



ST HELENS PRIMARY SCHOOL
COVID 19 ACTION PLAN and RISK ASSESSMENT (Updated Oct 21)

As of 8th March 2021 school attendance is mandatory.

We will be closely monitoring the updates provided by the government surrounding Covid . 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: www.gov.uk

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:

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

		<p>around the school.</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 should be encouraged to 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	<p>Windows will be opened wherever possible to ensure regular fresh air flow.</p>
4.	Monitoring temperature	<p>Temperature check will be taken if and when required. If a high temperature is recorded, the pupil will be taken to a separate medical room (Hammerton Suite).</p> <p>If necessary pupils will use a separate toilet if needed.</p> <p>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>

		Members of staff should keep 2m apart at all times if a child has symptoms.
5.	Education	Staff to teach the pupils on the importance of being hygienic using the government recommended materials (Ebug and PHE Resources) https://www.e-bug.eu/ https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public
6.	Parental Responsibility	Nothing more than normal personal hygiene and washing of clothes needed after a day at an educational setting. Pupils should wear school uniform as of 3rd September. PE should be brought to school on Mondays and returned home for weekly washing on Fridays. Zip up bags should be supplied by parents if pupils choose to take off masks.
7.	PPE	Pupils are not required to wear PPE (pupils can wear PPE if requested by parents).

		<p>Children should NOT touch the front of their masks.</p> <p>Zip up bags should be supplied by parents if pupils choose to take off masks.</p>
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Cleaning:

<u>Point</u>	<u>Objective: To deep clean the school on a daily basis.</u>	<u>Action</u>
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>Pupils will be provided with their own laptop to work from if possible.</p> <p>. Resources should be cleaned more frequently.</p>

3	Cleaning	School to be cleaned at the end of each day.
4.	Playtime Equipment	Staff will ensure this is cleaned at the end of the day.
5.	Staffroom	Staff to ensure they wash the items they use thoroughly and wipe down surfaces after use.
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

<u>Point</u>	<u>Objective: To ensure first aid is delivered safely to pupils.</u>	<u>Action</u>
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.	Monitoring temperature (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.
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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 will continue in hall or classrooms in order to remain socially distant.</p> <p>Regular opportunities for staff to feedback to SLT</p>
2.	Policy Review	<p>Review revised protocols from local authority and update safeguarding policy if necessary.</p>

Health and Safety

<u>1.</u>	Sanitisation	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.
<u>2.</u>	Waste Disposal	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. 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.