



Health and Hygiene						
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> • Tissues available • Established routines to cover mouth and nose with a tissue or a sleeve (not hands) when coughing or sneezing • Established routines to put used tissues in the bin immediately and wash hands afterwards • All rooms have lidded bins <p>4. <u>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</u></p> <p>5. <u>minimise contact between individuals and maintain social distancing wherever possible</u></p> <p>6. <u>where necessary, wear appropriate personal protective equipment (PPE)</u></p>	Caretaker to continue cleaning all touchpoints each morning.	LS	03/09/20	
Response to any infection		<p>7. <u>engage with the NHS Test and Trace process</u></p> <p>8. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9. contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • The school will work with the Health Protection Team of Public Health England (0300 303 8537) to carry out a risk assessment and to determine who else, if anyone, also needs to isolate 	Staff briefing (3 rd Sept) to include discussion and Q&A about all aspects of the risk assessment including Test and Trace and managing an outbreak	BT	04/09/20	



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		<ul style="list-style-type: none"> The parents/carers of other children <u>within the bubble</u> will be notified that this has taken place, and will be advised on any steps which should be taken 				
First Aid		<ul style="list-style-type: none"> All staff First Aid and/ or Paediatric First Aid trained Medical boxes will set up as per the school's usual protocol The thermometer will be kept in the Brewster First Aid cupboard – it must be cleaned thoroughly after use and hands washed 	Check first aid kits/ accident books	LN/ CH	03/09/20	
Waste		<ul style="list-style-type: none"> All rooms have lidded bins for tissues Bins emptied daily using protective gloves Hands washed after empty bins 				
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as <u>clinically vulnerable people</u> e.g. diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	Individual risk assessments updated	BT	07/09/20	



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Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution Aprons & gloves used when delivering intimate care Gloves used when administering first aid/ dealing with bodily fluids (in first aid kits – spares in the first aid cupboard) PPE – masks, aprons, gloves & a visor available for member of staff accompanying a child who is showing symptoms and is isolated prior to being collected by a parent (in the consulting room cupboard above the sink with alcohol gel and clinical waste, together with printed instructions (taken from the video) 	<ul style="list-style-type: none"> Check supply of gloves & aprons 	BT	03/09/20	
Fire Safety		<ul style="list-style-type: none"> Ensure all emergency escape routes / doors are fully operational and kept clear. Evacuation point remains the same (playground) but groups must be lined up with 2m spaces between bubbles 	<ul style="list-style-type: none"> Fire drill September 2020 	NB	30/09/20	



Organisation and Logistics						
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Cleaning		<ul style="list-style-type: none"> • More frequent cleaning procedures (8.40am, 4.45pm & 5.50pm) including: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates ○ Phones & keyboards ○ Areas used for eating including chairs ○ Tables, chairs & resources • Each room has a set of cleaning materials (red cloths for toilets & washrooms, blue cloths for general cleaning including classrooms) and cleaning checklists • Relevant COSHH circulated to all staff (also displayed in cleaning cupboard) 	<ul style="list-style-type: none"> • If a staff member or pupil has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. 			
Access/Egress of family centre building		<ul style="list-style-type: none"> • Parents should not enter the building – staff to drop and collect children at the front door • Where possible, doors are propped open to reduce the need for touch (fire protection measures must be adhered to) • Individuals may walk past one another in the corridor – e.g. if a child is going to the toilet the risk of contracting the virus briefly passing one another has been assessed as minimal • Toilet cubicles will be allocated to Brewster or St A's children 	<ul style="list-style-type: none"> • Check signage and renew/ add additional where needed (CCC formats provided in June) 	BT	07/09/20	
Uniform and belongings		<ul style="list-style-type: none"> • Children's belongings should be stored neatly on the pegs (separate section or Brewster and St A's pupils) 				



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Snack		<ul style="list-style-type: none"> • Handwashing before preparing food or eating is crucial • Both kitchens should be equipped with everything needed so food and crockery/ utensils are not shared • Tables organised so children are not sat directly opposite each other 				
Staff absence		<ul style="list-style-type: none"> • Staff should follow the usual procedures for reporting absence • All efforts will be made to cover absence within the bubble including: asking staff to work additional hours' overtime 				



Play						
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Resources and minimising increased risk of transmission	Staff, children and visitors may catch COVID-19.	<ul style="list-style-type: none"> • Rooms prepared so surfaces are clear and resources are minimal • Adults and children should wash hands frequently, between activities – hand washing should be supervised • Limited soft furnishings e.g. seat pads acceptable within the bubble, but should be washed frequently • Soft toys and equipment with small parts that cannot be easily cleaned removed • Resources remain exclusive to the bubble and must not be shared between rooms • Children should keep frequently used items e.g. pencils, pens & scissors in their own pencil cases • Sand must not be used • Water play is permitted but the water must be soapy, and changed frequently • Playdough is permitted but should be kept in individually named tubs or quarantined at the end of every session. • Frequent cleaning of shared resources included in cleaning checklists • At the end of each session resources must be either: <ul style="list-style-type: none"> ○ Cleaned thoroughly (warm soapy water) ○ Placed in 'quarantine' in cupboard 24 hours for books/ paper, 72 hours for 				



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		<p>hard surfaces e.g. plastic: label with a post-it note date available again for use</p> <ul style="list-style-type: none"> If there is no option but to share resources between bubbles e.g. scooters, it must be cleaned scrupulously after each use. Scooter use etc timetabled, so no more than 1 year group a day access the resources 				
Outdoors		<ul style="list-style-type: none"> Playground should be split in two (with cones) so that bubbles do not mix Outdoor equipment should be allocated to each bubble and not shared Furniture and equipment belonging to Year 2 must not be used, touched, sat on etc 				
Behaviour		<ul style="list-style-type: none"> If children's behaviour (e.g. not remaining in their own bubble) leads to us not being able to ensure the safety of others, in terms of the virus control, BT or AB informed on the same day and complete/ update risk assessment and discuss with parent Exclusion will be used for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing 				