




## **COVID-19 MITIGATION PROCEDURES**

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

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

<b>School: The Meadow CP School</b>	<b>Date of Assessment: 13/5/20</b>
<b>Assessed by (name): Mrs C.Smith Mr M.Brookes, Ms L.Allen, Mr D.Wagg</b>	<b>Date of Review: Ongoing 1/6/20</b>
<b>Approved by (name): Mr T Sutcliffe (CEO)</b> 	

<b>Risk Type</b>	<b>Issue/Hazard</b>	<b>Measures to Minimise Risk</b>	<b>Actions and comments</b>
Classroom	<b>Pupils, staff, visitors</b>	<ul style="list-style-type: none"> <li>• Ensure class sizes reflect the ratios of 15 pupils to 1 teaching / support staff available and allow social distancing to be managed effectively.</li> <li>• Keep pupils at their desks, away from each other, for as much of the school day as you can, ideally 2 metres (3 steps) apart – try to keep class sizes to 15 or smaller so you can achieve this more easily. Remove desks as necessary.</li> <li>• Avoid any group activities within the classroom that requires pupils to be in close physical contact with each other.</li> <li>• Tape to be used on the flooring where possible to split zones.</li> </ul>	<ul style="list-style-type: none"> <li>• SMT to coordinate room assessment and identify space use requirements. Rooms to be marked with maximum capacities. Information of who is in each space will be displayed on the door.</li> <li>• Rooms used will depend on the number of pupils attending.</li> <li>• School staff to support with cleaning their zones.</li> <li>• Cleaners to deep clean.</li> <li>• Team 3 to set up classrooms w/b 25<sup>th</sup> May.</li> </ul>
Break and lunchtime arrangements	<b>Pupils, staff, visitors</b>	<ul style="list-style-type: none"> <li>• Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering. Children to eat in classrooms where possible</li> <li>• Staff lunch times to be staggered where possible and meeting rooms to be used where social distancing cannot be achieved in staff areas.</li> <li>• Avoid any group activities that requires pupils to be in close physical contact with each other, such as certain sports and playground games.</li> </ul>	<ul style="list-style-type: none"> <li>• SMT to issue directives to staff</li> <li>• Water fountains not to be used and taped up</li> <li>• Play equipment to be shared and kept within each group</li> <li>• Everyone to have lunch in their allocated rooms</li> <li>• Kitchen staff to deliver meals to their allocated rooms – trolleys to be used</li> <li>• FSM – need to ascertain if children are going to continue to receive the vouchers and bring their own packed lunches in or not have vouchers and have dinners in school</li> </ul>
Toilets and washing facilities	<b>Pupils, staff, visitors</b>	<ul style="list-style-type: none"> <li>• Only one pupil at a time to access toilet facilities. To be escorted by an adult if appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• SMT to issue directives to staff</li> <li>• Toilets to be allocated to groups and to staff</li> </ul>

		<ul style="list-style-type: none"> <li>Engaged/Occupied signs to be used on the outside door of staff toilets and shared kitchen areas where appropriate</li> </ul>	
First Aid and caring for a child with symptoms of Covid-19 awaiting collection	<b>Pupils, staff, visitors</b>	<ul style="list-style-type: none"> <li>First aid staff to wear appropriate PPE when treating staff and pupils in close proximity who present symptoms of Covid-19 (not required where symptoms are not present).</li> <li>Where students presents symptoms of Covid-19, they should be moved to the room identified at each setting where sick pupils can be kept in until parents or carers come to collect them, ideally with: <ul style="list-style-type: none"> <li>A door you can close</li> <li>A window you can open for ventilation</li> <li>A separate bathroom they can use (either attached to the room or nearby) SUNSHINE ROOM – can then exit via the neck doors</li> </ul> </li> <li>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</li> <li>All staff and students in close contact with the suspected case (within 2m) to self-isolate until Covid-19 tests have taken place</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate PPE</li> <li>Heads to issue directives to staff</li> <li>Sunshine Room to be used for this</li> <li>PPE equipment to be stored in Mr Brooke's office</li> </ul>
Managing suspected cases of Covid-19	<b>Pupils, staff, visitors</b>	<ul style="list-style-type: none"> <li>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. <b>A member of SLT must be informed immediately.</b></li> <li>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</li> <li>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li><u>Cleaning protocol – To be managed by Premises Team</u></li> <li>Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using</li> </ul>	<ul style="list-style-type: none"> <li>All staff and pupils from that bubble will be sent home to self-isolate for 14 days <b><u>if the test results are positive. Until this time, the bubble will remain open.</u></b> The other household members of that wider class or bubble do not need to self-isolate unless the child or staff member they live within that bubble subsequently develops symptoms.</li> <li>Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>If someone has suspected coronavirus, the <b>cleaning team will follow a specific protocol.</b></li> <li>Thermometers purchased (head)</li> <li>Appropriate PPE</li> </ul>

		<p>protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</p> <ul style="list-style-type: none"> <li>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.</li> </ul>	
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Introducing virus into School environments from outside	Visitors to reception areas	<ul style="list-style-type: none"> <li>Rearrange any non-essential appointments</li> <li>Request that individuals communicate with them via telephone or email.</li> <li>Maintain a distance of 2m where possible.</li> <li>Ensure good ventilation of office type environments</li> <li>Clear signage and instructions on entry and/or website (the way supermarkets and other organisations have done)</li> </ul>	<ul style="list-style-type: none"> <li>Visitors not permitted unless essential</li> <li>Visitor checklist in use</li> </ul>
	Visitors for meetings	<ul style="list-style-type: none"> <li>Consider how to use technology for meetings e.g. video / teleconference facilities.</li> <li>Rearrange any non-essential meetings</li> <li>Where you need to meet maintain a distance of 2m where possible</li> </ul>	<ul style="list-style-type: none"> <li>Remote meetings in use</li> </ul>
	Deliveries	<ul style="list-style-type: none"> <li>Stop orders being made for all but essential items</li> <li>Any essential deliveries to be dropped outside the door, where possible</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing essential items only</li> </ul>
	Volunteers	<ul style="list-style-type: none"> <li>Brief volunteers on essential safety information.</li> <li>Stop all non-essential services/activities.</li> <li>Hold any meetings via video / teleconference facilities, where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Board member meetings held remotely</li> </ul>
	Staff	<ul style="list-style-type: none"> <li>Avoid unnecessary travel, work from home if possible</li> <li>Wash hands regularly for at least 20 seconds. Catch coughs/sneezes in a tissue and wash your hands again.</li> <li>Maintain a 2-metre distance from colleagues/members of the public</li> <li>Keep up to date with government guidance at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff</li> <li>Protocols for staff issued</li> <li>Staff are able to wear their own face masks if they wish</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>Increase cleaning regimes of regularly contacted areas e.g. door handles, desks, toilets etc.</li> <li>Ensure thorough cleaning of buildings before they reopen.</li> <li>Ensure compliance with infection control guidance around cleaning regimes.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning increased and appropriate protocols in place</li> <li>Cleaners provided with PPE</li> </ul>
Spreading the virus within buildings	Virus passed to others on hands	<ul style="list-style-type: none"> <li>On entering the workplace wash hands with soap and water for at least 20 seconds</li> <li>Wash hands on a regular basis</li> <li>Where possible, avoid sharing stationery and other equipment,</li> <li>Build in regular healthy practice of hand washing with children in schools and settings</li> <li>If you hot desk, wipe the area before and after use with a detergent wipe</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> <li>Children to have their own equipment</li> <li>Staff to sign in using their own pens not by using the sign in i-pad</li> <li>Hand washing posters displayed throughout school</li> </ul>

		<ul style="list-style-type: none"> <li>If you work in the community ensure you have a supply of hand sanitiser (or equivalent) of at least 60% alcohol content and personal protective equipment as required if it is relevant to your role.</li> <li>Resources in schools should be limited for pupils accessing the childcare provision and where possible sterilised after use.</li> <li>In the event of children attending a childcare provision a reduction in items entering the building and exiting the building should be implemented, e.g. work/activities produced, reading books from home etc</li> <li>Buildings should be limited to designated areas for usage when not fully accessed, so that all those working in them keep a 2m distance when at all possible, supporting the thorough cleaning regime required.</li> </ul>	
	Virus passed to others with a sneeze or cough	<ul style="list-style-type: none"> <li>Catch any coughs or sneezes in a tissue, bin it and wash your hands (or in your elbow if you have no tissue and then wash hands, etc.)</li> <li>Try not to touch your face and eyes</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> <li>Sneezing posters displayed</li> </ul>
	Staff	<ul style="list-style-type: none"> <li>Regularly clean your work area including phones, keyboards and mouse.</li> <li>Wash hands regularly for at least 20 seconds. Catch coughs / sneezes in a tissue and wash your hands again.</li> <li>Maintain a 2-metre distance from colleagues/members of the public</li> <li>Keep up to date with government guidance at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> </ul>
Spreading the virus from the office / school into the Community	Spread of germs	<ul style="list-style-type: none"> <li>Wash hands before leaving the office/school</li> <li>Follow Government advice</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> </ul>
Illness/ symptoms identified	Staff member/pupil or household member becoming ill	<ul style="list-style-type: none"> <li>In the event of a pupil, staff member or member of their household becoming ill the school line manager must be contacted and informed</li> <li>A 7-day isolation period for individuals who have been symptomatic.</li> <li>Any other member of the household must self-isolate for 14-days (see table and flowchart)</li> <li>Keep up date with the latest government guideline: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>In line with HR procedures, all staffing absences including self-isolating staff should be shared with the School.</li> <li>Where possible and appropriate keep in touch with staff members who are in self-isolation and include them in communications</li> <li>See the isolation grid</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> </ul>
	Premises Staff	<ul style="list-style-type: none"> <li>Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be disposed of securely.</li> </ul>	<ul style="list-style-type: none"> <li>Heads requested to notify colleagues in the group / bubble of all suspected cases so the protocols in the column to the left can take place (staff and children)</li> <li>All premises staff to have PPE for any cleaning duties</li> </ul>

		<ul style="list-style-type: none"> <li>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.</li> </ul>	
Staff member/pupil re-entering the work place/school after period of self-isolation	Staff member/ pupils	<ul style="list-style-type: none"> <li>A 7-day isolation period for individuals who have been symptomatic.</li> <li>Any other member of the household must self-isolate for 14-days (see table and flowchart)</li> <li>Keep up date with the latest government guideline: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> </ul>
Vulnerable groups at risk	<p>Children with safeguarding and welfare needs, including children with a child in need plan or child protection plan children with special guardianship orders) and child arrangement orders</p> <p>Looked after children (LAC)</p> <p>Young carers (young people who are caring for a parent who may be disabled or a sibling))</p>	<ul style="list-style-type: none"> <li>All pupils from these groups are eligible for a childcare place so as to ensure more support to families and to ensure protection for these vulnerable children</li> <li>FSM vouchers in line with the national scheme should be provided for eligible families</li> <li>FSM (hot or cold lunch) should be provided for those pupils attending the childcare settings.</li> <li>For those children who are being supported by children's social care and have to isolate, support and continue to liaise with families, including undertaking necessary visits whilst taking appropriate infection control measures.</li> <li>All planned and required meetings take place with the existing timescales.</li> <li>Child Protection Conferences continue to run with participation from partners, the child and the family.</li> <li>All planned visits are expected to be followed, though adaptations will be made because of these exceptional circumstances. The purpose of these visits remains to ensure the child is safe and social workers need to assure themselves of this.</li> <li>Social workers will continue to work with vulnerable children in this difficult period and should support these children to access provision.</li> <li>Schools daily submit individual child registration data to the LA.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance issued to staff and protocols in place</li> <li>FSM provided if the children are not in school</li> </ul>

Low morale	Reduced well-being of staff	<ul style="list-style-type: none"> <li>• Inform all staff of current situation on a regular basis</li> <li>• Peer support for staff, employee healthcare and head teacher wellbeing service</li> <li>• School leaders to draw up rotas with consultation and sensitivity</li> <li>• Staff to immediately inform manager if unwell, any symptoms are shown</li> <li>• Where staff have agreed to take on additional duties and responsibilities, support them in their new roles.</li> <li>• Maintain regular contact with staff who might be working from home or self-isolating</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>
SLT reputation	Lack of communication	<ul style="list-style-type: none"> <li>• Communication to provide regular updates on the Internet and via other appropriate media streams and methods</li> </ul>	<ul style="list-style-type: none"> <li>• Communication in place</li> </ul>
	Reduction in service	<ul style="list-style-type: none"> <li>• If working from home, ensure you take all your equipment home each day and check all necessary systems are enabled (managers will direct if you can work from home)</li> <li>• There are some simple steps you can take to reduce the risks from display screen work: <ul style="list-style-type: none"> <li>• breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity</li> <li>• avoiding awkward, static postures by regularly changing position</li> <li>• getting up and moving or doing stretching exercises</li> <li>• avoiding eye fatigue by changing focus or blinking from time to time</li> <li>• Check the Intranet/Schools Heads-up for regularly updates on the situation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Guidance issued to staff and protocols in place</li> </ul>