

## **Risk Assessment completed by Louise Leader**

**Date of Risk Assessment: updated 5 November 2020 (V4)**

**Description of activity being risk assessed: PLC operation from September 2020 in response to Coronavirus.**

This risk assessment has been developed to support Pathways Learning Centre (PLC) in implementing government guidance for the reopening of schools September 2020. The latest guidance is available here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#process-in-the-event-of-local-outbreaks>

This risk assessment also reflects government guidance regarding the 'Tiers of national restriction for education...' and recognises that as an Alternative Provision (AP) / specialist setting, PLC will remain open at all times, unless specifically guided otherwise by the government or local authority. Guidance regarding the tiers of national restriction can be found in Annex 3 of this document: <https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction>

This risk assessment will continue to be reviewed in response to any updated government or local authority guidance.

There is general reference throughout this risk assessment related to the **wearing of face coverings**. We will continue to monitor available guidance regarding this matter, but for now, we are following the guidance issued by the World Health Organisation (WHO) <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> and by the UK government on **26 August 2020**: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> which states:

*"children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area."*

As there is not currently widespread transmission in the area, we will not be enforcing a 'wearing of masks' protocol at PLC.

### **Mitigating risks in schools:**

This risk assessment is based upon the guidance and control measures outlined in the documents referred to above. This states that if schools follow the control measures as set out, they can be "confident that they are managing risk effectively".

**Updated information, advice and guidance for schools from 5<sup>th</sup> November 2020 has been considered . The document can be found here: <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>**

**Risk mitigation – It is impossible to mitigate this risk entirely but the following risk reduction measures MUST be followed:**

### **Systems of controls - Prevention and Response to infection (as outlined in guidance above)**

#### **Prevention**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

#### **Response to any infection**

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

The measures identified to mitigate against the systems of control outlined above are highlighted in the columns labelled 'prevention' and 'response' in the table below:

Reduction measure	What needs to be done?	What further action is necessary?	Action / monitored by	Prevention ref.	Response ref.
Minimising contact and increasing social distancing	<p>All staff and pupils' needs assessed in line with latest government guidance. Individual risk assessments will be carried out for individuals who are 'clinically extremely vulnerable' and 'clinically vulnerable' groups as relevant, based on local and national restrictions at any given time.</p> <p>This includes those still shielding, vulnerable, pregnant, BAME etc.</p> <p>Follow the latest guidance for vulnerable staff</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>	<p>Keep up to date with the latest government guidance regarding restrictions on vulnerable groups.</p> <p>Keep under review.</p> <p><b>Staff risk assessments – Nov 2020</b></p> <p>Staff previously identified as clinically extremely vulnerable or extremely vulnerable, will be requested to bring to our attention any information that requires them to isolate under the latest government guidance / restrictions. Those not asked to isolate, will be asked if there are any changes from their previous risk assessment that require updating.</p> <p><b>Students risk assessment :</b></p> <p>As an AP setting we will remain open. However, risk assessments need to be completed / updated for any student who is still deemed to be clinical extremely vulnerable.</p> <p>For students who require any reasonable adjustments including those with EHCPs or known to social care, we will complete a South Glos LA 'Communicate – Record – Monitor' form</p>	Head	1	8/9/10

		outlining the reasonable adjustments. These will be completed and shared with parents.			
	<p><b>Social distancing</b> must be followed during entry to the school, throughout the school building and students supervised as much as possible by all staff.</p> <p><b>Consider activities where social distancing is not possible. 1m+</b></p> <p><b>Staff must also maintain social distancing where ever possible, even in bubbles.</b> Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others</p> <p><b>Staff working from home:</b></p> <p>We will continue to follow latest guidance regarding staff working from home. As schools have been directed to remain open, and as an AP / specialist setting PLC we will remain open during all tiers of restriction. This means balancing the requirement of safe working practices against operational effectiveness to support our 'open status'.</p> <p>Tiers of restriction:</p> <p>We have reviewed the guidance in relation to the '4 tiers of restriction'. The guidance clearly states that AP/specialist settings will remain open throughout all tiers.</p>	<p>Distance markers are in place through the school.</p> <p>Signage in place.</p> <p>Bubbles now in place (sept 2020)</p> <p>Risk mitigation measures contained within the documents remain under regular review to protect staff and students. When and where necessary, or as guidance dictates, we will review the requirement for staff to work on site, or work from home.</p> <p>See also Tier of restriction guidance document</p> <p>See also the PLC Contingency Planning Document for procedure related to any future isolation / closure for students or staff.</p>	ALL	6	8/9/10
	<p><b>Group 'bubbles'</b> from Sept 2020</p> <p>All students and staff are allocated a 'bubble' and are asked to minimise any contact with others outside of that bubble at all times.</p>	<p>See operational guidance section below</p> <p>Staff who are in the 'PLC wide bubble' receive additional guidance and regular reminders regarding movement around the building.</p>	SLT	1,6	8/9/10

Off site tuition	Students with medical / other needs who require educational provision at home / or off site, will be able to continue to receive their educational provision when certain risk assessment criteria are met.	<p>Criteria required to ensure home tuition / off site provision can continue:</p> <ul style="list-style-type: none"> <li>• CYP can only receive education at home or at the designated location and they are unable to receive the educational input using alternative means. eg. Their SEND needs restrict their ability to access learning on line.</li> <li>• Where the above condition is met, tutors must only enter the house when the risk assessment confirms:</li> <li>• They are able to maintain social distance during the session. Masks will be worn by all in the house. The session lasts no longer than 45 minutes. Rooms will be ventilated wherever possible. Hand sanitizer will be used at the start and end of the session.</li> <li>• If the transport of CYP is required, the CYP must sit in the back of the vehicle, wearing masks throughout the journey.</li> </ul>			
Face coverings	<p>We will follow latest guidance, as it becomes available, on the use of face coverings. We have risk assessed our setting and due to the low numbers of staff and students moving around the building at any given time, we have decided that face coverings do not currently need to be worn.</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p>	<p>We will keep this under review. Staff and students are reassured that they are able to wear face coverings if they wish.</p> <p>Face covering supplies will be monitored to ensure supply.</p> <p>We will provide information to staff and pupils on the safe wearing and removal of face coverings.</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-wear-one">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-wear-one</a></p>	Head	2	

	<p>Face coverings for those who need them as part of PPE protocols are available throughout the school.</p> <p>Face coverings – Nov 2020 update</p> <p>In early years settings, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p>	<p><u>to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</u></p> <p>From 5<sup>th</sup> Nov we will request all staff to wear masks around all communal and busy areas of the school and will encourage students to do the same. Students will not be required to wear masks in their classroom, unless the classroom is particularly small and has reduced risk reduction measures in place. Eg. It is not possible to ventilate the room.</p> <p>We will continue to work with parents of any students refusing to wear masks.</p>			
Preventing reducing spread of Covid 19	<p><b>Parents/carers, staff reminded that pupils must not come to PLC if they are showing any C19 symptoms.</b></p> <p>Parents/carers will be asked to check temperature (if possible) and to wash hands before leaving for school.</p> <p>Send parents updated guidance information and share on PLC website</p> <p><u>'Is my child too ill for school'</u></p>	<p>Regular reminders / text to parents etc</p> <p>Staff briefings</p>	SLT	1 / 6	8/9/10

	<p><b>Parents and visitors</b> will be asked to stay away from PLC as much as possible or outside of the building whenever possible and any issues to be communicated by email or telephone.</p>	PLC Email and telephone details to be shared with parents/carers	SLT	1/6	8/9/10
	<p><b>Car park and arrival / departure</b></p> <p>Staff asked to be alert on arrival and departure and maintain social distancing with others.</p> <p>Students arriving by car / taxi will be supervised on arrival /departure to ensure appropriate spacing, basic checks and reminders are in place.</p> <p>Staff access through the main entrance only</p> <p>Students must use their designated entrance / exit</p> <p>Frome - Frome external entrance</p> <p>Cotswold – Front student entrance</p> <p>Primary - Main entrance and across the quad.</p>	<p>Transport reminder to taxi companies, NOT to let students out of taxi until indicated by duty staff</p> <p>Taxi's monitored to ensure space where possible and / or the use of masks where space is not possible.</p>	SLT	1/6	
	<p><b>Reception area and deliveries</b></p> <p>Not sitting / drop off in the waiting area</p> <p>Visitors reporting to reception may be asked to wait outside, or in the quad if the person they have come to see is not available immediately.</p> <p>Glass reception front will be kept closed at all times.</p> <p>Visitors asked to stand 1m back from the desk to ensure 2m distance is maintained.</p> <p>Visitors will be signed in by reception staff and provided with temporary ID sticker.</p>	<p>Parents / agencies / mentors etc informed of arrangements</p> <p>Signage in place</p> <p>Temporary visitor stickers sourced</p> <p><b>NHS Track and Trace QR code on display in reception</b></p>	<p>SBM</p> <p>Site Manager</p>	1.2.6.	

	<p>All visitors must wear face coverings in the building at all times</p> <p>Visitor lanyards will not be used.</p> <p>Parcels /deliveries etc will be left on the floor in an agreed area of reception and collected by site staff asap.</p> <p>Parcels to be wiped over by site staff before distribution.</p>				
<b>Signage</b> and information communications	<p>Effective signage in place throughout PLC to include:</p> <p>Wash hands on entry</p> <p>Maximum persons on front of each door</p> <p>Wash hands posters in each classroom and offices</p> <p>DO not use (as appropriate)</p> <p>Wipe before and after use signs (as appropriate) eg. Surfaces / tables / microwave / toaster etc</p> <p>Social distance posters in all corridors and on main doors</p> <p>Hands Face Space promotion</p>	<p>Parents / students and staff briefed and reminded regularly.</p> <p>Maximum occupancy signs to remain in place based on 2m social distancing, but staff/students informed that there may be some flexibility with room occupancy numbers. eg. Groups in bubbles may not be able to maintain 2m's in classrooms at all times.</p> <p>Latest government, LA and / or PHE HPT information shared as appropriate.</p>	SBM	1.2.3.4.5.6	
Suspected or confirmed cases	<p>The PHE SW HPT guidance and the South Glos response to suspected / confirmed cases documents (currently V5 and V6 respectively) MUST be followed. This includes logging cases with Public Health South Glos each day where required.</p> <p>Monitor the number of suspected cases, with accurate dates and related information, to support information sharing and track and trace processes should any case become confirmed.</p>	<p>Ensure awareness and information sharing of any updated versions as they become available.</p> <p>Maintain an internal Covid tracker for suspected or confirmed cases, to include:</p> <p>Name / Self / household suspected / symptoms / onset date / test date / test result date / test outcomes / return to PLC date / date reported to PH South Glos and / or DfE / PHT as appropriate.</p>	LL / ME	1/3/4/5/6/7	8/9/10



	<p>Utilise PLC timetable to support internal track and trace processes should a confirmed case occur.</p> <p>Staff and parents, on behalf of pupils, are required to share evidence of any test results.</p>	<p>Additional information to be logged. eg Discussion outcome with DfE or PHE HPT for confirmed cases.</p> <p>Use the latest version of the South Glos Covid 19 reporting process guidance, currently V8 including the new email address for reporting</p> <p><u>ey-</u> <u><a href="mailto:schoolscovidincidents@southglos.gov.uk">schoolscovidincidents@southglos.gov.uk</a></u></p>			
	<p><b>Bubble /s isolation / closure</b></p> <p>See PLC Contingency Planning Document from Sept 2020 in the event if any requirement to send students / staff home to isolate as a result of a confirmed case/s. OR as a result of direction from the LA, HPT or future government decisions.</p> <p>Avoid the use of agency staff to cover staff absence where possible, particularly during higher local / national restrictions.</p>	<p>Use the latest version of the South Glos Covid 19 reporting process guidance, currently V8 including the new email address for reporting</p> <p><u>ey-</u> <u><a href="mailto:schoolscovidincidents@southglos.gov.uk">schoolscovidincidents@southglos.gov.uk</a></u></p>	Head	3/4/5/6	8/9/10
<b>Becoming ill at PLC</b>	<p><b>Becoming ill in PLC</b></p> <p>Anyone who shows symptoms in school will be asked to move to an isolated area/room.</p> <p>PHE SW HPT guidance will be followed as outlined above.</p>	<p>Due to room shortages as all pupils return full time, the Head's office will now be used as the isolation room if required.</p>	SLT	1/6/7	8/9/10
	<p>First aiders supporting any medical incident including Covid 19 symptoms MUST use PPE. (See specific PPE guidance section)</p>	<p>Specific PPE guidance available</p>	SLT	7	8/9/10
	<p>If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom</p>	<p>Ensure process is in place for cleaning promptly after use and before next usage.</p>	SBM / site manager	1/6	8/9/10

	to be cleaned before further use. (Reception access toilet)	Including use of 'fogger'.			
	Symptomatic person/pupil to leave by the nearest external door  Ensure route to exit is as clear as possible before leaving	Staff supervision for handover to parents.  Ensure cleaning of room occurs following departure  Info sheet prepared to hand to parents to remind them of the isolation protocols.	SLT	1/6/7	8/9/10
	First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE. Staff should wash hands after dealing with pupil and complete any accident forms as usual		SBM	7	
	Provision of first aid  As much as possible reduce the amount of medication administered	Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when in usual manner.  Staff to wash hands after each pupil	RK	1/6/7	
<b>Potential Contamination / Cleaning routines</b>	Deep clean areas using the 'fogger' and cleaning routines in any area contacted by suspected/confirmed case	Ensure person/s using fogger is wearing appropriate PPE including heavy duty mask	Site manager	1,5,6	8/9/10
	Regular daily and ongoing cleaning routine established to include:  3x daily high use areas  Toilet flushes / handle	Additional kitchen cleaning routines in place from Sept 2020. eg. Specific disk washer protocols, food distribution protocols.	Site manager	4,5	

	<p>Taps</p> <p>Hand wash / refill</p> <p>Door handles / push pull</p> <p>Bins in communal areas</p> <p>Hand sanitizers</p> <p>Tissues</p>	<p>Employed a contract 'cleaner' 9.00 – 13.00 daily to carry out repetitive cleaning routines around to site.</p> <p>Main kitchen area now limited to Cotswold staff and admin corridor staff. (Other units have access to their own kitchen areas)</p>			
	<p>Cleaning staff have been made aware (either by contractor or school) of the levels of cleaning required in each area and provided with PPE for each area.</p>	<p>PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste</p> <p>Cleaning staff also required to wear masks during their duties, even after school hours when pupils have left, but staff remain in the building.</p>	<p>Site manager</p>	<p>4/5/6</p>	
<p><b>Hand and respiratory hygiene</b></p>	<p>Everyone <b>entering PLC</b> will be asked to wash hands on entry and regularly throughout the day. Use hand sanitizer when it is not possible to wash hands.</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and activities</li> <li>• before food preparation</li> <li>• before and after eating any food</li> <li>• before leaving school</li> <li>• after sneezing/coughing</li> <li>• after cleaning routines</li> </ul>	<p>Ensure good supply of hand sanitizer, soap and paper towels available every day</p> <p>Ensure staff are aware of safety data sheets</p> <p>Ensure that supplies are topped up daily at entrance and exit points from the school</p> <p>Supervision by staff to ensure safe use of sanitizers</p>	<p>ALL</p> <p>Site manager for supply of resources</p>	<p>3/4</p>	

	Providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing. Obtain the safety data sheet for the product(s) from suppliers. They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.	Most hand sanitizer products contain a high volume of alcohol, which is the reason for hand sanitizer fire concerns. Alcohol based hand sanitizers should be stored away from all heat and ignition sources, including (but not limited to) sparks, open flames, any type of electrical outlet, switches or equipment, and extreme heat. Caution should also be used when hand sanitizer has been used and individuals may come into contact with heat/hot surfaces etc.	Site manager	3/4	
	Students and staff reminded to use tissues provided to catch coughs and sneezes and dispose of tissues  Elbow sneeze if tissue not available  Wash hands or hand sanitizer after	Regular reminders to children. Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (catch it bin it kill it)  Hands, Face, Space promoted by all staff	SLT	3/4	
<b>General operational risks</b>	<b>SEND pupil needs</b>  Risk assessments are in place for individual pupils where individual needs and / or behaviours may interfere with social distancing and other Covid requirements to keep students and staff safe.	Regular reviews as required by SENCO/one to one TA particularly if issues with biting/spitting  For students who require any reasonable adjustments including those with EHCPs or known to social care, we will complete a South Glos LA 'Communicate – Record – Monitor' form outlining the reasonable adjustments. These will be completed and shared with parents.	SENCO	6	
	<b>Communal areas</b>  Staff and students must follow clear guidance regarding communal areas. Communal areas include:	See specific details for each area below	Head	2/3/4/5/6	

	Kitchen Hall Staff room MUGA Sensory garden Outside gym (only to be used as part of controlled 'external exercise' sessions using appropriate before and after use cleaning protocols)				
	<b>Non communal areas</b> Some rooms will no longer be general access / general use, including: Reception office Admin office Conference room SBM General Offices (Max occupancy must be followed) Specialist corridor rooms Quad (Primary only)	PLC full bubble staff – further communications regarding limiting movement as much as possible around the building.  Ventilation – see classrooms below	Head	2/3/4/5/6	
	<b>Classrooms</b> Classrooms have been risk assessed to establish a maximum safe room occupancy. Each classroom has a maximum occupancy poster on the door (specifically identifying 2m requirements). Individual student desk placed 2m apart, or as guidance stipulates	Numbers may increase / decrease in line with latest guidance on social distancing and working in 'bubbles'.  From Sept 2020 bubbles have increased in size to provision areas. Pupils will be able to move between classrooms within their bubble, or specialist corridor as directed by staff. Guidance regarding movement will be subject to change.	Head	3/4/5/6	

	<p>Supply of anti-viral spray / wipes / hand sanitizer in every classroom. <b>Stored out of reach of younger students. (or those who may be tempted to 'play' with spray bottles)</b></p> <p>Swing bins provided for each classroom</p> <p><b>Each group 'bubble' will stay in their designated zone for as many lessons as possible.</b></p> <p>Each work station has a designated kit of basic equipment needed for lessons</p> <p><del>Students will have their own named exercise books and reading books in a tray on their allocated desk</del></p> <p><b>From Sept 2020 resources are available to share within bubbles, but regular cleaning is encouraged.</b></p> <p>Lunches will also be eaten within the allocated <b>zone</b></p> <p>Exercise will be taken with the group 'bubble'</p> <p>Students will be encouraged to help wipe down their desk space using the wipes provided in each classroom at the start and end of each day</p>	<p><b>Nov 5 2020 update – Ventilation –</b></p> <p>Speak to South Glos HSE to discuss ventilation restriction as a result of the building design.</p> <p>LL – discussion 6.11.20. – HSE confirmed ventilation limitations were unavoidable due to building design and operational requirements.</p> <p>Rooms will be ventilated / air changed as frequently as reasonably possible. Eg. Lunch time / end of session / day etc.</p> <p><b>Rooms without natural ventilation :</b> Maximum room occupancy maintaining social distancing must be followed. Mask must also be worn by occupants.</p> <p>le. ICT room and DHTs office's.</p>			
	<p><b>Specialist rooms</b></p> <p>Only accessible to identified staff where teaching sessions are identified on the TT or where sessions have been agreed.</p> <p>Kitchen – Jo Metcalf, Maria Veale, Andy Brown, Mandy Crew.</p> <p>Science – Connie Coppin / Janice Stockholm</p> <p>DT – Louise Marsh / Abi Hancock / Alan Cabey (Wed)</p> <p>ICT* – Michelle Skelton / Abi Hancock / Simon Thomas</p> <p>Art 1 – Sam Williams</p> <p>Art 2 – Nina Stevenson</p>	<p><b>All shared rooms and areas will be cleaned and fogged daily as required, in addition to enhanced cleaning practices.</b></p> <p><b>Specialist rooms used by more than 1one bubble area, will be fogged at break and lunch time.</b></p> <p><b>Ventilation – see classroom above</b></p>	Head	3/4/5/6	

	<p>Numbers to be strictly adhered to and all cleaning protocol carefully followed.</p> <p>*ICT room size limitations – <a href="#">alternative room</a> used for group where possible.</p> <p>Students unable to follow the guidance will not be able to join activities.</p> <p>Practical sessions may not be able to run if staff availability is limited, or may have to be significantly reduced / adjusted to meet guidance thresholds.</p> <p><a href="#">The use of an anti viral ‘fogger’ will be used in multi use rooms which are accessed by adults and pupils from more than one bubble during the day.</a></p>		Site manager		
	<p><b>Access to toilets</b></p> <p>Stagger the use of toilets and use toilets in designated areas only</p> <p>Operate a 1 in 1 out procedure where space is limited</p>		All	<a href="#">5/6</a>	
	<p><b>Break and lunch time arrangements for students</b></p> <p>Permission to go beyond the PLC boundary will be given with due consideration to latest guidance eg. <a href="#">Rule of 6.</a></p> <p>Students can use their allocated external area.</p> <p>Primary – Quad only</p> <p>Frome - Frome area &amp; MUGA*</p> <p>Cotswold – external area to Cotswold &amp; MUGA*</p> <p>Lunch time meals will be delivered to <a href="#">zones</a> and walks beyond the PLC boundary must only be with persons in their bubble and still maintaining social distancing.</p>		SLT/ELT	<a href="#">5/6</a>	

	*MUGA used at designated times only and 'MUGA use' followed.				
	<b>Meetings</b> There will be no on site meetings with parents / agencies. All meetings will be conducted over the phone or via Teams or other virtual platform.		Head	1/2/5/6	
Specific room requirements	<b>MUGA use</b> Only with members of your bubble and allocated staff Social distancing maintained throughout Only socially distanced appropriate activities Eg. Football / basketball (allocated group) Hands washed before and after use Teacher to wipe down gate handle before / after use	MUGA use for emergency evacuation procedures has been divided in to two ZONES. See fire evacuation guidance below.	ALL	6	
	<b>Staff Kitchen use</b> Maximum 2 persons Absolutely no students Staff distributing food to students must wear gloves (See PPE section) Food preparation minimal in the kitchen Food distribution for students only. Eg sandwiches / baguettes / hot meals in disposable foil containers / rice / pasta pots requiring boiling water only. No items of any description left out No access to 'shared tea fund' resources. Milk only. Milk carton to be wiped before and after each use.	Staff reminded to follow these restrictions carefully.  Staff reminded to give priority to student lunch distribution between 12.15 – 12.30 and to only use the kitchen between 12.15 and 13.00 if this is their actual allocated lunch break.	Head / ALL	3/4/5/6	



	<p>Minimum storage of staff lunches in fridges which will be emptied daily</p> <p>No shared cutlery</p> <p>Staff to bring own set and take home daily</p> <p>Wooden / disposable cutlery will be provided for students only</p>				
	<p><b>Staff breaks</b></p> <p>Please bring own cutlery and food that requires minimal preparation / cool storage where possible</p> <p>Please keep own supply of tea and coffee</p> <p>Please take single mug for own use, label and clean and store yourself</p> <p>Stagger staff breaks -these will be rota if required</p> <p>No access to the kitchen between 12.15 – 13.00 when students are at lunch*</p> <p>*unless this is your specific allocated lunch break on the TT.</p> <p>Please use outside spaces wherever possible and maintain social distancing</p> <p>Use of cars / walks off site during breaks etc are fine, whilst maintaining social distancing</p> <p>Please avoid use of staff room for breaks where other options are available.</p>	<p>From Sept 2020 the staff room is no longer available as it is being used as a staff work space for home tuition and other staff who do not have alternative areas.</p> <p>Remind staff that the staff room must not be used to congregate. Collecting items from lockers/photocopiers is permitted, but not to linger unless working at one of the designated seating areas available.</p>	Head / ALL	3/4/5/6	
	<p><b>Fire evacuation</b></p> <p>Follow the same evacuation procedures as usual but <b>if the alarm sounds in your fire zone, Fire marshals must clarify next steps with DFO.</b> If</p>	<p>From September 2020 slightly amended evacuation protocol in place. Update and share info with staff regularly.</p>	HEAD / SBM	6	

	<p>requested to <b>'leave the building'</b> go to the following locations :</p> <p>Primary: Go to primary external area</p> <p>Frome: Go to Frome external area</p> <p>Cotswold : Go to MUGA <b>Zone A</b></p> <p>Office : Go to car park / bins area</p> <p>Specialist corridor : Go to MUGA <b>Zone B</b></p> <p>Each area has been marked with a socially distancing mark. <b>Each person must stand on a mark.</b></p>	MUGA now split into two ZONES to support this process.			
General site management	<p><b>Premises plant and equipment</b></p> <p>All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should.</p> <p>Sept 2020+ - all maintenance checks to be carried out, outside of pupil hours where ever possible.</p>	<p><b>Contractors access</b></p> <p>Limit all contractor access to emergencies only and where possible arrange for work to be carried out when students have left the building</p>	SBM / Site Manager	1/2/5/6	

Updated: Louise Leader June 2020 /Sept 2020 / Nov 2020