

# The British School

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### General Principles

Early years and primary age children cannot be expected to remain 1.5 metres apart from each other and staff. Classroom and campus space also makes it difficult in ensuring all students remain 1.5 metres apart. In deciding to bring children back to schools, the UK Government, and therefore TBS, are taking this into account. We are therefore working through the principles of measures set out below:

- avoiding contact with anyone with symptoms
- wearing a mask unless eating/drinking
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

Topic	Cleaning	
<p><b>Objective:</b> To keep the School clean and prevent transmission by touching contaminated surfaces. Government guidance recommends frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>The World Health Organisation recommends high-touch surfaces be identified for priority disinfection including door and window handles, kitchen and food preparation areas, counter tops, bathroom surfaces, toilets and taps, touchscreen personal devices, personal computer keyboards, and work surfaces.</p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Decide what an enhanced cleaning schedule looks like taking into account the high-touch areas and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Cleaning schedule is in place and has been amended throughout the lockdown process. An enhanced cleaning schedule is in place for phased reopening. Operations Manager to produce a published cleaning schedule.
Decide who will be responsible for what elements of cleaning. e.g will frequently wiping down of surfaces & objects be carried out by teaching staff and/or by cleaning staff.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Didis will have a cleaning schedule to be carried out before school, during breaks and after school. Teachers and CLS will have cleaning materials in classrooms to carry out cleaning during lessons.
Consider documenting the cleaning regime to make clear the requirements, as a check that it is being followed and as a method of reassurance for staff & parents.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Operations Manager to produce a published cleaning schedule.
Discuss with cleaning contractors or staff about additional cleaning requirements and agree additional hours to allow for this as necessary.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Operations Manager has amended the schedule with procurement aware of requirements - appropriate cleaning products have been resourced and are available.

<p>Discuss cleaning supply requirements with your cleaning contractor and/or supplier. Ensure suitable quantities of cleaning supplies are ordered ahead of time.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Already ordered and in place.</p>
<p>If resources need to be shared with other class groups ensure items &amp; surfaces are wiped down beforehand.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Guidance and materials provided.</p>
<p>Consider limiting or restricting use of high-touch items and equipment, for example, printers.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Use Reprographics Resource as much as possible to avoid photocopying, instead printing via laptops. Photocopiers and ICT Room to have enhanced and frequent cleaning by Didis.</p>
<p>Groups should be kept apart as much as possible and tables &amp; high contact areas should be cleaned between each group.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Already in protocols with 'bubbles' and cleaning schedule. Didis to be available at each transition point to clean tables.</p>
<p>If not possible to designate toilets to each group a frequent cleaning regime must be implemented with frequent wiping down of high touch surfaces such as taps, toilet flush, dryers and door handles.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Designated toilets in place. Enhanced and frequent cleaning schedule in place.</p>
<p>Consider how sanitisers will be dispensed. Decanted spray bottles must be clearly labelled to identify the contents and must be kept out of the reach of children at all times.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Permanent decanters have been placed in strategic places around the school. In addition, all staff and students have been advised to bring their own personal sanitisers.</p>
<p>Play equipment must be cleaned between different groups of children using it.</p>	<p>Yes <input type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Outdoor play equipment to be designated for specific groups. Didis to ensure the cleaning schedule is adhered to.</p>

<p>Electronic entry systems and keypads must be regularly sanitised particularly first thing in the morning and where possible after each use.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>All staff to sign in and out with ID cards.</p>
<p>Ensure that COSHH risk assessments are in place for cleaning products and that all staff are instructed in the safe use of chemicals and PPE requirements. (<a href="#">LCC COSHH Guidance</a>)</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Completed.</p>
<p>Following a suspected case of COVID-19 on site familiarise yourself with the Government Guidance 'Cleaning in Non-Health Care Settings'.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Completed</p>
<p>Procure suitable quantities of PPE (disposable gloves and aprons) to clean areas following a suspected case of COVID-19.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>PPE ordered and to be placed in the nurse's room, 'holding room', reception, primary and secondary PAs, admin hub, guards room.</p>
<p>Ensure there are adequate disposal arrangements in place for cleaning materials used in areas where there has been a suspected case of COVID-19.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Completed.</p>
<p>Waste should be double bagged and securely stored for 72 hours, after which time it can be disposed of in the general waste.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	

Topic	Hygiene	
<p><b>Objective:</b> To help everyone keep good hygiene throughout the day</p> <p>Decide the approach to enhance hygiene (for example, toilet use, hand washing) and policy related to usually shared items (for example, books, toys, practical equipment).</p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Review information posters on site and ensure there are sufficient posters in place appropriately sited to promote hygiene messages on handwashing and 'catch it, bin it, kill it', including in reception areas to remind visitors and contractors.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<p>Posters identified/produced and now need displaying in strategic areas around the school.</p>
<p>Ensure there are sufficient stocks of disposable tissues for use in each classroom for both staff and pupils.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<p>Ordered.</p>
<p>Put in place a system for more frequent and routine handwashing. Hands must be washed thoroughly for 20 seconds with running water and soap and then dried thoroughly.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<p>Clear guidance provided and training will be provided prior to phase 3 and ongoing until it becomes the 'norm'.</p>
<p>Consider the need to provide more waste facilities and in particular the need to increase the frequency of emptying hand towel bins in the toilets. Ensure that hand drying facilities are maintained and well stocked. (Either paper towels or electrical dryers).</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<p>In place, including at the front of school. Utilise all hand washing facilities.</p>
<p>Consider the most appropriate locations to place hand sanitisers where hand washing is not practical, for example in reception and near high touch areas such as the printer.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<p>In place</p>

Topic	Class Cohort - mixing	
<b>Objective:</b> To reduce the likelihood of spreading the virus from person to person by limiting contact between people		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Secondary guidance is different and does allow slightly larger groupings due to the maturity of the students and the size of the spaces. We will use the school hall/drama studio/library and outside spaces.
If there are any shortages of teachers, teaching assistants can be allocated to lead a group, working under the direction of a teacher.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	AHs and class teacher to ensure CLS are prepped and supported, if this is required.
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Music and MFL lessons to be conducted in the main primary class. Primary students to be placed in bubbles of four within each group.
Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, that these stay the same during the day and on subsequent days.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	As per the timetable.
Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	As per the revised schedules.

<p>If possible, different toilets should be designated to different groups. However, where this is not possible a frequent cleaning regime must be implemented (see cleaning).</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Designated toilets in place. Enhanced and frequent cleaning schedule in place.</p>
<p>Put procedures in place to prevent toilets becoming crowded by limiting the number of children who use the toilet facilities at one time.</p>	<p>Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Duty roster to ensure this is enforced and guidance provided to students about the amount of people allowed in each toilet.</p>
<p>Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their Chair of Governors and the local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school</p>	<p>Yes <input type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>N/A</p>
<p>If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:</p> <ul style="list-style-type: none"> <li>• primary schools - nursery (where applicable), reception and year 1</li> </ul>	<p>Yes <input type="checkbox"/>  No <input type="checkbox"/>  Partial <input type="checkbox"/></p>	<p>Prioritised in Phase 3.5</p>

Topic	Circulation around school	
<p><b>Objective:</b> To reduce the likelihood of spreading the virus from person to person by limiting contact between people</p> <p>Decide the physical and organisational structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, staggered starts and break times, class sizes, lunch queues, use of communal staff areas). Agree how safety measures and messages will be implemented and displayed around school. (Key Action from Government Framework)</p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Consider if it is possible to access rooms directly from outside where possible without the need to go through other parts of the School.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Primary to use all available entry/exit points.
Consider if it is possible to have one-way circulation or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Ensure all students walk on the left. Reception only for entry and back exit for exit! One way system in place throughout the school which is signposted.
Breaks should be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Already in protocols.
It is recognised that some children will need additional support to follow these e.g. routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	ALN department and class teachers to work with students who will need additional support/guidance.
While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Social distancing, one way system, masks etc will ensure this is low risk.



Topic	Lunchtime	
<b>Objective:</b> To reduce the likelihood of spreading the virus from person to person by limiting contact between people		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Lunch breaks should be staggered.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Already in protocols
If a shared area such as dining hall is to be used for lunches, then it must only be used at half capacity.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Designated areas for the eating of lunch.
Children must enter and leave the dining area in the groups they are already in.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	N/A in phase 3 as all packed lunches.
If such measures are not possible, children should be asked to bring their lunches into their classrooms.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	Measures are possible
Discuss catering arrangements with your catering provider and consider how lunchtime supervision will be managed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Lunchtime supervision rota will be in place and details in protocols.

Topic	Classroom Environment	
<p><b>Objective:</b> To prevent transmission by touching contaminated surfaces. To prevent transmission via airborne particles.</p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/></p>	<p>Identify items and store (bike shed area).</p>
<p>Remove soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/></p>	<p>Identify items and store (bike shed area).</p>
<p><b>Fire Risks</b> The School must take into account fire risks when considering storage options for furniture &amp; resources. Items should not be stored in higher risk areas such as the boiler room.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>Bike shed area is safe.</p>
<p>Ensure that stored items are not blocking fire exits, access to fire extinguishers or limiting access to utility cut off points. <a href="#">Fire Safety for schools during Covid-19</a></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>Route remains clear.</p>

<p><b>Manual handling</b> When moving furniture &amp; resources ensure that you have considered the risks associated with manual handling, assessing the task, the capabilities of individuals carrying out the task, the load &amp; the environment before moving, lifting or carrying items. Heavy and/or bulky items should not be stored at height. <a href="#">LCC Manual Handling Guidance</a></p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
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<p><b>Ventilation</b> Establish systems to enable the school to be well ventilated with fresh outdoor air, for example the opening of doors and windows. Switch air handling units with recirculation to 100% outdoor air.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>Doors and windows to be open and AC to remain off. All students and staff to wear coats if necessary. If pollution is at dangerous levels, windows and doors will be closed for parts of the lesson.</p>
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Topic	Outdoor Provision	
<b>Objective:</b> To limit the transmission of the virus by being in the open air in wide open space.		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
The use of outdoor provision is encouraged as this can limit transmission and more easily allow for distance between children and staff. Outdoor areas should be used for exercise, breaks & outdoor education where possible.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	There are 6 outside areas that can be used for 'full' classes. Numerous other areas for small classes, interventions and play/exercise.
However, outdoor equipment <b>should not</b> be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Not to be used in Phase 3.
Schools should implement staggered break times to reduce the number of children in a shared outdoor space at one time.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	Already in protocols
Children from other groups should not mix or get too close to each other.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	Already in protocols.
Children from other groups must not play games or sports with each other.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Already in protocols.

Topic	Shared Resources	
<b>Objective:</b> To prevent transmission of the virus by touching contaminated surfaces.		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
The School should limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Already in protocols including the provision and cleaning of ICT keypads.
Take steps to prevent the sharing of stationery (pens & pencils) and other equipment where possible. Children must be actively encouraged not to put items in their mouths such as the end of a pen etc.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	Students can use their own stationery. All class teachers actively encourage students not to put items in mouth.
Shared materials and surfaces should be cleaned and disinfected more frequently and before it is passed, handled or used by another person.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Already in protocols

Topic	Drop off/Pick up	
<p><b>Objective:</b> To minimise adult to adult contact during pick up and drop off</p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Arrangements should be made to minimise adult to adult contact during drop off and pick up for example;</p> <ul style="list-style-type: none"> <li>• Allocating a drop off and collection time and the process for doing so, including protocols for minimising adult to adult contact, for example, which entrance to use.</li> <li>• Telling parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</li> </ul>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	<p>Staggered drop off and pick up using two entrances. Protocols outline only one parent to accompany.</p>

Topic	Pupil Transport	
<p><b>Objective:</b> To prevent transmission by touching contaminated surfaces &amp; to reduce the likelihood of spreading the virus from person to person.</p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>If the school arranges transport for pupils, consider arranging staggered arrival and departure times to reduce the numbers of children entering or leaving the building at the same time.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>N/A in phase 3</p>

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Seek assurances that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>N/A in phase 3</p>
<p>Seek assurances that transport providers, as far as possible, follow hygiene rules and try to keep their distance from passengers.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>N/A in phase 3</p>
<p>Consider additional control measures such as PPE to reduce the risk of transmission if social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>N/A in phase 3</p>

Topic	Staff travelling to work	
<p><b>Objective:</b> To prevent transmission of the virus by touching contaminated surfaces &amp; to reduce the likelihood of spreading the virus from person to person.</p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Wherever possible staff should walk or cycle to work or use private transport to maintain isolation from the public when commuting.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>Advice given. Use school buses to transport staff that don't have access to private transport.</p>
<p>If public transport <b>cannot</b> be avoided, current government advice should be followed in respect of what PPE should be worn whilst travelling, for example, face masks.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>On arrival at school staff should thoroughly wash their hands for at least 20 seconds as a method of infection control.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>Washing facilities at the entrance of the school to be used on arrival.</p>



Topic	Staff areas	
<p><b>Objective:</b> To maintain social distancing between individuals when they are at their workstations.</p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p><b>Staff room</b> Where possible break times should be staggered to limit the number of staff in the staffroom at one time.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>Already in protocol for Primary. Not possible in Secondary but limit on numbers in Secondary staff room</p>
<p>Consider alternative spaces that could be used for breaks, such as an unused classroom or safe outside areas to enable staff to limit contact with others.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>Staff should be encouraged to stay on site during the working day to limit contact with others outside of the workplace. When this is not possible social distancing rules must be observed.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>Encourage staff to bring their own food and consider suitably segregated storage either in a fridge or other storage facility. Rearrange seating and tables to maintain spacing and reduce face-to face interactions.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> Where No or Partial, note action required
Personal items and clothing should be stored in personal storage spaces, for example, lockers.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<b>School Office</b> Review layouts and processes to allow people to work further apart from each other including consideration of installation of Perspex screens in open reception areas.	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	Remaining screen needs to be installed in Reception.
If required use floor tape to mark areas to help workers keep to a 1.5 metre distance.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Only where it is not possible to move workstations further apart, arrange people to work side by side or facing away from each other rather than face to face.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Staff workroom organised as such.
Use screens to separate people from each other where it is not possible to move workstations further apart.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Not needed.
Manage occupancy levels to enable social distancing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Limit of 6 in the staff workroom.
Avoid the use of shared desks and spaces and, where not possible, clean workstations between different occupants including shared equipment.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Cleaning materials to be in the staff workroom.

Topic	Meetings	
<b>Objective:</b> To reduce transmission due to face to face meetings and maintain social distancing		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Remote working tools should be used when possible to avoid face to face meetings.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Zoom and GM to be used wherever possible unless face to face is preferable and can be safely adhered to.
Only absolutely necessary participants should attend meetings and should maintain 1.5 metre separation throughout.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Do not share pens and other objects during the meeting and provide hand sanitiser in the meeting room.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Not needed
When possible to do so hold meetings outdoors or in a well-ventilated room.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	Staff can be trusted to maintain distances and seats will be set out appropriately.

Topic	Emergency Response	
<b>Objective:</b> To prioritise safety during incidents		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<b>Emergency Arrangements</b> Review the schools emergency fire arrangements taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Muster points revised. EY/KS1 - Roundabout KS2 - Primary Astro KS3 - Back (uncovered court) KS4 - Secondary Astro KS5 - Covered court
Ensure all staff are aware of any changes to evacuation procedures and staff are clear about individual roles and responsibilities.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	Guidance to be revised and included in training day (s) before embarking on return.
Review other emergency arrangements, such as lockdown taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	No changes required
Ensure all staff are aware of any changes to lockdown procedures and staff are clear about individual roles and responsibilities.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	Site processes will continue as normal.
If staff are operating on a rota system ensure systems are in place to inform them each day of their responsibilities in an emergency, including the unlocking of fire doors and external gates for evacuation or the locking of doors in a lockdown.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Document to be revised and included in training day (s)

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> Where No or Partial, note action required
<p>In an emergency, an accident or fire, people do not have to stay 1.5 metres apart if it would be unsafe to do so.</p> <p><a href="#">Fire Safety for schools during Covid-19</a></p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	
<p><b>First Aid</b> People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands for at least 20 seconds.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	
<p>First Aiders must follow the government guidance for <a href="#">First Responders</a> which includes guidance on PPE, providing assistance to unwell individuals etc.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	PPE in place
<p>Make arrangements to obtain sufficient supplies of PPE for first aiders including disposal gloves and aprons and fluid repellent surgical face masks.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	PPE in place
<p>Schools should review their <a href="#">First Aid Needs Assessment</a> taking into account the numbers of occupants in the school, staffing levels and any additional PPE requirements when 1.5 metre distance cannot be maintained.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p>	

Topic	Managing individual displaying symptoms	
<p><b>Objective:</b> To ensure arrangements are in place to safely deal with a pupil or member of staff who is displaying symptoms <a href="#">Coronavirus (COVID-19): guidance for educational settings</a></p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Minimise contact with individuals who are unwell by ensuring that those who display coronavirus symptoms, or who have someone in their household displaying symptoms, who does, do not attend childcare settings, schools or colleges.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	<p>All provision is in place and appropriate PPE has been sourced.</p>
<p>If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care before they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 1.5 metres cannot be maintained.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>If contact with the pupil displaying symptoms is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, by a person displaying symptoms then eye protection should also be worn.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	
<p>Education settings should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/></p>	

Topic	Contractors and visitors	
<p><b>Objective:</b> To minimise the number of unnecessary visitors into school. To reduce transmission through contact with objects that come into School.</p>		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p><b>Contractors</b> Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies or hygiene suppliers.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	All contractors not allowed on site during school hours. When on site, all must follow protocols and be limited to admin offices at the front of the school.
<p>Encourage visits via remote connection/working where this is an option. Only essential face to face visitors should be given access.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<p>The number of visitors at any one time must be limited. Consider limiting visitor/contractor times to a specific time window.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<p>Discuss with your building surveyor, property consultant or contractor if essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services after school hours.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<p>Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input checked="" type="checkbox"/>	Posters on display at the front of the school and guards to ensure all visitors read and adhere to protocols. In English and Nepali.
<p>Review the contractor site rules to include hygiene and social distancing requirements.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> Where No or Partial, note action required
Have arrangements in place for all visitors to wash their hands, or provide hand sanitizer for them use upon entering the building.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Where possible use alternative points of access to limit the areas that contractors must pass through.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	Main access area is easier and safer to control
Sign in procedures should be reviewed to limit the risk of transmission from shared pens or touch screens.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Guards to complete all signing in procedures. More regular cleaning of reception and touch screens
<b>Deliveries</b> Devise cleaning procedures for goods and merchandise entering the site.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Resource and Procurement Department to follow the guidelines. Link <a href="#">here</a>
Introduce greater handwashing for staff handling goods and merchandise or provide hand sanitiser where this is not practical	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Review pick-up and drop-off collection points, procedures, signage and markings.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	



Topic	Communication	
<b>Objective:</b> To ensure people understand COVID 19 related safety procedures.		
Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
<p>Consider what guidance and training is required for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements. This includes information and instruction on the use and disposal of PPE.</p> <p>Posters and Videos are available showing <a href="#">how to don and doff PPE</a></p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Training days before phase 3.5. Regular Risk Assessment review.
<p>Establish reception staff responsibilities relating to COVID-19 and the communication of procedures. Provide any necessary training for reception staff on revised visitor site rules &amp; procedures.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Guards briefed.
<p>Review entry and exit routes for visitors and contractors to minimise contact with other people.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
<p>Familiarise yourselves with government guidance on managing individuals displaying symptoms. Communicate local procedures for managing individuals displaying symptoms.</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partial <input type="checkbox"/>	In Protocol.
<p>Provide clear, consistent and regular communication to improve understanding and consistency of new ways of working.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Weekly risk assessment reviews and updates to be communicated by staff briefing and letters to parents.

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> Where No or Partial, note action required
Engage with staff through existing communication routes to explain and agree any changes in working arrangements.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Existing communication channels in place.
Develop communication routes and training materials for staff prior to children returning.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	
Develop procedure for closure of school at short notice if for example staff levels fall to an extent where safety cannot be assured.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Scenarios discussed with decisions to be based on the collation of evidence in each particular context.

Topic	Additional considerations for Early Years Settings	
<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of infection?</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> Where No or Partial, note action required
Early years settings should consider how they can keep small groups of children together throughout the day.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	F1 is a small group this academic year (4-6 students). They can remain as one 'bubble'.  F2 can remain as one small group initially. Planning for changing groups going forward will be guided by numbers of students that return to campus. With two members of staff in F2 it would be possible to subdivide further into two smaller F2 bubbles if needed, using CT & CLS.
Where at all possible groups of children should not mix.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Classrooms, although adjacent, will be kept and taught separately throughout the day. They will share some limited outside play equipment and table areas at recess times, but areas will be sanitized and cleaned regularly throughout the day and after all play sessions outside.
Where the physical layout of a setting does not allow children to be kept in small groups, and/or to avoid mixing of children between groups, we expect Early Years Settings to exercise judgement in ensuring the highest standards of safety are maintained.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Students will be taught about class placements and sitting areas - using rings, rubber placemats, circles and other means to seat them on the floor/carpet at a distant when necessary and where possible. There will be opportunities for children to play alone and independently, and they will be told to keep their masks on at all times, and will be reminded to do so.

<b>Guidance to consider</b>	<b>Action taken to mitigate the risk of</b>	<b>Comments /actions to be taken forward / and/or additional controls required</b> Where No or Partial, note action required
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	<b>infection?</b>	
In some cases it may be necessary for settings to introduce a temporary cap on numbers, to ensure that children are kept in small groups, and to avoid mixing of children between groups.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Groups are at small, safe and manageable levels.
Soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts should be stored away.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	All such soft furnishings removed and secured in a separate location (Room No P13 and adjacent bathroom)
Multiple groups of children cannot use play equipment simultaneously.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/>	Group sizes are small, equipment and learning resources plentiful and staffing sufficient so we are able to ensure this. Where rotations are in place, equipment will be cleaned before a different group uses it on a separate occasion during the same day or on another day.