

Littleton Green Community School

Task: Reducing the risk of the spread of Covid 19 at LGCS **Assessors:** Lynn Small/ David Baker

Assessment completed 15.07.20 updated: 23.09.20, 03.11.20, 30.11.20, 08.01.21, 25.01.21, 05.02.21, 01.03.21 (highlighted in green)

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What are the hazards?	Who might be harmed?	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>Adults Children</p>	<ul style="list-style-type: none"> • Adults and children must 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 and/ or are required to self-isolate for travel related reasons. • Arrange a Test and complete a period of self-isolation-If adults or children have been symptomatic or have symptoms identified; they must self-isolate for at least 10 days and arrange to have a test. They may end their self-isolation after 10 days or if tested negative for Covid 19. The 10-day period starts from the day when adults first became ill. Follow the guidance in 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. • Household isolation- if an adult or child lives with someone who has symptoms. They must self-isolate whilst they await the result of that person's test. The 10-day period of isolation starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 10-day isolation period. • If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. • Positive test –If a member of staff or pupils are not experiencing symptoms but have tested positive for COVID-19 whether this be a PCR or Lateral Flow test, they also must self-isolate for at least 10 days, starting from the day the test was taken. If they develop symptoms during this isolation period, they must restart their 10-day isolation from the day they developed symptoms. • Negative test- if a member of adults or pupil receive a negative test result they can stop isolating as long as: <ul style="list-style-type: none"> ✓ they are well and no-one else in their household has symptoms ✓ if anyone else in their household has symptoms, and they have also received a negative test result ✓ and/or they have not been advised to self-isolate by NHS Test and Trace and/or ✓ they have not arrived into the UK from a non-exempt country within the last 10 days • Anyone with symptoms (even if they have had a negative LFD test result) should still self-isolate immediately. <ul style="list-style-type: none"> ✓ Parents of children attending LGCS and staff are asked to inform the Executive Principal or Head of School immediately the results of any 'positive' tests taken. 	<p>Communicate track and trace guidance to Adults By September</p>	<p>September 14th 2020</p>

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<p>2. Spread of Covid 19 (minimising contact with individuals who become ill on site)</p>	<p>Adults Children</p>	<p><u>If a child/ adult becomes ill on site (symptoms: a new continuous cough, a high temperature, a loss/change in normal sense of smell and taste)</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 adults or children present should immediately wash hands. Where possible, only adults from the child’s bubble should remain with the child whilst awaiting collection. • Parents of children are contacted as soon as possible. • PPE is 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). The toilet area must be cleaned and disinfected using standard cleaning products before being used by someone else. • All areas, that the patient has been in, are thoroughly cleaned and disinfected. Adults cleaning the areas to wear visor, apron, and gloves. • (If applicable) The child’s sibling should also go home awaiting test results of the symptomatic child. • Adults /children who have had contact with the symptomatic child should wash their hands for 20 seconds as soon as physically possible. • Any member of staff who has provided close contact care to someone with symptoms do not need to go home to self-isolate unless the symptomatic person subsequently tests positive, they develop symptom, they are requested to do so by NHS Test and Trace or PHE or have tested positive from an LFD test as part of a community or worker programme 	<p>Inform Adults of changes via e mail and my concern Who? DB When? By end of week commencing 14.09.20</p>	<p>Completed 01.10.20</p>

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<p>3. Managing confirmed cases of coronavirus (COVID-19) amongst the school community- Track and Trace/ Close Contacts)</p>	<p>Adults Children</p>	<ul style="list-style-type: none"> • The Executive Principal or Head of School will contact the dedicated advice service, introduced by Public Health England, (PHE). By calling 0800 046 8687 and selecting option1 for advice on the action to take on a positive case. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate for 10 days or until the person receives a negative test. • Close contact means: <ul style="list-style-type: none"> ✓ Anyone who lives in the same household as someone with coronavirus symptoms or who has tested positive for coronavirus Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus with a PCR or LFD test ✓ Face to face contact including being coughed or having a face to face contact within 1 metre ✓ Been within 1 metre for one minute or longer without face to face contact ✓ Sexual contacts ✓ Been within 2 metres of someone for more than 15 minutes (either as a one off contact, or added up together over one day) ✓ travelled in the same vehicle or a plane 		

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<p>4. Spread of Covid 19 (cleaning and hygiene)</p>	<p>Adults Children</p>	<p><u>Children/ Adults</u></p> <ul style="list-style-type: none"> • Handwashing, for both children 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 children and adults to wash with soap and water for 20 seconds or use hand sanitiser. • Adults remind children not to touch each other or their own faces. • Children and adults 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 children and adults 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 including the entrance to the Dining Hall • 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. • LGCS follows the Public Health England (PHE) <u>guidance on cleaning for non-healthcare settings</u>. • Children are not allowed to use water fountains. • All touch points and shared areas such as toilets and staff rooms will be thoroughly cleaned at the end of each day, with cleaning in the interim during the school day, using anti-bacterial agents / detergents. <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. • Place the plastic bag in a second bin bag and tie it. 		
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		<ul style="list-style-type: none"> Put it in a suitable and secure place marked for storage for 72 hours before usual disposal. <p>Waste is stored safely and securely kept away from children. Waste is not put in communal waste areas until it has been stored for at least 72 hours.</p>		
<p>5. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-groupings)</p>	<p>Adults Children</p>	<p><u>Children</u></p> <ul style="list-style-type: none"> Children are placed in consistent Bubbles to limit the number of children and adults that the children meet, which are kept apart from other Bubbles wherever possible. Bubbles have been are created for: Pre School, Nursery/ Reception, Year1, Year 2, Year 3, Year 4, Year 5 and Year 6 Separate Bubbles have also been created for ‘Before and After’ School clubs. Movement around the school site is kept to a minimum for all Bubbles. Older children are encouraged to keep their distance within the Bubble (this applies to children in years 1-6). All children are taught how to minimise contact between themselves and others. For example e.g. no hugging <p><u>Adults</u></p> <ul style="list-style-type: none"> Adults should maintain 2-metre distance from each other and from children (where circumstances allow), avoid close face-to-face contact, and minimise time spent within 1 metre of anyone at all times. Although all adults can operate across different Bubbles, they should remain wherever possible within their Bubbles each day and do not enter other classrooms outside their Bubble (unless it is an emergency/safeguarding situation) If the above is not possible, due to staff sickness/shortages, adults should wash their hands thoroughly before and after entering a different Bubble and avoid regular mixing from other Bubbles. Visors can be worn if adults feel this is necessary. Lunchtimes are staggered to minimise contact between Bubbles and adults using the staff room. If adults are to use the Staff room, they must sit with their bubble and adhere to social distancing guidance at all times. All whole staff training and briefings will be held remotely. Bubbles and phases can meet for PPA or meetings providing appropriate social distancing measures are in place and adhered to at all times. No face-to-face meetings between staff and parents/ external agencies can take place without approval from Mrs Small or Mr Baker. All meetings including pupil progress meetings should take place on Microsoft Teams. 		

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<p>6. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible- Learning Environments)</p>	<p>Adults Children</p>	<p><u>Classrooms-</u></p> <ul style="list-style-type: none"> • When circumstances allow, adults maintain 2-metre distance from each other and from children. Where this is not possible they 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. • Classrooms are well ventilated with the school’s mechanical ventilation system and the opening of windows. • Ventilation is increased when classrooms are not in use through the opening of windows • All assemblies, celebrations, and performances will take place remotely. <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 adults. 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. <p><u>Dinner Hall</u></p> <ul style="list-style-type: none"> • Lunches are staggered to minimise contact between Bubbles. • Children and adults clean their hands before entering the hall and after lunch. • 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 and are to remain in their Bubble for all of lunchtime. <p><u>Indoor Shared Space (e.g. IT Suite, Meadow, Library, Dance Studio, Practical area, Hall etc.</u></p> <ul style="list-style-type: none"> • Use of shared space is timetabled to minimise contact between groups of children. • Children wash/ sanitise hands before using a shared space. • See below for cleaning procedures for equipment used by more than one group of children. 		

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<p>7. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Arrival and Collection)</p>	<p>Adults Children</p>	<p><u>Arrival of children</u></p> <ul style="list-style-type: none"> • Staggered arrival of children is in place. • Children are dropped off at an allocated point based on their parent’s surname... • Only one parent/carer is allowed escort a child to school. • All Bubbles have their own entry point to the building. This entry point is not used by any other children. • All Bubbles have their own arrival timeslots. • 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. • Gathering at the school entrance is not allowed <p><u>Collection of children</u></p> <ul style="list-style-type: none"> • Staggered collection times are in place based on their parent’s surname. (n/a to Nursery am) • Only one parent/carer can collect a child from school. • All children are collected from their designated classroom door. • The parent and child leave the school site immediately. • Gathering at the school entrance is not allowed 	<p>Organise staggered start for September</p>	<p>Completed July 2020</p>

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<p>8. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Use of equipment</p>	<p>Adults Children</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 will have access to a bag of resources to use at break time/ lunchtime. These 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 By SS When? Sep2020</p>	<p>Completed 01.09.20</p>

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<p>9. Spread of Covid 19 (Use of PPE)</p>	<p>Adults Children</p>	<p>First Aid- Adults 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 adults and children takes place.</p> <p>Intimate Care- Adults 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. • In order to protect adults from the risk of infection via spitting: any child who deliberately spits at a member of adults or child must be reported to the Executive Principal/ Head of School immediately. They will make the decision to either send the child home immediately or place the child in a period of isolation in school. Parents will be notified, and the pupil may be asked to wear a face visor until Ms Small/ Mr Baker deems that the child no longer presents a risk. <p>Face Coverings- Face coverings should be worn by staff and adult visitors in situations where social distancing is not possible e.g. kitchen, enclosed office spaces, the lobby, adults dropping off or collecting children from school and staff meeting parents on the doors/gate.</p> <p>Face coverings must:</p> <ul style="list-style-type: none"> • cover both nose and mouth • not be allowed to dangle around the neck • not be touched once put on, except when carefully removed before disposal • be changed when they become moist or damaged • be worn once and then discarded - hands must be cleaned after disposal <p>Disposal of PPE- Used PPE and any disposable face coverings that staff, children, young people, or students wear should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with COVID-19: cleaning of non-healthcare settings outside the home.</p> <p>Used PPE and disposable face coverings should not be put in a recycling bin or dropped as litter.</p>		
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		<p>The safe wearing of face coverings requires cleaning of hands before and after touching – including removing or putting them on – and the safe storage of reusable face coverings in individual, sealable plastic bags between uses. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. See further guidance on face coverings in education settings.</p> <p>To dispose of waste such as disposable cleaning cloths, face coverings, tissues and PPE from people with symptoms of coronavirus (COVID-19), including people who are self-isolating and members of their household:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • 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>This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.</p> <p>Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances. Read COVID-19: cleaning of non-healthcare settings outside the home</p>		

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<p>10 Spread of Covid 19 (Implementation of Lateral Flow Testing for staff at LGCS)</p>	<p>Adults Children</p>	<p><u>Issuing of LFD tests to staff who opt in.</u></p> <ul style="list-style-type: none"> • Covid-Coordinator and Registration Assistant appointed & all staff aware. • Safe collection point identified in BHT Office with staggered collection times for all staff from EYFS- Y4. • Staff issuing test kits to wear face covering and gloves if social distancing cannot be maintained. <p><u>Poor staff uptake for LFD tests / poor result reporting by staff.</u></p> <ul style="list-style-type: none"> • Relevant 'How to' information shared with staff to reassure. • Appointed Covid coordinator to act as point of contact for staff. • Staff option to 'opt out' – staff still able to attend school. • Shared data protection information to all staff. And expectations for result sharing • Reassurance by SLT • Regular staff updates through meetings. • Shared relevant info with LAC at weekly updates with Executive Principal and Head of School. 		

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<p>11. Spread of Covid 19 (Staff and children who are at high risk of adverse health effects if COVID-19 is contracted)</p>	<p>Adults Children</p>	<p>Clinically extremely vulnerable employees</p> <ul style="list-style-type: none"> • Employees, who are clinically extremely vulnerable, work from home. • Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. • Employees are provided with home working DSE assessments and risk management information. The home working policy can be found on the website. Actions arising from the home working DSE assessment are considered and control measures implemented as required / practicable. • All other staff can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable (or clinically vulnerable) unless advised otherwise by an individual letter from the NHS or a specialist doctor. <p>Clinically vulnerable employees (including BAME staff)</p> <ul style="list-style-type: none"> • Clinically vulnerable (but not clinically extremely vulnerable) staff will be supported in the academy by an individual risk assessment, detailed proportionate and robust control measures. <p>Pregnant staff (clinically vulnerable)</p> <ul style="list-style-type: none"> • All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls detailed in this risk assessment to minimise the risks of transmission. • Individual risk assessments will be implemented and regularly reviewed for pregnant staff members. Control measures will include COVID-19 control measures. <p>Children</p> <ul style="list-style-type: none"> • Shielding advice is currently in place meaning that children, who are deemed clinically extremely vulnerable, do not attend school. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable himself or herself, can still attend education if they are considered a vulnerable child or child of a key worker. 		

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12. Spread of Covid 19 (Contractors/ Visitors)	Adults) Children 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. • Visitors not to enter classrooms when children are in class. • Parents Evening held using TEAMS where possible. • All Adults aware of expectations for visitors. • Visitors are given the option to wear a facemask if they choose. 		
13. Spread of Covid (Travel on school minibus and to school)	Adults Children	<ul style="list-style-type: none"> • Social distancing should be maximised within vehicles. • Children either sit with their ‘bubble’ on school transport, or with the same constant group of children each day. • Children should clean their hands before boarding transport and again on disembarking. • Additional cleaning of vehicles is put in place. • Organised queuing and boarding is put in place after each group uses the bus. • Through ventilation, fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents. • All adults must wear a face covering whilst travelling on the minibus that covers their nose and mouth. • Staff must not car share where they are not part of the same household/ support bubble • (See also LGCS Risk assessment – travel on School minibus). 		

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<p>14. Children falling behind age related expectations</p>	<p>Adults Children</p>	<ul style="list-style-type: none"> • Children receive a broad and balanced curriculum that covers all subjects in all year groups. • Additional Learning Support Assistants have been employed to support the catch up program. <p>Where a pupil is unable to attend LGCS because they are complying with clinical or public health advice, they will still receive remote learning. This includes:</p> <ul style="list-style-type: none"> • A minimum of 3 hours a day remote education is provided for KS1 and 4 hours for KS2. • Class Dojo being used for increased parental engagement and communication with school. • Laptop loan (with user agreement) are in place for children who do not have access to a device at home. • Weekly Welfare Phone calls are made for all children to check on how well children are accessing remote learning and what support may be needed. • DSLs support vulnerable families with phone calls home. • Children with additional needs receive additional support in Microsoft team chat rooms with a designated member of staff • The Remote Education Policy is on the school website. 		
<p>15. Before and After School Provision (increased risk of transmission due to mixing Bubbles).</p>	<p>Adults Children</p>	<p><u>Wrap around Provision (Before / After school)</u></p> <ul style="list-style-type: none"> • Registers each day to monitor attendees to after school club. • Only one parent to drop off / collect each day. • Increased hand washing upon arrival to after school club. • Segregated areas for EYFS / KS1 / KS2 where possible <p><u>Adults led after school clubs</u></p> <ul style="list-style-type: none"> • Registers each session to monitor attendance. • After school clubs offered by Adults to be offered to year groups only. • Adults are to follow procedures for cleaning of shared spaces as stipulated above. 		

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<p>16. Fire Register, Fire Plan and First aid.</p>	<p>Adults Children</p>	<ul style="list-style-type: none"> • LGCs continues to follow existing Fire and Emergency Evacuation procedures. • A register of Children and Adults is completed daily. • Adults sign in using the usual procedure. • A Fire Marshall to be on site at all times. • At least one qualified First Aider is on site at all times. • All Fire doors should be fully closed to prevent any spread of fire. • Emergency drills are to be completed as normal following social distancing as appropriate. 		