

Littleton Green Community School

Task: Reducing the risk of the spread of Covid 19 once school reopens during Covid 19 **Assessors:** Lynn Small/ David Baker **Assessment completed** 15.07.20

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action completed Date
<p>1. Spread of Covid 19 (minimising contact with individuals who have symptoms or live with someone who has symptoms)</p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> • Self-isolation-If staff have been symptomatic; they must self-isolate for at least 7 days and arrange to have a test. They may end their self-isolation after 7 days or if tested negative for Covid 19. The 7-day period starts from the day when staff first became ill. Follow the guidance in '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'. • Household isolation- if a member of staff lives with someone who has symptoms, they must stay at home for 14 days from the day the first person in the home started having symptoms. • Track and Trace- if they test positive, staff should provide details of anyone they have been in close contact with or could, provide details if asked by NHS, Track and trace. • Shielding- Where a pupil is unable to attend LGCS because they are complying with clinical or public health advice they will still receive remote learning. Engagement with this activity is monitored through a weekly phone call. 	<p>Communicate track and trace guidance to staff By September</p>	
<p>2. Spread of Covid 19 (minimising contact with individuals who become ill on site)</p>	<p>Staff Pupils</p>	<p><u>If a child/ member of staff becomes ill on site</u></p> <ul style="list-style-type: none"> • They move immediately to the medical room, with the door opened and arrangements will be made for them to go home. Other staff or children present should immediately wash hands. • Parents of children are contacted as soon as possible. • PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained or if contact is necessary. • If a risk assessment determines that there also is a risk of splashing to the eyes, (for example from coughing, spitting, or vomiting) then eye protection should also be worn. • A separate toilet is provided (practical area). • All areas that the patient has been in are thoroughly cleaned and disinfected. 		

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<p>3. Spread of Covid 19 (cleaning and hygiene)</p>	<p>Staff Pupils</p>	<p><u>Pupils/ Adults</u></p> <ul style="list-style-type: none"> • Handwashing, for both pupils and adults, takes place upon entry to the building and at regular intervals during the day (start of the day, break time, before food, after going to the toilet, before going home, after coughing and sneezing). • Handwashing posters are displayed around school to remind pupils and staff to wash with soap and water for 20 seconds or use hand sanitiser. • Staff remind children not to touch each other or their own faces. • Children and staff are encouraged to cough or sneeze into a tissue and dispose of it immediately into a sealed bin. They then wash their hands. • ‘Catch it, bin it, kill it’ posters are displayed to remind pupils and staff to cough or sneeze into a tissue and dispose of immediately into a sealed bin, and then wash your hands. • Games, songs, and repetition are used by adults to encourage young children to practise these habits. • Help is available for children and young people who have trouble cleaning their hands independently. Skin friendly wipes may be used as an alternative for some children e.g. children in pre-school and those with complex needs. <p><u>Equipment/ School Building</u></p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available and located close to classrooms where children will be based. • Hand sanitisers are available in first aid kits, classrooms and other learning environments. • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned throughout the day . These surfaces are cleaned more regularly if they are used by more than one group in a day, and receive a thorough clean daily. • Bins for tissues are emptied throughout the day by the site managers. • Children are not allocated their own toilet blocks, but toilets are cleaned regularly throughout the day. • LGCS follows the Public Health England (PHE) <u>guidance on cleaning for non-healthcare settings</u>. <p><u>Disposal of Waste</u> To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full 		
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		<ul style="list-style-type: none"> • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>Waste is stored safely and securely kept away from children. Waste is not put in communal waste areas until the waste has been stored for at least 72 hours.</p>		
4. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-groupings)	Staff Pupils	<ul style="list-style-type: none"> • Children are placed in consistent Bubbles to limit the number of pupils and staff that the children meet. • Separate Bubbles are created for: <ul style="list-style-type: none"> ○ Pre-school ○ Nursery and Reception ○ Years 1 and 2 ○ Years 3 and 4 ○ Years 5 and 6 • Bubbles are kept apart where possible. • Movement around the school site is kept to a minimum for all Bubbles. • All teachers and other staff can operate across different Bubbles in order to facilitate the delivery of the school timetable. They should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Older children are encouraged to keep their distance within the Bubble (this applies to children in years 1-6). 		

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<p>5. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible- Learning Environments)</p>	<p>Staff Pupils</p>	<p><u>Classrooms-</u></p> <ul style="list-style-type: none"> • When circumstances allow, adults should maintain 2-metre distance from each other and from children. Where this is not possible they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. • Children in years R-6 should sit side by side and face forwards where possible. <p><u>Outside Space</u></p> <ul style="list-style-type: none"> • Bubbles of children are allocated areas of outside space, which they can use for break times, lunch and for outdoor learning. They can only use this space unless otherwise directed by a supervising member of staff. The areas are allocated from the M.U.G.A, playground, outdoor area, field, bike track, and EYFS playground. • Outdoor space to be set up daily. • Line markers have been set out on the grass areas to mark zones. <p><u>Dinner Hall</u></p> <ul style="list-style-type: none"> • Lunches are staggered to minimise contact between Bubbles. • Children clean their hands beforehand. • Tables are cleaned in the hall before each Bubble arrives and after each Bubble finishes. • Children eat their lunch in the designated zone in the hall that their Bubble is allocated. <p><u>Indoor Shared Space (e.g. IT Suite, Meadow, library, Dance Studio, [Practical area])</u></p> <ul style="list-style-type: none"> • Use of shared space is timetabled to minimise contact between groups of children. • See below for cleaning procedures for equipment used by more than one group of children. 		

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<p>6. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Arrival and Collection)</p>	<p>Staff Pupil Parents</p>	<p><u>Arrival of children</u></p> <ul style="list-style-type: none"> • Staggered arrival of children is in place. • Children can be dropped off at any point from 8.30- 8.45 am. • Only one parent/carer is allowed escort a child to school. • All Bubbles have their own entry point to the school. This entry point is not used by any other children. • The child is escorted to the entry point by the parent where they will be met by a member of staff. • The child goes straight to their base for the day. • The parent leaves the school site immediately. <p><u>Collection of children</u></p> <ul style="list-style-type: none"> • Staggered collection times are in place. • Children in Reception to year 6 can be collected at any point between 3.15 and 3.30. • Only one parent/carer can collect a child from school. • All children are collected from their designated classroom door. • No after school, meetings between staff and parent should take place. Any correspondence is completed through ClassDojo and telephone calls. 	<p>Organise staggered start for September July 17th</p>	

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<p>7. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Use of equipment</p>	<p>Staff Pupils</p>	<p><u>Equipment used by Individuals</u></p> <ul style="list-style-type: none"> • Children are provided with a pencil case containing their own very frequently used items (e.g. pen, pencil, ruler etc.). • Children limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, reading records and books. • Bags are allowed. • Children are not allowed to bring items from home to use at playtime. <p><u>Equipment used by Classrooms/ Bubbles</u></p> <ul style="list-style-type: none"> • Classroom based resources such as books and games can be used and shared within the Bubble. • These resources are regularly cleaned and disinfected. • Each Bubble is provided with a bag of resources to use at break time/ lunchtime. These are not shared with other groups and are cleaned daily. <p><u>Equipment used by more than one Bubble</u></p> <ul style="list-style-type: none"> • Resources that are shared between classes or Bubbles are cleaned meticulously between Bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between uses by different Bubbles. This includes: • Sports equipment • Art equipment • Science equipment • Library books • Resources used in before and after school club • Outdoor play equipment • Equipment used by Commando Joes 	<p>Set up storage zone in library and for equipment if not being cleaned</p>	

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8. Spread of Covid 19 (Use of PPE)	Staff Pupils	<p>First Aid- Staff continue to follow the LGCS's First Aid Policy. They try to have minimal physical contact. They should wear gloves and an apron where appropriate. Once first aid has been administered a thorough hand wash for staff and pupils takes place. Instructions for visor assembly printed.</p> <p>Intimate Care- Staff continue to follow the Intimate Care policy and wear an apron and gloves followed by a thorough hand wash and disposing of the apron and gloves.</p> <p>PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • If the child requires direct supervision until they can return home- a facemask is worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the child or young person is necessary- gloves, an apron and a facemask are 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 is also worn. 		
9. Spread of Covid 19 (Contractors/ Visitors)	Staff Pupils Contractors	<ul style="list-style-type: none"> • Visitors abide by all of the control measures set out in this risk assessment. • All visitors have the school guidance on physical distancing and hygiene explained to them on or before arrival. • A record is kept of all visitors to the school. 		
10. Fire Register, Fire Plan and first aid.	Staff Pupils	<ul style="list-style-type: none"> • LGCs continues to follow existing Fire and emergency Evacuation procedures. • A register of pupils and staff is completed daily. • Staff sign in using the usual procedure. • Normal Fire drill and emergency evacuation procedures to be in place. A Fire Marshall to be on site wherever possible. • At least one qualified first aider is on site at all times. • Fire doors should be fully closed to prevent any spread of fire. 		