adequate cleaning procedures are practised for goods and merchandise entering the site. Staff will wash their hands after handling goods and merchandise. Put-away and replenishment rules will be adjusted to create space for social distancing.

#### **Clothing**

- Refer to Section 3.20 on 'Cleaning' below.
- Where possible, work clothes should be washed on site. If there is no on-site washing machine, work clothes should be removed and bagged to take home.

#### **Kitchen cleaning throughout the day**

- Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.
- While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices.
- There is no need for anything other than normal personal hygiene and washing of clothes.
- If needed, we will arrange more waste facilities and more frequent rubbish collections.

#### **Lunches**

Children will either bring packed lunches or packed lunches will be supplied by school. These will be eaten in each group's own classroom.

#### **Practical Activities**

During the coronavirus pandemic, practical lessons can go ahead providing social distancing can be maintained, equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between cohorts. Refer also to Section

3.24.

### 3.20 School Cleaning

- During the coronavirus pandemic, there will generally be no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. Frequency of cleaning will be increased and if necessary, additional PPE supplied (see below).
- Site and cleaning staff may have their working hours amended to allow more hours in the school day, with one cleaner designated to clean door handles etc. using a suitable cleaning chemical.
- Staff will not wear jewellery other than a plain wedding band for work and should be bare below the elbow (sleeves can be rolled up for handwashing purposes); finger nails should be short and false nails removed. Any cuts or abrasions will be covered with a plaster and long hair tied back.
- Cleaning with usual cleaning products will continue, with at least 4 times daily cleaning of highly used areas – door handles/plates, bannisters, taps, toilet locks and toilet flushing mechanisms. School staff will clean as they go, wiping frequently touched surfaces.
- Disposable cloths or paper roll and disposable mop heads will be used wherever possible and disposed of after use.
- Wherever possible, cleaning and site staff should have their own equipment. Site/cleaning teams may not be able to meet/congregate in their usual office/store – regularly used equipment/materials may need to be dispersed to other locations (or one location/cupboard for each member of the team) to avoid all requiring access to one office/store.
- Generally speaking there will be no need for any additional PPE for cleaning activities other than that which would normally be used for certain activities. However, additional PPE will be supplied where required and staff trained in its safe use, donning/doffing and disposal. Disposable gloves and aprons must be worn when cleaning areas that symptomatic people or positive cases have spent time – specific requirements are detailed in our Covid-19 Risk Assessment including detailed protocols for cleaning areas where symptomatic people/positive cases have been. Refer to PHE [COVID-19: cleaning of non-healthcare settings guidance](#) and [Covid-19: Personal Protective Equipment \(PPE\)](#) (refer also 'PPE' below).
- A suitable area will be closed off for waste disposal and kept secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.
- As cleaning contractors are employed in School, we will ensure that their risk assessments are suitable and sufficient and follow the same stringent procedures as outlined in the Government guidance.

### 3.21 Personal Protective Equipment

- Generally speaking there will be no need for any additional PPE other than that which would normally be used for certain activities. However, additional PPE will be supplied where identified as required. Refer to [Covid-19: Personal Protective Equipment \(PPE\)](#). Where PPE is required, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination. Staff will receive training and instruction in the safe use, donning/doffing and disposal of all PPE.
- Where staff are performing intimate care procedures the normal procedures and usual PPE will be used – disposable apron and disposable gloves. If a child shows symptoms of COVID-19 they must not attend the school and stay at home.
- When changing children, and where the child can understand, we will ask the child to turn their head to the side during the changing process.
- If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they will continue to receive care in the same way, including any existing routine use of PPE.
- In line with [Coronavirus Covid-19 safer travel guidance for passengers](#) and the Government Daily Briefing on 04/06/20 we advise staff and parents to avoid public transport where possible. From 15/06/20, it is now **mandatory** for those who must travel on public to wear a face covering (refer to

[How to wear & make a cloth face covering](#)) and wash their hands before putting them on and after taking them off.

### 3.22 Behaviour Management

In light of the need for children to behave differently when they return to school, and any new systems we have put in place to support that, we have produced **Addendums to the Whole School Behaviour Policy** and **Code of Conduct for Staff and Other Adults** – these have been shared with staff, parents and pupils and are displayed on the school website.

Staff have been trained in the new rules and routines, including the use of sanctions and rewards, so that they can support pupils to understand them and enforce them consistently.

### 3.23 Outdoor Provision / Sun Protection

- During the coronavirus pandemic, where possible (weather permitting) staff and children will make use of outdoor spaces – learning and playing. However, when the sun is strong we will encourage pupils to sit/play in the shade where it is available and utilise shaded areas for outdoor play and learning.
- Extra regard will be made to the ‘**Sun Safety Procedures**’ within the Health and Safety Policy.
- We will continue to encourage parents to apply cream before the start of school. There are proprietary products on the market which only need to be applied once per day.
- Although we are asking parents/pupils not to bring anything to school other than packed lunches, we will ask parents to send in their child’s own labelled sun screen bottle, sun hat, sunglasses etc. These can be kept with lunch boxes in each child’s labelled tray/box in their own classroom. No child will share products belonging to other children.
- We will also ask that children arrive in clothing that covers their shoulders and arm tops (no vests/strappy tops).
- School will hold a stock of spare sun screen if needed (factor 15+) for any children that may forget. Although written parental consent to apply sun screen is not required, we will double check with any parents that they are happy for this to be used e.g. allergies etc. & keep a log.
- Pupils will be encouraged to apply their own cream (preferably a ‘roll on’ style) under the supervision of an adult. Staff will apply sun cream to pupils who cannot manage to apply it themselves appropriately. Generally these will be pupils with special educational/physical needs or very young pupils. When this is required, children will be asked to turn their face away and staff will wear disposable gloves. Staff should then wash their hands thoroughly.

### 3.24 Science and Design Technology

Science and Design Technology departments will not need a separate Risk Assessment in relation to Covid-19 as such, although rules (control measures) which can be consistently applied across the practical areas concerned which may differ from room to room depending on the facilities/equipment available and which will be developed by each department which can be used to support the teams in the management of behaviour of pupils. These rules or control measures can be referenced as a separate document in our general risk assessment and will take into account the latest CLEAPSS guidance:

- **GL345** – Guidance for science departments returning to school after an extended period of closure
- **GL336** – CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic
- **GL347** - Guidance for D&T departments returning to school after an extended period of Closure
- **GL344** - CLEAPSS Guide to doing practical work in a partially reopened school – D&T, food and Art
- **GL346** - Equipment and machine maintenance during Extended Closure

Any guidance to those staff in particular is over-arched by the information we have in our overall school risk assessment (and supporting policy addendums e.g. behaviour) which all staff will be made aware of – in terms of social distancing, washing hands, when and where (if it is specified), spacing for students and their belongings etc. particularly in relation to practical areas and how the social distancing/regular cleaning will be managed in those areas for the groups coming in.

Teams will also need to consider the management of small equipment items, but again, this will be the task of staff and technicians who know the areas and ultimately the numbers of pupils who will be needing to access it and when. For example in a food technology area, students will touch multiple surfaces during a lesson; work surfaces, fridge, sinks, utensils etc. and this will be managed by the staff involved in line with CLEAPSS guidance, and our overall school risk assessment but tailored to their particular practical rooms.

### **3.25 Physical Education, School Sport and Physical Activity (PESSPA)**

- Activities taking place in PE lessons and Physical activity sessions will be strictly non-contact and these conditions shared with the pupils.
- We will agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identifying curriculum priorities, agreeing revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.
- We will consider the impact on staff and pupils with protected characteristics, including race and disability, in developing our approach.
- We will decide the physical and organisational structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, staggered starts and break times, class sizes, lunch queues, use of communal staff areas).
- We will agree how safety measures and messages will be implemented and displayed around school.
- We will ensure there is sufficient tissues available for ensuring good respiratory hygiene – i.e. 'catch it, bag it, bin it' approach.

#### **Teaching areas**

- We will encourage outdoor PE and PA to support social distancing.
- Students will work in their own zone which may be marked out, depending on allocated teaching space. PE outside is preferable to indoor PE.

#### **Social distancing within lessons and group sizes**

- We will ensure that all lesson activity adheres to the social distancing rules in place at the time of delivery. This means team games involving contact are currently not possible.
- One solution is for each student to have their own zone which they can work in.
- Class sizes will adhere to Government guidance and be reduced to a level where social distancing rules can be applied.

#### **PE Clothing**

We will consider modifications/adaptions to clothing expectations e.g. permitting pupils to attend in their PE kit for the whole day on the day when they have a timetabled PE lesson in order to limit or avoid the use of the changing areas. We will also consider back up clothing for when the weather is inclement.

#### **PE Equipment**

- Equipment will need to be cleaned after each use.
- We will decide which equipment is easier to build into lessons and take into account the cleaning regime at the end of the sessions.
- Hand washing routines will mean more equipment is available to pupils, however it is often easier to plan for and discourage the sharing of equipment to mitigate against virus transmission.

#### **Hand Washing**

- Opportunities for handwashing before and after the lesson will be available.
- Hand sanitiser will be readily available for students to use throughout the day. This is in addition to regular handwashing.

### **3.26 Transport**

Where necessary, parents will be made aware of recommendations provided by GOV UK on transport to and from school (including avoiding peak times), particularly where they travel by public transport

including the mandatory wearing of face coverings from 15/06/20 ([Coronavirus \(COVID-19\): safer travel guidance for passengers](#)).

Staff will be advised that car sharing to and from work is not currently advised unless the individuals are from the same household and the use of public transport should be avoided if possible.

The Local Authority is responsible for arranging school transport for those pupils legally entitled to travel to and from school. We are currently awaiting advice from the LA on how this will be achieved. ([Coronavirus Covid-19 Safer transport guidance for operators](#)).