



ST HELENS PRIMARY SCHOOL
COVID 19 ACTION PLAN and RISK ASSESSMENT

We will be closely monitoring the updates provided by the government surrounding Covid 19. It is imperative that as a school we take the following measures to reduce risks. This document is likely to be amended and updated as advice changes. Recommendations taken from:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

It is our intention to adhere to the actions set out in this plan but it is important to note that social distancing within a school setting is incredibly challenging and in some situations near impossible. We have a duty of care to the pupils and adults within our school and their safety and well being is the most important thing.

Key Objectives:

To ensure all staff and all pupils are kept safe.

To prevent the spread of Covid 19.

To follow government guidelines.

Hygiene:

Point	<u>Objective: To maintain a hygienic environment at all times.</u>	<u>Action</u>
1	Hand Washing and General Hygiene	All staff and pupils to wash their hands at regular intervals throughout the day including at the beginning and end of the day. This needs to be with soap and for at least 20

		<p>seconds. If soap is not available, hand gel (at least 60% alcohol) will be used.</p> <p>Hand washing to happen: before/after break and lunchtimes and when returning to class.</p> <p>All staff and pupils will be encouraged not to touch their face, especially eyes, nose and mouth with their hands.</p> <p>Toilet areas will have tape on the floor at 2m metre intervals so pupils line up in their classes at a safe distance.</p> <p>Pupils who need to go to the toilet outside of scheduled times will be escorted by an adult.</p> <p>PPE equipment will be available should the need for intimate care arise such as soiling accidents.</p>
2	Coughing and Sneezing	<p>All staff and pupils cough/sneeze into a tissue. The tissue will then be binned immediately. Following government advice 'Catch it, Bin it, Kill it.'</p> <p>All staff and pupils encouraged to cough/sneeze into their elbow if tissue is unavailable.</p>

3	Ventilation	Windows will be opened wherever possible to ensure regular fresh air flow.
4.	Monitoring temperature	<p>Temperature check will be undertaken at the beginning of each day and further checks will be taken if required. Person checking temperature to use PPE. If a high temperature is recorded, the pupil will be taken to a separate medical room (Gold Room). Parents will be contacted to collect the pupil straight away or the staff member will be sent home and told to self isolate for the minimum number of days required.</p> <p>Members of staff should keep 2m apart at all times.</p>
5.	Education	<p>Staff to teach the pupils on the importance of being hygienic using the government recommended materials (Ebug and PHE Resources)</p> <p>https://www.e-bug.eu/ https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p>
6.	Parental Responsibility	Nothing more than normal personal hygiene and washing of

		clothes needed after a day at an educational setting. Pupils will wear non-uniform in order to ensure clothes can be washed on a regular basis.
		If a member of a household is showing symptoms, then the staff member or pupil MUST NOT attend school for 14 days.

Cleaning

Point	<u>Objective: To deep clean the school on a daily basis.</u>	Action
1	Training for staff	Staff involved with the cleaning of the school including midday supervisor and kitchen staff to be given copies of the 'Covid 19- Cleaning of Non Healthcare Settings Guidance' to read and follow.

2	Resources	<p>Staff to clean toys, books, desks, chairs, doors, door handles sinks, toilets, light switches and bannisters more regularly.</p> <p>Each child to be given their own resource pack to be kept on their desks.</p> <p>Other resources that are not used but can be easily accessed by the children to be removed from the classroom and stored safely.</p> <p>Each pupil will be provided with their own laptop to work from.</p> <p>Staff will collect suitable reading books from the library bus, reading scheme/book shelf. Pupil to look (not touch) and select. When it is returned, it must be cleaned.</p>
3	Deep Clean	<p>School to be deep cleaned at the end of each day.</p>
4.	Playtime Equipment	<p>Each year group bubble will be given a box of playground equipment. Staff will ensure this is cleaned at the end of the day.</p> <p>Tyre park/Adventure Playground to be timetabled for each year group bubble and to be cleaned at the end of the day.</p> <p>Increase risk to injury if it has been used.</p>

5.	Staffroom	Staff to ensure they wash the items they use thoroughly and wipe down surfaces after use. Staggered breaktimes/lunchtime for staff within groups will be in operation.
6.	Shared areas	Some areas are shared with part time members of staff. (Office, Explorers Class, Pioneer Class). Once one member leaves it is important that it is cleaned thoroughly and equipment including computers/laptops wiped down.
7.	Parental responsibility	Children wash hands before they leave home in the morning. Child to bring minimal items into school (packed lunch, water bottle, coat, book). Water bottle to be filled at home before coming into school.

First Aid

Point	Objective: To ensure first aid is delivered safely to pupils.	Action
1	First Aid Kit	All groups to have their own first aid kit. First aid to be delivered within the classroom/playground. Pupils are not to be sent in to sit outside the office. Disposable ice packs to be used.
2	Coughing and Sneezing	All staff and pupils cough/sneeze into a tissue. Tissue to then be binned immediately. Following government advice 'Catch it, Bin it, Kill it.' All staff and pupils will be encouraged to cough/sneeze into their elbow if tissue is unavailable.

3	PPE	Any staff administering first aid to wear PPE.
5.	Monitoring temperature (if required)	Temperature check will be undertaken at the beginning of each day and further checks will be taken if required. Person checking temperature to use PPE. If a high temperature is recorded, the pupil will be taken to a separate medical room (Gold Room). Parents will be contacted to collect the pupil straight away or the staff member will be sent home and told to self isolate for the minimum number of days required.

Social Distancing

Point	Objective: To maintain social distancing rules of 2m.	Action
1	Outdoor learning	If weather permits, pupils and staff to use outdoor learning spaces as much as possible. Each year group bubble to have separate areas (Explorers outdoor area, by the library bus, by PE Shed and outside mobile) Individual work spaces will be available to ensure social distancing is maintained.
2	Classroom Environment	Pupils to be kept in their own groups including Year R, Year 1, Year 6 and Key Worker Pupils. No pegs or classroom trays to be used. Children to keep their belongings under their tables at all times.

		<p>Each child to have their own table, 2m distance from anyone else. One way system in place (see point below) 2m markings. No carpet time. Pupils will keep their belongings with them under their desk including water bottles. Each year group will be treated as a 'bubble'. Pupils and staff not to mix if possible. Additional resources stored away.</p>
3.	<p>One way system (as much as possible)</p>	<p>We want to limit access to the hall as much as possible All PE lessons to be outside. One way system in place to be as follows: All staff to enter the building through the front door. Reception enter through the front door, Year 1 pupils to enter via the side gate (as usual) to walk around the building and year 6 and Key workers children to enter classroom through the double gates . (staggered times). LY, SJ, DA and DS to support their bubble pupils with the new system. Reception and Year 1 to exit the classroom through the</p>

		<p>classroom door (leading on to hall) for toilet breaks/play/lunchtime. They leave the classroom through the class fire exit door.</p>
4	Toilet	<p>One child to go to the toilet at a time. Each group will be allocated specific toilet areas. Additional cleaning throughout the day.</p>
5	Playtimes	<p>Staggered playtimes in bubbles. All pupils remain 2m apart. No shared playground equipment. Children will be provided with their own personal playtime equipment. Each group has their own box of toys to be cleaned at the end of each day. Class teacher and TA to stay with pupils.</p>
6	Lunchtimes	<p>Packed lunch trolley not to be used. Children keep their belongings under their workstation including packed lunch. School dinners to be staggered. School dinners to be plated up and placed on tables for staff within their bubbles to collect and return. School dinners to be eaten in the classroom.</p>

		<p>Pack lunches to be eaten in classrooms at pupils work stations.</p> <p>All pupils remain 2m apart.</p> <p>Staggered playtimes in groups.</p> <p>No shared playground equipment.</p> <p>Each group has their own box of toys to be cleaned at the end of each day.</p> <p>Each group allocated a midday supervisor so staff can have their lunch.</p> <p>All first aid kit to be carried out by midday supervisor and pupils not to be sent in.</p>
7	Visitors	<p>No visitors are allowed onto the school site or to enter the school.</p> <p>If parents wish to speak to a member of staff, they must contact them via email or ring the school.</p> <p>Only one parent will be allowed to drop pupils off. If possible, no siblings to attend with the drop off and collection of pupils.</p>
8	Education	<p>All staff to keep 2m away from pupils unless administering</p>

		<p>first aid. Staff to wear full PPE when administering first aid. Pupils to have individual workstations/resource packs and laptops. Google Classrooms to be used as much as possible. Peer assessment to be used as much as possible. Outdoor learning to be used as much as possible. One way system in place around the school. Two metre markings around the school for pupils to follow. 15 pupils maximum in classrooms government guidelines. This is too high for our classrooms and will be adapted to suit each room taking into account the 2m spacing.</p>
9	Pupils with SEND	<p>EHCP Parents have been contacted on a weekly basis. Risk Assessments have been put in place for all EHCP pupils. Maintain normal routines as far as is possible. Remote support from the local authority/agencies may be available for additional support. For example speech and language therapy and annual reviews. Use of social stories to support social distancing, COVID 19 and the use of masks. Visual timetables</p>

		<p>Regular reminders of the importance of hygiene using social stories and visuals.</p> <p>https://www.anxietyuk.org.uk/blog/how-to-talk-to-children-about-covid-19/</p> <p>https://usevisualstrategies.com/autism-coronavirus-helping-students-understand/</p> <p>Support to be offered but practising social distancing. ELSA work linked to anxiety and worries.</p> <p>https://www.elsa-support.co.uk/wp-content/uploads/2020/03/Childrens-story-about-coronavirus.pdf</p>
10	Staff and pupils mental health and well-being	<p>We understand that these are very strange and difficult times for pupils. School will be a very different place and social distancing will be different for some pupils to understand.</p> <p>Measures will be put in place to support pupils' mental health and well being including social stories, additional ELSA support, using external services/agencies such as CAMHs and the school nurse.</p>

		Staff wellbeing to be monitored and checked by HT and Senior lead.
11	Office Space	<p>Each group to use their own equipment and not to use equipment in the office.</p> <p>Where desk sharing takes place, the area will be cleaned before and after use.</p> <p>All office equipment not to be touched. Including: phone, computer and chair except by office users.</p> <p>If a phone call home is needed, the phone on the empty desk in the office should be used and cleaned after use with anti-bacterial wipes</p> <p>Use email if possible to contact TA and VT.</p> <p>No one to cross the line in the office.</p> <p>If things are needed from the cupboard in the office, office admin team to be asked to get it.</p> <p>Visitors will be required to remain behind the glass partition.</p> <p>Money and messages to be placed in new box outside office.</p>

12	Behaviour	We understand that following social distancing rules will be different and strange for the children, especially for the younger pupils. However we will encourage and expect children to follow the rules.
13	Staffroom	Staggered lunches for staff within their bubbles. Clean up mugs/cutlery used and put away straight away. Clean down sides/tables/chairs with antibacterial spray after use.
14	Platinum Room	This room will be specifically used for vulnerable members of staff who will have non-contact with pupils or other staff members. This room has two access points, the hall and through the fire escape. It will be deep cleaned every evening. It will have its own laptop set up. It will have tissues, antibacterial soap and a resource tray.
15	Parental Responsibility	Parents to drop off and collect pupils at specific times. It is important that you are on time. You are encouraged to walk or cycle to school if possible. If you come by car, please wait in your cars until your

		<p>specific time to collect/drop off your child.</p> <p>All pupils to come into school independently including the younger ones. Staff will no longer be able to peel children away from their parents or hold their hands.</p> <p>If parents wish to speak to a member of staff, they must contact them via email or ring the school.</p> <p>Only one parent will be allowed to drop pupils off. If possible, no siblings to attend with the drop off and collection of pupils.</p> <p>No parents allowed to wait outside the school. The area will be coned off.</p> <p>Children to come straight into classroom keeping 2m apart from each other. Staff to monitor and make sure no pupils go back outside.</p> <p>Explorers to enter the via school door.</p> <p>Year 1 to enter via side gate.</p> <p>Year 6 and Key Worker groups to enter through the gates to the carpark.</p> <p>One way system will be in operation.</p>
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Safeguarding

1	Staff Training	<p>Staff training (either delivered remotely or in school) will be undertaken to implement any changes as appropriate such as risk management, curriculum changes and expected behaviours to minimise the risk associated with Covid19</p> <p>Staff meetings online via zoom Regular opportunities for staff to feedback to SLT</p>
2.	Policy Review	Review revised protocols from local authority and update safeguarding policy if necessary.

Health and Safety

1	Fire Safety	<p>Carry out a fire drill during week commencing 1st June 2020 in order practise social distancing expectations during this time.</p> <p>School to review any new advice on fire safety on the school premises</p>
2.	Sanitisation	<p>Ensure hand sanitiser stations are available in all rooms as well as at the school entrance for school use and replenished daily or as appropriate.</p>
	Waste Disposal	<p>Provide adequate lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste. Ensure they are double bagged when they are emptied.</p> <p>Ensure there is a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly.</p>

