

Form: January 2021 Revision

**CORVEDALE CHURCH OF ENGLAND PRIMARY SCHOOL**

Work Activity Working in the Schools during Covid19 Pandemic

Workplace Corvedale C of E Primary School

Date of Assessment: 4<sup>th</sup> January 2021

Date for Re-assessment: Weekly or Upon new information.

Name of Assessor: Jonathan Brough  
Manager: Jonathan Brough/ Governing Body

Signature:  
Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

**B. Risk Matrix – This section is used for guidance to complete section C.**

**5 x 5 RISK ASSESSMENT MATRIX**

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

**PRIORITY OF ACTION**

**High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.

**Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

**Low 5 - 9** Adequate but look to improve by next review.

**Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Risks Considered:

What are the Hazards?	Who might be harmed and how the hazard could cause harm?	What are you already doing? (Existing Controls)	What further actions or considerations are <u>or</u> may be necessary?
<p>1</p> <p><b>Catching or spreading Coronavirus – General considerations</b></p>	<p>Staff, pupils parents, guardians</p>	<ul style="list-style-type: none"> <li>• Ensure suitable levels of staff are maintained</li> <li>• Ensure people who are ill stay at home – ensure that pupils, staff and other adults do not come into school if they have COVID-19 symptoms or have tested positive in the last 10 days, or who have someone in their household who does.</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or anosmia, they will be sent home and advised to follow: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>• The whole school will be considered as a singular bubble with ‘class bubbles’ within it.</li> <li>• Where practicable keeping a social distance of 1-2 metres within the building <i>See section 2 &amp; 3 below</i></li> <li>• Reduce contact between the amount of people and maintain social distancing (wherever possible) in line with current guidance.</li> <li>• Children and staff allocated to ‘<b>class-bubbles</b>’ – avoiding crossing between bubbles where physically possible – staggered break times etc</li> <li>• Children allocated to class ‘bubbles’ Y6 bubble, Y4/5 bubble, Y2/3 bubble &amp; YR/1 bubble</li> <li>• Each class-bubble has its own class base and allocation of outside area</li> <li>• Arranging classrooms with forward facing desks</li> <li>• Staff maintaining <b>distance from pupils</b> and other staff as much as possible – ideally 2 metres, whilst we recognise that this is not always possible</li> <li>• All staff will wear <b>face coverings</b> in classrooms and communal areas</li> <li>• Ensure robust hand and respiratory hygiene measures are in place – Regularly wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered - risk assess children who may not be able to perform this action independantly</li> </ul>	

- Sinks with anti-bac soap for **handwashing** in each classroom and good supply of paper towels.
- Hand sanitiser available in each classroom and at reception - Supervise hand sanitiser use given risks around ingestion.
- Support younger children and those with complex needs in following routines
- Ensuring good **respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach – provide adequate tissues, and double bagging of waste
- Additional support will be considered for any pupils with complex needs who may struggle to maintain as good respiratory hygiene as their peers (none at present).
- Be vigilant/supervision with pupils with coughs and sneezes. Gloves/masks to be worn if staff have to help.
- Ensure enhanced **cleaning arrangements** are in place – use standard cleaning products, such as detergents and bleach. Ensure products have a COSHH risk assessment.
- Ensure active engagement is made with the **NHS Test and Trace** process.

Keep **contact details** of all visitors, staff and pupils

School has been provided with a small number of home testing kits to give to symptomatic staff and pupils if they display symptoms at school

If someone tests positive, (even if they are asymptomatic) they should stay at home and follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

[https://www.shropshire.gov.uk/local\\_outbreak\\_plan](https://www.shropshire.gov.uk/local_outbreak_plan)

Guidance on shielding and protecting people who are clinically extremely vulnerable is available

Guidance for those who are clinically-vulnerable, including pregnant women is available

**Pregnant** members of Staff (NONE)

A separate pregnant member of staff risk assessment should be completed for all these staff.

			<ul style="list-style-type: none"><li>• Members of staff that are pregnant fall into the clinically vulnerable group identified by the NHS and schools should endeavour to support staff to work from home. Those who are pregnant are strongly advised to follow the social distancing guidance.</li><li>• However, if pregnant members of staff cannot work from home, they should be offered the safest available on-site roles and practise social distancing. Schools will need to undertake a specific risk assessment for pregnant staff and decide whether or not such staff can safely return to the workplace.</li><li>• The Royal College of Obstetricians &amp; Gynaecologists have produced <a href="#">guidance</a> which includes specific guidance for public facing roles. This advises that pregnant women who can work from home should do so. If they can't and work in a public-facing role it should be modified appropriately to minimise exposure. In particular, it places emphasis on employers undertaking a risk assessment, to determine whether women who are pregnant can continue working in public facing roles.</li><li>• The NHS have also provided guidance for pregnant women: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/</a> and <a href="https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/">https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/</a></li><li>• <b>Fire safety arrangements</b> including emergency evacuation routes to maintain social distancing wherever possible. see <i>section 13</i></li><li>• <b>School uniform</b> should be worn.</li><li>• We encourage that children change their clothing as soon as they get home and their uniform is washed frequently.</li><li>• Children will need water bottles, <del>sunhats and cream (although it would be better to apply 24 hour sun cream before coming to school)</del></li><li>• No personal items of stationery (e.g. pencil cases) or toys should be brought into school or shared within school</li></ul>	
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2	<b>Maintaining Social Distancing at School</b>	Staff including cleaning and catering staff, Pupils, Visitors. Contractors	<ul style="list-style-type: none"> <li>• Children allocated to ‘<b>class bubbles</b>’</li> <li>• Each bubble has own class base and allocation of outside area</li> <li>• Classrooms organised to maintain space between seats and desks where possible</li> <li>• Children will be provided with a set of personal equipment which will only be used by them. Sharing of personal equipment will be discouraged as much as possible.</li> <li>• <b>Staffroom</b> – maintaining social distance use every other seat if possible</li> <li>• All staff will wear <b>face coverings</b> in classrooms and communal areas such as staffroom</li> <li>• <b>Office</b> areas – restrict to head + administrator + 1 person in each office</li> <li>• Access to school &amp; grounds will be limited.</li> <li>• Main entrance porch – allow one person only, facemask. Essential visits to school office available mornings only, to prevent end of day congestion.</li> <li>• School will be open for 5 days each week Monday to Friday 8:45 - 3:15</li> <li>• <b>Car parking</b> at village hall</li> <li>• 8.45 doors open – encourage parents to arrive between 8.40 and 9.00, no arrival should be much before.</li> <li>• Buses &amp; pedestrians only on playground</li> <li>• School minibuses will be using their normal route via bottom gates. <b>School buses</b> to run as normal (plan for their arrival between 8.40 &amp; 8.50 and departure between 3.15 &amp; 3.25 – following their guidance.</li> <li>• On arrival children straight to classrooms via field gate</li> <li>• At end of day no bus queues – to be sent for from classes (see end of day organisation)</li> <li>• One parent/adult to accompany family of children from car to playground</li> <li>• One member of staff on duty at field gate</li> <li>• Parents should not wait/congregate on playground. If parents need to call at the school office, this is available to 9.30am and they may wait outside the porch until called in. One person at a time in the porch – facemasks to be worn by visitors to reception.</li> <li>• Coming into the building without an appointment is not allowed. <b>NO PARENTS WILL BE ALLOWED INSIDE THE SCHOOL BUILDING.</b></li> <li>• Children being dropped off at the Corvedale Centre for Children may be accompanied to their entrance by one adult.</li> </ul>	<p><i>Ongoing check &amp; update of signage.</i></p> <p><i>School evaluated as ‘whole school bubble’</i></p>
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			<ul style="list-style-type: none"> <li>• Parents walking to school with their children should leave and collect their child at the gate to the field</li> <li>• End of school day- one parent to wait on playground</li> <li>• Bus children will be called from each class and led out through main doors to appropriate buses.</li> <li>• Parents should wait on playground observe a safe distance.</li> <li>• Children called from each class, leaving by classroom fire exit door.</li> </ul>	
3	<b>Reduce mixing within education or childcare setting by:</b>	Staff, pupils,	<ul style="list-style-type: none"> <li>• Four classrooms in operation Class 1 (Reception &amp; Y1); Class 2 (Y2 &amp; Y3); Class 3 (Y4 &amp; Y5); Class 4 (Y6)</li> <li>• Children will enter &amp; leave each classroom from external fire doors and will only access the main corridor to access toilets/library/hall/cloakroom</li> <li>• Movement of children between classrooms will be prohibited</li> <li>• Ensure staff who need to move between classes, practise social distancing as much as practicably possible</li> <li>• Limit to two pupils entering each toilet at any one time and only those of the same bubble.</li> <li>• Only main toilets used not those shared with CCfC</li> <li>• Allocated outdoor space (back playground for C1/2; half of field/playground each for bubble)</li> <li>• Class 2 &amp; 4 will eat in classrooms and Class 1 &amp; 3 lunches will be served in hall – tables arranged to face one way and in 2 'sittings'</li> <li>• Poster prompts clearly displayed around school for additional support to follow these measures.</li> <li>• Water fountains are turned off – not to be used</li> </ul> <p><b>Use outside space:</b></p> <ul style="list-style-type: none"> <li>• Allocated outdoor space (back playground for C1 in addition to field/playground; section of field/playground each for C2, C3 &amp; C4)</li> <li>• Outdoor equipment – climbing frames &amp; sit-n- ride toys - should be cleaned between 'bubbles' of children using it, and multiple 'bubbles' will not use it simultaneously. See <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• Outdoor equipment – a box of colour coordinated playtime equipment is allocated for each class</li> </ul>	<p><i>All doors propped open where possible except internal fire doors.</i></p> <p><i>Toilets – 1 in 1 out – children wait outside the door 1m min distance.</i></p> <p><i>Minimising touching any door also open windows in classrooms better air flow through building.</i></p> <p><i>Lunch boxes kept in classrooms.</i></p> <p><i>Signs clear around school</i></p> <p><i>Outdoor equipment for each group.</i></p>

			<p><b>For shared rooms:</b></p> <ul style="list-style-type: none"> <li>• use of hall for PE activities – if minimum of 1m social distance is possible (see lunchtime arrangements)</li> <li>• Office areas – restrict to head + 1 person and administrator + 1 person in each office</li> <li>• Main entrance porch – allow only one person – with face mask.</li> <li>• Staffroom – maintaining social distance where possible – maximum of 6</li> <li>• Purple room – if minimum of 1m social distance is possible. Ensure ventilated where necessary.</li> <li>• Regular and thorough cleaning.</li> </ul> <p><b>Reduce the use of shared resources:</b></p> <ul style="list-style-type: none"> <li>• Limiting the amount of shared resources that are taken home and limited exchange of take-home resources between children and staff.</li> <li>• Shared materials and surfaces to be cleaned and disinfected more frequently.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the 'bubble': these should be cleaned regularly along with all frequently touched surfaces.</li> <li>• <i>Reading scheme</i> and <i>AR books</i> from the 'library' to be '<i>cleaned/left/stored for 3 days</i>' <i>before returning to shelves</i></li> <li>• Resources that are shared between classes, such as laptops and iPads, sports, art and science equipment, are to be cleaned frequently or rotated to allow them to be left unused or out of reach for a period of 48 hours (72 hours for plastics) between use by different 'bubbles'</li> </ul>	<p><i>Children choosing books, encourage not to touch, limit choice in library</i></p> <p><i>Homework</i></p>
4	<p><b>Managing Customers, Contractors and visitors</b></p>	<p>Staff including cleaning and catering staff, Pupils, Visitors. Contractors</p>	<p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>• Remote connection/working will be employed where this is an option.</li> <li>• Where site visits are required, site guidance on social distancing and hygiene will be explained to visitors on or before arrival. Hand sanitiser at reception for visitors.</li> <li>• Limit the number of visitors at any one time. Visitors restrict to out-of-hours when at all possible</li> <li>• Maintain a record of all visitors (including contact details) to support the NHS Test and Trace process.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Visitors will be entered into visitors book but will be asked to verbally consent for <i>JB</i> or administrator to sign in &amp; out on their behalf</li> </ul> <p><b>Governors, Customers and Visitors-</b></p> <ul style="list-style-type: none"> <li>• Governors visits out-of-hours where possible</li> <li>• Remote connection e.g. Zoom meetings</li> <li>• Clear guidance on social distancing and hygiene for people on arrival, through signage or visual aids and before arrival.</li> <li>• Visitors and contractors will only use main entrance for entry and exit to minimise contact with other people</li> <li>• Kitchen deliveries will use gate/kitchen back door</li> </ul>	
5	<b>Workplace and furniture contamination</b>	Staff including cleaning and catering staff, Pupils, Visitors, Contractors	<ul style="list-style-type: none"> <li>• Unnecessary items have been removed from classrooms and stored elsewhere within the building</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been put in to storage</li> <li>• Limiting or restricting use of high-touch items and equipment, class touchscreens only to be used by teacher (wiped 2x daily)</li> <li>• Photocopier - wipe after use</li> <li>• <b>Hygiene: handwashing, sanitation facilities and toilets</b></li> <li>• Signs and posters are on display by all sinks and around school to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency.</li> <li>• ensure that all adults and children: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>○ clean their hands on arrival, after breaks, before and after eating, and after sneezing or coughing</li> <li>○ are encouraged not to touch their mouth, eyes and nose</li> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• All sinks have supply of hand soap, hand sanitizer and paper towels</li> <li>• Cleaning for all busy areas daily</li> <li>• Waste bins in all rooms; lids propped open to avoid touching if appropriate</li> <li>• Rubbish bins collected and emptied daily and some 2x</li> <li>• follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	<p><i>Need to ensure each class has own boxes of tissues, soap, paper towel nd hand sanitizer etc.</i></p> <p><i>Monitor that we have enough soap/hand sanitizers/ papertowels/ tissues – daily check?</i></p>



			<ul style="list-style-type: none"> <li>• Surfaces that staff and children are touching, such as toys, books, desks, chairs, doors, handles, sinks, toilets, light switches, daily at the end of day</li> <li>• Children who have trouble cleaning their hands independently will be given help</li> <li>• Bins for tissues are emptied throughout the day</li> <li>• Where possible, all spaces should be well ventilated opening windows or skylights</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> </ul> <p><b>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</b></p> <ul style="list-style-type: none"> <li>• Goods and merchandise entering the school will be wiped down with anti-bacterial wipes/spray as soon as possible after delivery, or left for 72 hours prior to dissemination.</li> </ul>	
6	<p><b>Use of Personal protective equipment (PPE) and face coverings in School settings against COVID -19</b></p>	<p>Staff including cleaning and catering staff, pupils, Visitors. contractors</p>	<ul style="list-style-type: none"> <li>• All staff will wear <b>face coverings</b> in classrooms and communal areas</li> <li>• Children and staff may arrive at school wearing a face covering.</li> <li>• Instruct pupils / staff not to touch the front of their face covering during use or removal</li> <li>• Wash hands immediately on arrival (as is always the case) pupils to use sanitiser stationed at fire doors when entering the classroom.</li> <li>• Dispose of temporary face coverings in a covered (lidded) bin or place reusable coverings in a plastic bag, they can take home with them</li> <li>• Wash hands again</li> <li>• <b>PPE is only needed if:</b></li> </ul> <p>Anyone with symptoms will be isolated and sent home immediately. becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult.</p> <p>If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p><i>Make sure this message is clear to all.</i></p>

			<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain social distancing.</p> <p>PPE is only needed in a very small number of cases including:</p> <p>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p>	
7	<b>Catering facilities</b>		<ul style="list-style-type: none"> <li>• Cooked school lunches available</li> <li>• School kitchen must comply with the guidance for food businesses on coronavirus (COVID-19)</li> <li>• HM to work alone in school kitchen</li> <li>• Lunchtime Supervisors and/or lunch staff to use single use disposable aprons</li> <li>• HM to wear face visor when serving.</li> <li>• Serve in hall as normal, food to be eaten in classrooms for Class 2 &amp; 4, in hall for Class 1 &amp; 3 tables set so children face one-way and not mixed and in two 'sittings'.</li> <li>• Only one 'class' at a time in hall to collect meals</li> <li>• Cutlery prepared on tables</li> <li>• No drinks will be served; children will have their own water bottles</li> <li>• Collection point for empties for C1/2 in corridor by library - MH to collect when all returned using the stainless steel trolley to return to kitchen</li> <li>• All cutlery and plates will be cleaned in dishwasher after use</li> <li>• Packed lunches to be eaten within classrooms (C2/4)</li> </ul>	
8	<b>First Aid</b>		<ul style="list-style-type: none"> <li>• First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19.</li> <li>• KP is school main first aider.</li> <li>• The majority of staff have had first aid training including paediatric first aid within the past 4 years. David Preece (SC) confirmed as scheduled paediatric first aid course was cancelled, first aiders remain valid to March 2021.</li> </ul>	
9	<b>Accidents\ incidents</b>		<ul style="list-style-type: none"> <li>• Normal reporting to various parties e.g. Reporting to Governors / Trustees / Local Authority.</li> <li>• Reporting of COVID-19 cases to Health &amp; Safety Team. (RIDDOR 2013 requirements for HSE reporting)</li> <li>• Consider looking at high risk activities to minimise the potential for accidents and the need for staff to assist children</li> </ul>	

10	<p><b>Emotional distress of the staff - including anxiety</b></p> <p><b>Emotional distress of the pupils</b></p>		<ul style="list-style-type: none"> <li>• Headteacher or at least one senior member of staff on site every day for staff to share concerns with</li> <li>• Governors in regular communication to share concerns with</li> <li>• Staff to be included with the decision making and risk assessments.</li> <li>• Staff grouped in pairs allocated 'bubble'.</li> <li>• Pupils to be supported by staff</li> <li>• If a child is in need of comfort, social distancing protocol will be broken if appropriate</li> <li>• SEN pupils – individual RA &amp; support plans to be put in place if required</li> </ul>	<p><i>Have details of counselling available e'g NOSS</i></p>
11	<p><b>Transport arrangements</b></p>	<p>All</p>	<p><b>Staff, parents and children:</b></p> <ul style="list-style-type: none"> <li>• encourage parents and children to walk or cycle to school where possible</li> </ul> <p>See section 2 for arrival/pickup procedures</p> <p><b>Local authorities transport providers</b> will be used and will follow the guidelines from LA</p> <p><b>Receiving deliveries of goods:</b></p> <ul style="list-style-type: none"> <li>• Minimise unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking</li> <li>• Where possible, orders of larger quantities of inbound materials less often to reduce deliveries</li> <li>• Encourage delivery staff to remain outside the school building where this does not compromise their safety and existing safe working practice</li> <li>• Cleaning procedures for equipment.</li> <li>• Hand sanitiser for employees to use handling deliveries when handwashing is not practical</li> <li>• Regular cleaning of reusable delivery boxes</li> <li>• Spray external packaging with anti-bac spray before handling, leave for 48 hours before handling if possible</li> </ul>	

12	<b>Use of Car park for cars, and other forms of transport</b>	All	<ul style="list-style-type: none"> <li>• Car parking/spacing of cars for staff</li> <li>• Staff to be aware of social distance if other people on car park at same time</li> </ul>	
13	<b>Other consideration e.g. building related hazards -e.g. fire safety management, building evacuation, equipment checks etc.</b>		<p>Please see appendix A a separate risk assessment for Premise building related issues for inspections, maintenance checks etc. required.</p> <p>Fire Risk Assessment reviewed in light of the control measures implemented due to staff shortage, alterations of evacuation routes, different exits used to maintain social distancing.</p> <p>It is anticipated that evacuation can take place as 'normal' no changes required</p>	

#### **D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- All staff to be given sufficient information/training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

#### **Communication to all parties is essential:**

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)

- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow