

Risk Assessment St. David Haigh & Aspull CE Primary School

Location: St. David Haigh & Aspull Ce Primary School

Assessor: LA / RW

Signed: Robin Woods (Headteacher)

Date of Assessment: January 2021

Review Date: OPEN

Activity: COVID-19: Primary School – National Lockdown 3, School open with Restrictive Attendance

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>In January 2021, The Department for Education published the following guidance: <i>During the period of national lockdown, schools should allow only vulnerable children and the children of critical workers to attend. All other pupils and students should not attend and should learn remotely until February half term.</i></p> <p><i>Limiting attendance does not suggest that schools and colleges have become significantly less safe for young people. Instead limiting attendance is about supporting the reduction of the overall number of social contacts in our communities. We have resisted restrictions on attendance at schools since the first lockdown but, in the face of the rapidly rising numbers of cases across the country and intense pressure on the NHS, we now need to use every lever at our disposal to reduce all our social contacts wherever possible.</i></p> <p><i>Schools should thoroughly review their health and safety risk assessments and plans that address the risks identified using the system of controls, with which schools will now be familiar. Essential measures include: • a requirement that people stay at home if they: • are ill with virus symptoms • have tested positive, even if asymptomatic • have been advised by NHS Test and Trace to do so • are household members of a positive case, even if that case is asymptomatic • are required to self-isolate for travel-related reasons • robust hand and respiratory hygiene • enhanced cleaning and ventilation arrangements • active engagement with NHS Test and Trace • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible • minimise the potential for contamination so far as is reasonably practicable</i></p> <p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe working environment for the staff and pupils of the school.</p>					

Building Safety Legionella Management	Compliance with HSG 274	All Building Users	M	<p>Domestic hot and cold water services</p> <p>The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves (blended hot water).</p> <p>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274.</p> <ul style="list-style-type: none"> • If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc. • If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system • Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services. 	<p>Discuss with your Water Hygiene Contractor your Legionella risk assessment and scheme of work.</p> <p>Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users	L	Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.	Any concerns discuss with your Asbestos consultant.
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users	L	Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm Required - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.
<u>Building Hygiene</u> Deep Clean of all areas of the school	Compliance with current hygiene standards published by the UK Government.	All Building Users	H	<p>Carefully planned cleaning schedules with additional hours of work (if and when required) and a thorough clean and disinfection of all rooms. Utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Continue to provide anti-bacterial hand gels or wipes to be located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained.</p>	The standard to be followed will be the GOV-UK guidance COVID-19: cleaning of non-healthcare settings guidance

Ventilation	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Pupils, staff and visitors.	M	<p>Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <ul style="list-style-type: none"> Open windows and doors in classrooms to promote through ventilation. If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed. 	<p>Government guidance.</p> <p>DoE BB101 Ventilation in schools.</p> <p>Do Not Use the fire extinguishers as a door wedge. (small, easily released door wedges are available as required – MUST BE REMOVED IN THE EVENT OF AN EVACUATION BY STAFF)</p>
Fire Management	Compliance with the RR(FS)O BB100	All Building Users	M	<p>Review and if necessary, update our building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils.</p> <p>Once in school in January 2021:</p> <ul style="list-style-type: none"> Physically test the fire alarm system and emergency lights are operational. Carry out weekly checks of alarms systems, call points and emergency lighting. Carry out regular hazard spotting to identify escape route obstructions. Check that all fire doors are operational. Review, update and test individual named PEEP's 	Record details of maintenance and equipment tests in the building Fire Log-Book/Management file
Catering service	HSW 74	Pupils, Staff and Visitors	L	<ul style="list-style-type: none"> Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc. Allocate appropriate level of staff for supervision of pupils. Extend the lunch period to stagger bubble groups. Allocate tables to bubbles. Clean tables/seating after each bubble has left together. <p>Where possible, pupils with a pack lunch should stay within their class bubble. As above.</p>	The school SLT to provide specific management details
Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.	M	<p>Where possible, any work to be completed before the start or after the end of the school day.</p> <p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> Observe good hygiene practice. Contractors to sign in and out as is normal practice Consider times when contractors can complete work either before or after the school day. 	<p>Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Display signs, posters and regular reminders to raise awareness.</p>

Management of Access Control to and from the building. General principles.	HSWA 74	Pupils, staff and visitors	M	<p>The social distancing 2 metre rule remains in force for all visitors attending the school building.</p> <ul style="list-style-type: none"> Regularly review the one-way pedestrian system and make adjustments where necessary (gate access) Display entry / exit signage to encourage one way system at the main gate. Display signage for social distancing at the gate entrance and along other signage as appropriate. 	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 06 01 21 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Display signs, posters and regular reminders to raise awareness.</p>
Test and Trace Maintaining records of staff and visitors to support the NHS Test and Trace	Support the management of COVID-19	Staff and all visitors	M	<p>The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> the names of staff who work at the premises a contact phone number for each member of staff the dates and times that staff are at work <p>Visitors</p> <ul style="list-style-type: none"> the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group a contact phone number for each visitor, or for the lead member of a group. date of visit, arrival time and departure time the name of the member of staff who they are meeting, or activity being delivered on behalf of the school. 	<p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 11 01 21 https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system</p> <p>Help contain any outbreak by following local health protection team advice.</p>
Entering School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors	M	<ul style="list-style-type: none"> Pupils will enter the school site via the main gate. Anyone entering the school site must follow the UK Government Social Distancing Guidelines. Anyone entering the school site may be asked the following questions: <ul style="list-style-type: none"> Have you had a persistent cough, high temperature or loss of taste and smell in last 10 days? Has anyone in your household had any of these symptoms in the last 10 days? Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves and their household for the appropriate amount of days. Hand sanitiser stations will be positioned on the entrance to the building and must be used by all visitors. All staff and pupils will wash their hands upon arrival. 	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 06 01 21 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection 18 12 20 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>

				<ul style="list-style-type: none"> Pupils must arrive on site no earlier than the designated opening time for their bubble. Once onsite pupils/visitors will be directed to the classroom door or Reception. Parents are discouraged from gathering at school gates or entering the school grounds beyond the immediate area inside the main gate. 	
Leaving School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors	M	<ul style="list-style-type: none"> Pupils and parents will leave the school site via the main gate. Pupils are asked to leave site straight after their bubble closes. Hand sanitiser station will be available on exit from the main building for visitors. Maintain as much as possible, the 2m distance rule. Use marked entry / exit points 	<p>GOV.UK Guidance. 06 01 21 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Display signs, posters and regular reminders to raise awareness</p>
Communicating with parents on changes	Safety of others.	Pupils, staff and parents.	M	<ul style="list-style-type: none"> Inform pupils and their, parents/carers, not to enter the school if they are displaying any symptoms of coronavirus. (following the COVID-19: guidance for households with possible coronavirus infection) Inform parents that if their child needs to be accompanied into school, only one parent should attend. Inform parents the pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment. Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located. 	<p>GOV.UK Guidance – Implementing Protective Measures in Education 07 01 21 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p>
Communication with Staff Protection against infection	Personal safety	Staff	M	<p>Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <ul style="list-style-type: none"> Avoid contact with anyone with symptoms of COVID-19 Continue frequent hand cleaning and good respiratory hygiene practices Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc. Minimize contact and mixing with other class bubbles. Ensure good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach. Daily updates delivered to the class by the teacher. PPA Time – will be facilitated within the weekly plan Updates Risk Assessments to be shared with staff 	<p>GOV.UK Guidance. Staying alert and safe (social distancing)</p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 07 01 21 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>See guidance for staff planning Annex A. Behaviour principles Annex B. Principles for staff. Review the daily GOV.UK Web Page</p>

				Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.	Pupils who become violent and require restraint, contact your TESS officer for support advice.
In-school provision / Bubbles Staying Alert, Staying Safe	Working environment	Pupils and Staff	M	<p>Where possible, within the school, the 2m distance rule applies. However, it is acknowledged that social distancing for very young children will be harder to maintain. The number of eligible pupils (Critical Worker or Vulnerable) is based on a class size bubble.</p> <p>To help minimize the risk of the virus spreading to both staff and pupils, the school will:</p> <ul style="list-style-type: none"> • Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus (COVID-19) • Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport • Eligible pupils to stay and work within their identified bubble • Remove unnecessary furniture to open up the classroom and organize the desks to face forward (Y1-Y6) • Where possible, clearly mark out the floor area where the teacher will deliver the lesson • Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering. • Classes will eat in designated areas, with thorough cleaning in place • Extend timings for the start and finish of the school day • Discourage parents from gathering at school gates • Display signage at all entrances into school and along corridors to raise awareness of social distancing • Bubbles to be allocated their own entry and exit point to and from the classroom/building. • Zone the playground to allow for space between bubbles • Whole school assemblies must not be undertaken. <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>	<p>GOV.UK Guidance. Follow the https://www.gov.uk/guidance/national-lockdown-stay-at-home</p> <p>Face covering are not recommended for use in schools</p>
Personal Protective Equipment	Personal protection	Pupil and Staff	M	<p>Wearing a face covering or face mask in a primary school is not recommended. Except PPE that they would normally need for their topic work or to provide pupil personal support. Staff and pupils are not required to wear face coverings.</p> <p>See guidance link for further information.</p>	<p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 14 12 20 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</p>

First Aid	Support to others	Pupils, staff and Visitors	M	<ul style="list-style-type: none"> The number of first aiders to be available within school for the general population has not changed. For Early Years, the need for a Paediatric first aider remains a requirement of the EYFS. If after your best endeavors a PFA is not available and you do not have any children under 24 mths old, then you must ensure someone with the First Aid at Work certificate or emergency PFA are on site and carry out a written risk assessment. If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult. Staff who have helped anyone with suspected symptoms does not need to go home and self-isolate for 10 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 07 01 21 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 07 01 21 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Contact Public Health for further advice on a Positive COVID test result.</p>
Classroom Management	Staffing	Pupils and staff	M	<ul style="list-style-type: none"> The class will operate as a bubble with a teacher and, if possible, a teaching assistant. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Utilise any unused rooms as storage for unused furniture. Change the layout of the classroom to forward facing desks. If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed. Everyone frequently cleans their hands - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach Frequently clean touched hard surfaces using standard detergents products. Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray. 	<p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 07 01 21 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>

Early Years	Reception	Pupils and staff	M	<p>Early years groups in school should:</p> <ul style="list-style-type: none"> • Stay within their year group bubble throughout the day to avoid mixing with other groups. • Ensure play equipment that is used is appropriately cleaned after use by small groups of children. • Remove unnecessary furniture from classroom and resource areas to open up the floor space. • Consider where unused furniture will be stored and accessed. • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • Paediatric first aid cover – see first aid section above • Review where required the EHCP and other support plans of the named pupils. 	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 07 01 21 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p>
Classes	Year 1 to 6	Pupils and Staff	M	<p>Classes will work and stay together as a bubble.</p> <ul style="list-style-type: none"> • Review where required the EHCP and other support plans of the named pupils. • Identify rooms that can be accessed directly from outside to avoid congestion in corridors. • Change the layout of the classroom furniture to face forward in rows with pupils sat facing forward. • Seating plans to ensure pupils sit at the same desk. • Use the timetable and selection of specialist facilities to reduce movement around the building. • Class/ Bubble assemblies. • Stagger break times (including lunch), so that not all pupils are moving around the school at the same time. (Brief transitory contact, such as passing in a corridor is advised by the Government, as a low risk.) • Extend drop-off and collection times of bubbles as required – risk assessed ongoing as on-site provision changes • Plan parents' drop-off and pick-up protocols that minimize where possible adult to adult group contact. • Remote Education Policy in place 	<p>The schools' behaviour policy and 'The St. David's Way' remains in force.</p>
IT resources and other Rooms	Fit for purpose	Children and Staff	M	<ul style="list-style-type: none"> • Allocate time using the resources • Monitor and review your risk assessment to ensure social distancing is maintained as much as possible during the activities and practicable application of tasks. • Restrict access to a manageable number of children. • Consider the requirements for children requiring 1:1 support, how this can be maintained <p>Wash hands before and after use. Wipe down desktops and computer equipment after use.</p>	

External Play areas. Playground and field	Fit for purpose	Pupils, and Staff	M	<ul style="list-style-type: none"> Review your security access to the external hard surface and field areas and the level of control. Allocate areas for play and quiet activities to class bubbles under the supervision of a member of staff with line of sight. Ensure the fixed play equipment is safe for use and to maintain as much possible social distancing. None contact games only Allocate areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight 	<p>COVID-19 Guidance for Managing Playgrounds and outdoor Gyms 06 01 21</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p>
Off Site Visits. Day Visits Only Transport	Safety	Pupils and Staff	M	<ul style="list-style-type: none"> Presently prohibited 	<p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 14 12 20</p> <p>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</p>
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors	M	Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.	<p>HSE - Employers Guidance – Incident Reporting in Schools.</p> <p>https://www.hse.gov.uk/pubns/edis1.pdf</p>
SEND Support		Pupils and Staff	M	SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the LA of any concerns.	<p>Safe Working in Education, Childcare and Children's Social Care including the use of PPE. 14 12 20</p> <p>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</p>
Before and After School Clubs		Pupils and Staff	M	<p>At time of this review – clubs are not currently available to any children. In the event this changes...</p> <p>Allocate room(s) for the club use that can be controlled by them or if this is a school resource plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school class bubbles.</p> <ul style="list-style-type: none"> Safe access and egress so that bubbles where possible do not mix or congestion is created at the end of the club session. 	<p>COVID-19 Protective Measures for Holiday or After School Clubs and other Out-of-School Settings for Children during the Coronavirus Outbreak 08 01 21</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-</p>

				<ul style="list-style-type: none"> Equipment and materials for activities to be separate from school used equipment. Where possible provide separate storage for club equipment from school equipment. <p>List of items you should consider for supporting the club</p> <ul style="list-style-type: none"> Posters, (for example, to encourage consistency on hygiene and keeping to own group) soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments disposable paper towels, cleaning products, sanitising wipes for wiping some equipment lidded bins, tape for cordoning off areas and marking floors. 	outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
BAME	Vulnerable to COVID-19	Named staff and Names children	M	<ul style="list-style-type: none"> Pupil group to remain in their bubble for all activities to minimize interaction with others. The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff) To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs. Staff - Headteacher to complete a 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school. School Employee Assistance Programme can help provide support, advice and information. Call them on 0300 555 0120 (calls charged at local rate). 	GOV.UK Advice If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.
Employee Wellbeing	Anxiety	School Staff and their families	M	<ul style="list-style-type: none"> Employee Assistance Programme can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7 Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues. 	
Contingency planning to provide continuity of education in the case of a local outbreak	Spike in coronavirus and Anxiety	School Staff, Pupils and Parents	M	National Lockdown 3	

Further Information:

The guidance issued by the Government may change as we continue to move forward. Such new or amended guidance will be published on the GOV.UK web site.

ADDITIONAL INFORMATION:

Contact points.

- St. David's CE Primary School 01942 831310
- Police, Fire and Rescue, Ambulance 999
- Health and Wellbeing Team 01942 827857

Annex A: Behaviour principles

In light of the need for children to behave appropriately and with respect for others. The following behaviour guidance must be communicated to children, parents and staff.

Rules of good behaviour are:

- following the routines for arrival or departure
- following the instructions on hygiene, such as handwashing and sanitising
- following instructions and stay with your allocated bubble
- When moving around the premises follow the instructions given to you. (for example, one-way systems, out of bounds areas, queuing including where children may or may not play)
- expectations about sneezing, coughing, tissues and disposal (**'catch it, bin it, kill it'**) and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- follow the rules about sharing any equipment or other items including drinking bottles
- use of toilets
- clear rules about coughing or spitting at or towards any other person.
- Any rewards and sanction system where appropriate

Identify any reasonable adjustments that need to be made for children with more challenging behaviour.

Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms but go home as soon as these develop (informing your Team Manager) and access a test as soon as possible.
2. Clean your hands more often than usual - with running water & soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered.
3. Use the **'catch it, bin it, kill it'** approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents.
6. Think about ways to modify your activity approach to keeping a distance from children in your group as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Help your group to follow the rules on hand cleaning, not touching their faces, **'catch it, bin it, kill it'** etc. including by updating your classrooms displays with posters.
8. Prevent your group from sharing equipment and resources (like stationery).
9. Keep your doors and windows open for air flow – whilst maintaining a comfortable learning environment
10. Limit the number of children from your group using the toilet at any one time.
11. Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.