

September COVID 19 Risk Assessment – Primrose Hill Primary School

Camden Health & Safety Service

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DOCUMENT TITLE	Covid-19 Pandemic Re-Opening Risk Assessment (Read alongside Re-opening plan & movement/transition timetable) NB visuals inc. for illustrative purposes but may not be current/accurate - see original documents links embedded	Persons involved in completing this assessment	School Business Manager, SLT inc. Inclusion Team, All staff, Governing Board, Union Reps	
National Guidance & Documentation	<p>Latest Guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Previous Guidance Safe working in education, childcare and children's social care, DfE: 14 May 2020 Actions for schools during the coronavirus outbreak, DfE 18 May 2020 Actions for educational and childcare settings to prepare for wider opening from 1 June 2020, DfE: 12 May 2020 Coronavirus (COVID-19): guidance for educational settings, DfE: 18 May 2020 Managing school premises during the coronavirus outbreak, DfE: 18 May 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings, DfE: 12 May 2020 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings NEU Checklist link Unison letter link PHE COVID-19: infection prevention and control (IPC) PHE COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable PHE COVID-19: guidance for households with possible coronavirus infection PHE COVID-19: guidance for food businesses 18 May 2020 PHE https://www.hse.gov.uk/construction/lwit/assets/downloads/hierarchy-risk-controls.pdf RISK BALANCE SHEET PHE COVID-19: guidance for first responders</p>	Review Procedure	<ul style="list-style-type: none"> • Daily checks/reporting from all staff to SLT • RA in shared area for staff for ongoing review & rf • Individualised RAs offered on request) • Draft RA submitted to GB • SLT e review dates fortnightly • Review by NEU/Unison/Camden H&S tbc • Feedback to Unison if required • Feedback to NEU 17/07/20 https://docs.google.com/document/d/1Zocn6jVDcxwFQLvhX8XjDGxnHi4B5OGUabsk8RUMvSY/edit • Staff presentation (dates), parent presentation (20/07/20 and Sept 2020 RA to be published on website July 2020 Robin to share again with staff before summer hols to allow all sufficient time to contribute <p>School Opening Doc: June https://docs.google.com/presentation/d/1GWQh7S39PfbwsHtlcjhD7aQZc_111VhWYbUoIN5DZgM/edit?usp=sharing</p> <p>School Opening Doc: September https://docs.google.com/presentation/d/1NkXv80_aeTRphZs8l2dliiO1TkF2KOgOcWmX1aUsg/edit?usp=sharing</p>	

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Date of completion	09/09/2020			Review date 1	20/07/20		Review date 2	05/09/20		Review date 3	
List the hazards below	Uncontrolled Risk		Measures taken to minimise risk	Review / Monitoring & actions/communications outstanding			Controlled Risk			By who? By when?	Weekly Review Comments SLT
	H	M		L	H	M	L				
1. Opening & prepping the site DAILY	✓		<ul style="list-style-type: none"> Member of SLT opens the site at 7am. SLT will unlock the back door and front pedestrian door. SSO to socially distance himself from all members of the public during journey inc. advised to keep away from shops while going to and from work SSO 1 (Humphrey) arrives at 7:30am and sanitizes (see key areas below) as soon as he enters the site SSO will ventilate key classrooms SSO cleans all touchable items & ventilates school on arrival (windows and doors open) before staff enter the site. Disposable/ washing up gloves and apron to be worn. Key areas/ rooms to focus on; 	SLT Invite staff to identify high use areas/ cleaning hot spots in weekly briefing & add to rota as necessary SSO Maintain any actions from individualised risk assessments for vulnerable staff or pupils as directed SSO Daily Feedback (with this checklist) to Ilirjana / SBM every week. Any					SSO Daily	SLT to only open up only. SSO to ventilate on arrival.	

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			<ul style="list-style-type: none"> - Door handles/ buttons/ buzzers - sanitizer pumps - handrails - telephones - keyboards - computer mouse - dining tables & counter - office counter top - All classrooms in use - Sports Hall/ Dining Hall ● Check stock of sanitiser/ tissues/ cleaning materials & make note with Ilirjana / SBM ● Check signage and displays are in order 	<p>concerns MUST be reported to a member of SLT ASAP Checklist of SSO activity prior to opening in place</p> <p>Cleaning issues to be reported to SBM/SLT/SSO ASAP</p>				
2.Hygiene & Handwashing Facilities and Resources			<p>See Site Maps in <i>Protocols and Planning</i> for whole school sanitisation points, toilet/wash facilities, assigned toilet/wash facilities for clinically vulnerable adults/children & specified groups.</p> <p>STANDARD STOCK CHECK (see table below for details/amounts etc.)</p> <ul style="list-style-type: none"> ● CLASSROOMS, ADMIN OFFICE, STAFF ROOM Pedal bin Dispenser: Hand Sanitiser and paper towel COVID BOX: antibacterial wipes for PC & phone, surface disinfectant, 4 x boxes of facial tissues, 20 pairs of gloves, 20 face masks, 1 400ml bottle of hand sanitiser gel, 1 bottle of antibacterial hand wash, 5 yellow clinical waste bags, 20 disposable plastic aprons sponge, mop, running water ● TOILETS & WASHROOM ALLOCATION Pedal bin, hand towels, soap, hot water ● OFFICE SPACES Pedal bin, antibacterial wipes for PC & phone, surface disinfectant, hand towels and dispenser, sanitiser and dispenser, wash cloth ● DINING HALL & FOYER - Sanitiser, dispenser, pedal bin, wash cloths by pods ● FIRST AID STOCKS - <ul style="list-style-type: none"> ○ CLASSROOM FIRST AID: COVID boxes - list the contents here: 	<p>Dining hall - ensure sufficient mops/cleaning materials by zones or tables & additional bins (consider placement with seating plan on Site Map)</p> <p>SBM to go through site with sanitation points confirmed and ticked off on map</p>				<p>Disposable and rubber/ cleaning gloves have arrived. Placed in every COVID Box.</p> <p>Mops and buckets in place for Dining Hall.</p> <p>COVID Boxes are now in every classroom</p>

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			<p>Hand Wipes, gloves, disinfectant spray, handwash, hand sanitiser, facial tissues, face masks, eye shields</p> <ul style="list-style-type: none"> ○ SICK BAY PPE: Masks, Gloves, Eye Shield, Aprons, Antiseptic wipes, hand sanitiser, cloths ○ SHARED Mandy & Laura's Office/ Ilirjana SBM & Liz's offices: COVID Box in Admin office only, discouraging groups from congregating in the other offices <p>Key message to be reinforced: handwashing is the greatest preventative for the virus.</p>					
3.Social Distancing			<p>See plan for groupings/ staffing/ movement in September Re-Opening Plan (class groups of 30 and minimal contact/crossover between other year groups. Classes within year groups can play outside together.</p> <p>Separate henry & exit systems. These have been modified since our Summer opening protocols. The gaps between times will be sufficient based on our experience so far. We are also using three exits and these will be manned.</p> <p>Children encouraged to wear clean clothes each day. There is no uniform at the school</p> <p>Prevention:</p> <ol style="list-style-type: none"> 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) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<ul style="list-style-type: none"> ● INSET for all staff to disseminate plan Monday 20th July and 1st September - ● Letter for all children & parents to disseminate plan ● See coloured zoning for toilets, first aid spaces, key sanitisation areas for groups/pods ● TAs to support PPA teachers so that they are supported to distance where possible. TAs to lead transition to and from class. ● PE and Music teachers to have additional cleaning materials/wipes for equipment & request addition from SBM where needed ● Mtg with PE/ Music teachers to go through risk and prevention 	✓			<p>Induction Protocol for each class created.</p> <p>Certificates to be created and given out to hygiene heroes on Tues pm / Friday pm</p>

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		<p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Children are not expected to wear any PPE unless parents and carers would like them too.</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Important for children to hand sanitise before and after assemblies. Assemblies will be in three phases at different times in different places. On Mon and Fri only, and where possible.</p> <p>In class, where possible/appropriate, avoid close face to face contact and minimise time spent within 1 metre of anyone. Social distancing will be hard for younger children or adults to maintain and guidance accepts this.</p> <p>Key children may have Risk Assessments or behaviour Support Plans. These have already been applied during Summer opening.</p> <p>Social distancing rewards (not punitive - see <i>Behaviour Policy appendix</i>) for individuals, play pods</p> <ul style="list-style-type: none"> Minimum quota. of 1 SLT & 1 ILT on-site at all times 	<ul style="list-style-type: none"> Hand sanitise assembly protocol (PLT) <ul style="list-style-type: none"> Only 1 weekend letting with Risk Assessment approved Stage Coach Extra-curricular clubs will not be taken up in Aut 1 aside from play centre, breakfast club and Camden music (specialist teachers to use before school for PPA and Dean to do tutoring Catch Up) guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust 				
4. Cleaning/ Hygiene measures: Daily Expectations of school staff	✓	<p>LUNCH</p> <ul style="list-style-type: none"> Staggered entry/exit, transition routes, seating plan specific to Groups Lunchtime Staff wipes down all tables & chairs after each group sitting at lunch <p>OUTDOOR BREAK TIMES</p>	<ul style="list-style-type: none"> Lunchtime Supervisor Lead or nominated person e.g. Lisa, Sandra Sabena, Isabel or another person if absent - to report to SLT member on-site daily if any hygiene protocol issues in dining hall 			✓	MMS Daily Cleaners Daily

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		<ul style="list-style-type: none"> • Playground Zoning in Movement & Transition Plans <i>September Opening Inset</i> - rotate use of climbing equipment so that no crossover unless after a weekend • Shared outdoor equipm used is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously • Every year group have dedicated outdoor equipment boxes <p>CLASSROOM CLEANING</p> <ul style="list-style-type: none"> • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and, where possible, children should be discouraged from sharing these • See <i>hygiene protocols</i> to clear areas with disinfectant products after children have used it. • Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. • Each child has own bag for belongings • Introduce enhanced cleaning of all facilities throughout the day and at the end of each day • Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal • Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up • Site staff to regularly clean the hand washing facilities • Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. <p>SHARED AREA CLEANING</p> <ul style="list-style-type: none"> • Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). • Gloves and masks are provided to SSO while cleaning (PPE) & available to all adults on site in classroom first aid and shared first aid areas 	<ul style="list-style-type: none"> • Staff INSET to convey messages inc Lunchtime Supervisors and admin to review & learn hygiene & cleaning protocols and rotas. • <i>Parent Protocol letter - add symptoms & clear message parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test (Loss of a sense of taste and smell is a primary indicator); Water bottles / limiting stuff brought to school to essentials e.g. only packed lunch boxes & book bags. Packed lunches should be kept in classrooms.</i> • <i>Track and Trace information shared with parents and on website.</i> • <i>regular newsletter item on symptoms, hygiene, sanitation and transition routes, responsive to issues as they arise</i> • <i>Video of basic procedures to inform children and parents</i> 			<p>Staff Period ically</p>	
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			<ul style="list-style-type: none"> Adults to use wipes to wipe taps, toilet lid, flusher and door handle after each use of loo 					
5. Cleaning/ Hygiene measures: Daily CLEANING CONTRACTORS			<ul style="list-style-type: none"> Cleaners then clean all areas in use and the surfaces at the end of the day* https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Must wear disposable masks and gloves for the duration of their shift Masks and gloves to be worn as soon as cleaners enter the building – either in the visitor toilet or in the reception/ welcome area before entering the main corridor Apron to be worn before beginning any cleaning Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning Must maintain a distance of 2m from other team members as well as staff and children in the school Disposable cloths to be used where possible - if this is not possible then the government guidelines need to be followed All doors, handles and other frequently touched areas to be wiped down with antiseptic disinfectant daily Cleaners review this risk assessment and submit their company RA (school staff will use this guidance/RA) Entire cleaning team to place additional emphasis on shared areas e.g. dining hall, staff room, toilets, music room All tables, doors, windows and other frequently touched areas to be wiped down with antiseptic disinfectant solution All carpets hoovered and all floors to be mopped <p>Cleaning protocol for symptomatic individuals</p> <ul style="list-style-type: none"> Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. 	<p>Additional Cleaning Team will continue and additional equipment cleaning on Friday pm</p> <p>Humphrey and Guiseppe share Protocols & Planning with Cleaning company</p> <p>Hygiene Ambassadors in each class</p>				

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			<p>Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p> <ul style="list-style-type: none"> ● If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron ● Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal ● All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> - objects which are visibly contaminated with body fluids - all potentially contaminated high-contact areas such as bathrooms, door handles, ● Telephones, grab-rails in corridors and stairwells ● Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces floors, chairs, door handles and sanitary fittings, following one of the options below: use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses ● Avoid creating splashes and spray when cleaning. ● Any cloths and mop heads used must be disposed of and should be put into waste bags only when someone is symptomatic 						
7. Pre-opening hygiene /			<ul style="list-style-type: none"> ● Additional furnishings and resources to stay removed as before. (minimise soft toys, clothing, soft furnishings, trinket toys etc.) 	Teachers prep time and checklist			✓		

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prevention measures			<ul style="list-style-type: none"> Lost Property and uncollected items to be bagged and removed (SSO end of term) 	Reminder in parent letter re. regular washing, labelling and spare clothes protocol					
8. Classroom hand-washing and sanitation protocols			<ul style="list-style-type: none"> Hand sanitizer dispenser fitted in key areas listed in stock check table below Staff & children to wash hands & sanitise in line with Hygiene Protocol, especially before transitions and eating, and when any social distancing rules are transgressed Children encouraged not to touch their face or put their hands or other objects in their mouths Specific hygiene lessons in class planned Children to wash their hands frequently, especially before transitions and eating and after using any bikes and other large movable toys - see <i>Hygiene Protocols</i> Tissues will be provided for classrooms. Staff to replenish as needed Ensure bins are provided for tissues in every classroom Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands Parents to ensure children have their own water bottles in school to reduce contact with water fountains 	<p>Hygiene Protocol finalised</p> <p>Children will not bring book bags for wk 1 but thereafter we will allow for reading only (and 72 hrs before being used by another bubble)</p> <p>KS1 & EYFS remote reading scheme finalised</p> <p>SBM handover to ensure all orders/deliveries are accounted for and essential stock ready for Sept.</p>		✓			
9. Cleaning/ Hygiene and Safety measures: Suspected/ Proven COVID Infection (child/ adult)	✓		<p>Updated guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> Firstly, ensure pupils, adults and staff do not come into school if they have symptoms, or tested positive; and ensuring anyone developing those symptoms during the day is sent home. <p>SUSPECTED C19 SYMPTOMS Any child with symptoms must be moved to the isolation room. A window should be open for ventilation.</p> <p>Anyone with symptoms must stay at home</p> <ul style="list-style-type: none"> Inform Headteacher of staff illness and all staff members that came into contact with that person. Parents of children that came into contact with the adult to be informed and PHE procedure followed 	<ul style="list-style-type: none"> Gaffa tape signage - foyer queue, dining hall queue, outside gates queue, canal entrance queue No using office photocopier Signage outside busy rooms e.g. mandy and mireille's office PPE training through WHO for all TAs during phrase assembly (Syra) 	✓			SSO Cleaning Team	

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			<p>Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p> <ul style="list-style-type: none"> • SSO to clean possible contaminated area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left as per the below; • Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • All who have come into contact, wash hands with soap and water for 20 seconds, remove any gloves, aprons and other protection used while cleaning within the same area and double bag • SSO to place Clinical waste in outside (locked up) storage whilst wearing PPE and then move to regular rubbish area after 72hrs <p>CONFIRMED CASE - DEEP CLEAN</p> <ul style="list-style-type: none"> • If COVID infection is confirmed, contaminated area to be vacated for 72hrs before cleaning (SLT will ensure adequate space for remaining groups) • BM to organise a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) • Establish protocol and train all staff on swift and safe response to suspected cases on site (see FIRST AID for suspected below) • <i>Isolation rules: Household members should self-isolate for 14 days</i> https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 					
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			<ul style="list-style-type: none"> • Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist) • If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms • There is no need for households to start their isolation again if a second member falls ill • On receipt of a negative test result, a pupil or staff member may return. • All PPE used to clean area to be stored in ISOLATION ROOM/SICK BAY • Double bag any waste and SSO will remove to storage room (locked away from other adults) for 3 days • School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc. 					
10. Low Risk Staff: Working at school		✓	<ul style="list-style-type: none"> • Staff are working at school on a rota basis to share the work and reduce the possibility of infection. Staff assigned to key groups of children and no crossover with other groups - see <i>Planning & Protocol</i> document • Staff to maintain recommended social distance at all times following <i>Zones of Distancing</i> protocol • Staff advised to follow same <i>Hygiene Protocol</i> as children • Adults to wash their hands before and after using toilets and wipe key areas in toilet • Schools to ensure anti-bacterial wipes are available for all IT and teacher to ensure wipe down after use. • Wash hands before and after marking books • Do not use office photocopier. • Try to avoid shared areas where possible (for e.g. eat lunch in your room if busy in staff room) • Internal doors propped open to reduce contact with surfaces • PPE provided for staff on request (see <i>PPE Protocol: we recommend wearing mask/gloves for first aid, masks/gloves/apron for symptomatic children plus eyewear if appropriate unless 2 m distanced observed, & PPE for intimate care - additional PPE is optional and can be requested</i>) • Re-arrange staff room and display staffroom protocol • Key congregating areas (office/ Foyer/ Mandy's room) to have maximum number of adults displayed. Consider queueing signage outside of these areas • Signage and markings on the floors needed 	<ul style="list-style-type: none"> • office use kept to a minimum. • Initial ZOD protocol seems to have been followed. • Additional door holders have been ordered for non-fire doors. • Staffroom seating arrangement remains • Signage on floor in place. 		✓		

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<p>11. Clinically vulnerable staff & children</p>			<ul style="list-style-type: none"> Identify all children & staff who fall into clinically vulnerable/ extremely vulnerable list, including those they live with https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people 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 ALL CV staff & children to be offered separate risk assessment - staff/ parents to review and confirm whether remote or on-site working Individualised RA will entail enhanced level of social distancing TBC (separate learning space, separate loo etc.), additional cleaning and hygiene measures Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and headteacher <i>Include in individualised RAs</i> - allocation of particular areas 1 adult loo to clinically vulnerable staff a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal 	<p>Update medical list now to include children returning</p> <p>Updated individual RA (see Children and Staff)</p> <p>Consultation to BAME staff</p> <p>Attendance and Engagement Remote Learning Addendum</p>					
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			<p>College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education & monitor engagement with this activity</p>					
12. Health and wellbeing: Stress/ Anxiety/ Cleanliness	q p	✓	<ul style="list-style-type: none"> Initial 3 planning and training (in addition to Summer term) at start of Sept to enforce protocols and prep Regular communication to parents updating them with the adjustments the school is making Children invited in before during Summer 2 to rehearse protocols and reduce anxiety, also vulnerable children invited in for small group transition meet Sept wk 1 Staff who are struggling with anxiety invited to share with line manager and can also access consultation with therapists from Therapeutic Outreach Provision in Schools and consider further direct support where necessary Staff who have additional anxiety that is not allayed after discussion with SLT will have tailored gradual transition into work place (timetable to be confirmed with Mandy, likely starting with a day without contact with children and a mini review mtg at end day with Mandy) <p>STAFF TRAVEL ON-SITE</p> <ul style="list-style-type: none"> Make car park and upper playground available for clinically vulnerable staff to drive into work to avoid public transport Consider later/ staggered start times for staff travelling long distances All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals may consider wearing a non-medical face covering, if it can be done safely. Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission Clinical vulnerable staff to be encouraged to drive into work and use upper playground to park PPE equipment is available to staff should they need any to travel home on public transport 	<ul style="list-style-type: none"> Discuss re parent workshop/rolling surgery with Hannah and Edina. Update Behaviour Policy additions and share at September INSET Mandy circulate anxiety protocol. Syra & Mandy & Mireille to finalise "recovery curriculum" approach 			✓	SLT SSO Daily

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			<ul style="list-style-type: none"> Give staff who are using public transport PPE & direct to guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers <p>Bin x4 (each entrance and foyer) & protocol for removing face coverings when pupils and staff who use them arrive at school clearly communicated in Sept (SLT to give message to parents in first wk)</p>					
13. Support for children/ staff Off-site			<p>CHILDREN OFF_SITE</p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school.</p> <ul style="list-style-type: none"> a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal 	New attendance/engagement monitoring system for Sept, including how GC can be run administratively				<p>22/6 Attendance protocol to continue as set up: https://docs.google.com/document/d/12xTpFQQjGXHM8DnVOsvmWORPQCCeyc3px_ljDjVMDAI/edit</p> <p>13/7 see remote learning in Recovery Curriculum T&L addendum (ongoing register)</p>

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			<p>College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will maintain a high standard of remote learning.</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>Attendance records for children working offsite to continue - Daily registers to be taken by 9.30-10.00 am</p> <p>STAFF OFF_SITE</p> <ul style="list-style-type: none"> • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace • Communication with key people • Sharing key information with staff about vulnerable children • Weekly meetings with staff available virtually also • Daily calendar shared outlining who is in school / working off site. • Daily email updates re: vulnerable children 						
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<p>14. First aid Staff Protocol & moi Quarantine Area</p>	<p>✓</p>	<p>FIRST AID WHOLE SCHOOL PROCEDURE (this EXCLUDES first aid for those children who are exhibiting C19 symptoms – see NHS checklist - for C19 symptoms ref to relevant protocol below) Children will not be temperature checked on arrival. It is expected parents and carers will do this and this has been communicated. We would monitor all children for signs of illness.</p> <ul style="list-style-type: none"> • Stock check classroom first aid resources (see stock check in Row 1) inc. PPE = Group allocated staff (requests to SSO) • Allocated Group staff to administer first aid to children in their groups (administer to allocated Pods where possible) • Group staff to endeavour to treat first aid in zoned areas of group • All staff avoid using shared areas for first aid/checks except where injury or emotional requires privacy. Where possible adults to access stock from medical room and treat on the scene. • Medical Room to be cleaned after every use and where possible only 1 child at a time • NO CHILD COMPLAINING OF SICKNESS TO BE TAKEN TO MEDICAL ROOM OR SHARED AREAS BUT TAKEN TO SICK BAY (PPA room) • Medical room stocks of PPE & first aid to be reviewed by Lee (requests to BM) <p>FIRST AID STAFF PROTOCOL Test and Trace will be communicated to community in September. There is no requirement for parents to inform school if they have had a COVID19 test, although we expect most parents would do this as a matter of courtesy.</p> <ul style="list-style-type: none"> • Gloves/masks should be worn when administering first aid, teaching and assisting at lunchtime as required (disposal in pedal bins unless treating symptomatic child, in which case see relevant protocol below) • PPE to be worn or 2 metre distance observed for child who has symptoms • When treating first aid, check a child is not symptomatic with a visual check followed up by temperature check before treatment if adult considers necessary • If you suspect a child is symptomatic, refer to procedure below; <p>C19 MANAGING SYMPTOMATIC CHILDREN/ADULTS ON-SITE</p> <ul style="list-style-type: none"> • Ensure all children are reminded daily to inform their teacher if they feel poorly. If they have suspected C19 symptoms, follow procedure below; 	<ul style="list-style-type: none"> • Update First Aid letter • Review standard first aid letter templates & distribute to each class first aid area • Symptomatic template letter will come from HPT. • Communicate protocol clearly to parents and carers. • Publicisie Track and Trace Info • Mireille to make instructions for scanning in PDF first aid • Ilirjana & Ilirjana / SBM to plan PPE storage for sick bay - check drinking water • All other stock to be kept in community room 	<p>✓</p>	<p>SSO checks daily</p>	
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			<ul style="list-style-type: none"> • SICK BAY 1/2 for symptomatic children/adults. SICK BAY 1 = old PPA room (up stairs, big enough to maintain distance, adjoining toilet) which will be vacated • Staff tending to children who are suspected to have COVID symptoms must have full PPE equipment or observe 2 metre distance • Old PPA room and toilet to be used as a quarantine area • Double bagging of waste from possible cases and separate storage area for 72 hrs • Where possible & humane, seek to maintain a 2 metre distance around the child and remove them to SICK BAY where possible & safe a child should be encouraged to move independently and at a 2 metre distance (if not 2 metres, adult must wear PPE gloves/ mask/ apron) • In SICK BAY, cordon off stairwell entry so others know it is in use • The group adult who has contact with that child, if low risk, should support that child until collection time • Adults aware that we have a duty to keep children safe but if they do not feel comfortable they could call SLT who will direct a named low risk adult to support (who will follow the protocols as above) • Supporting adult recommended to wear gloves & mask, eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting), & can also request other PPE or access independently in SICK BAY • Any PPE to be doffed and donned in SICK BAY & sealed twice in bin bag • Set-up log of symptomatic individuals, tests taken, test result to be kept in sick bay (supporting adult to take photo of relevant record) • Supporting adult to call office from sick bay, office to communicate home for child to be collected home child/ren that show symptoms, record on integris, inform SLT • When parents press buzzer, ask them to wait outside and bring child to them via school gate (office to open gate remotely). Supporting adult will be sent home by SLT where ratios allow this safely • Supporting adult to send letter home with child to ask children/families with symptoms to test for virus (to access, use 111 ONLINE if child is 5 or over, 111 call for under 5s) & reminder that without neg. test, must uphold 7 day isolation rule. If confirmed by test, admin. to record on integris - Headteacher follow up if test result is not received. • In line with PHE advice, if the student or teacher tests positive for coronavirus, the whole group/pod should be sent home and advised to self-isolate for 14 days (the other household members of the wider class or 						
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			<p>group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms)</p> <ul style="list-style-type: none"> ● SLT to ensure contaminated area is not used, waste is sealed and isolated for 3 days, organise deep clean of their classroom & sick bay* see Deep Clean procedure <p>INTIMATE CARE for e.g. nappy changing</p> <ul style="list-style-type: none"> ● <i>Gloves, apron (all disposable) and face masks for nappy changing and intimate care</i> ● <i>One child & adult at a time in changing zone</i> ● <i>Wipe down all apparatus after wards, remove and bin PPE in pedal bin provided</i> ● Sanitiser in place ● Medical waste bin in use ● Hand basin in room 					
<p>15. Social distancing in school: General Staff Children</p>	✓		<ul style="list-style-type: none"> ● Staff will be reminded of protocol in initial INSET then on a weekly basis to socially distance themselves while working in school during the Covid-19 outbreak. ● No PE or exercise to take place in an area where the social distancing rules cannot be reasonably adhered to. ● Staff to socially distance the children onsite ● No school trips until safe to do so. Just local walks. ● Virtual Assemblies & Virtual School Tours. ● <i>Determine whether interventions are essential, and ensure delivery in line with social distancing guidelines (within group - if not, must be approved and RAd by SLT).</i> ● <i>Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 1m+ distancing; or via electronic means (Microsoft Teams, Google Meet, Skype etc.).</i> ● <i>Workstations acceptable distance apart</i> ● <i>One side of banks of desks used to avoid face to face contact across desks.</i> ● Staff to be reminded on a daily/ weekly basis to socially distance themselves while at work. ● Movement around school, limited to the use of the playground and school dining hall. LIBRARY will remain out of use for the first month and be reviewed. 	<ul style="list-style-type: none"> ● No library for Autumn 1 		✓	SLT weekly briefing	

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<p>16. Social distancing in school: classrooms, halls & social spaces</p>	<p>✓</p>		<ul style="list-style-type: none"> • Carpets removed from classrooms to limit soft furnishings/ spread of COVID and to clearly mark floor to set up tables for 1m distance learning at all times. • 2m distance markings remain placed in halls for safe group activity as required by the activity eg PE. • <i>Set up desks as far apart as possible and ensure within Groups that Pods use same resources and have seating plan to minimise cross over.</i> • <i>Re-plan lessons / activities to avoid shared resources & share pedagogical approach which supports this.</i> • Stairs / corridors - one-way system - see <i>Protocols and Planning document.</i> • Classroom set up north/south pods to ensure clear transition and seating protocols (see Planning & Protocol doc). • Removed carpets to be cleaned, wrapped in plastic and stored onsite to eliminate the chance of germs lingering when carpets are returned to classrooms after pandemic. 	<ul style="list-style-type: none"> • Syra clarify one way movement through corridors • Teachers & TAs additional time to set up classrooms following recommendations 	<p>✓</p>		<p>SSO SLT</p>	
<p>17. Use and location of PPE</p>			<ul style="list-style-type: none"> • In general, staff would not need to use PPE and it is not recommended that it be worn in school. However, normal good hygiene practices should always be maintained through hand washing with soap and water for 20 seconds or using hand sanitiser gel if soap is unavailable. • If PPE is used, these safe working practices should be adhered to: <ul style="list-style-type: none"> ○ Hand washing is essential before putting on and after removing PPE; ○ Staff should be trained in putting on and taking off PPE (following the steps below); ○ Aprons and gloves are for single use only; ○ Masks and eye protection are for 'sessional use' (they can be worn for a session of care without taking them off during a range of activities) but once they have been removed, they should be disposed of safely; ○ No PPE should be subject to continual use. • The use of PPE is recommended ONLY for: <ul style="list-style-type: none"> ○ Children whose care routinely involves the use of PPE due to their intimate care needs (if these children are in school); ○ Staff looking after babies and children with SEND when doing any of the higher risk activities as defined in the local guidance (i.e. 	<ul style="list-style-type: none"> • Hygiene protocol shared • Staff training on the use of PPE 				

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<p>18. Deliveries, Visitors, Parents and carers</p>		<p>✓</p>	<ul style="list-style-type: none"> • All deliveries are dropped off in the lobby to minimise interaction with drivers. • <i>Do not approach delivery staff, allow packages to be left in a safe place</i> • <i>Hands are to be thoroughly washed after handling all deliveries or waste materials.</i> • Out of hours deliveries should follow the safety procedures. • Visitors will be advised, through the school entryphone, where to leave goods (allotted space). • <i>Only essential visitors are allowed onto the school site.</i> • <i>Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser gel on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</i> • Parents and carers drop children off at their allotted gates. • Children line up at the end of the day and are collected by parents, who enter the main gate following the entry arrows; they leave with their child/ren through the main gate, following the exit arrows. • Parents must enter playground and leave with their child/ren asap - no gatherings are permitted or use of playground structures. • Children collected early are called down from class and arrive at the main reception area where they meet their parent/carer. There is a strict limit of three adults only allowed in this area. The child will either come down from class alone or be escorted by a member of staff who will hand them over to their parent/carer with no physical contact. • Parents are not to enter the building at all (unless collecting early as in the bullet point above). • If it is raining the collection protocol does NOT change and parents will wait for their children outside in the playground. • Admin staff will inform drivers to leave parcels in the lobby. • Signage & protocol for parents and carers to socially distance while dropping off and picking up children. • If parent/ visitor/ delivery person enters school, they must use the hand sanitiser gel provided. 			<p>✓</p>		<p>SSO checks that signage is in place daily</p>	

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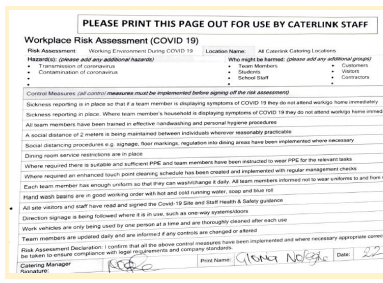
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		<ul style="list-style-type: none"> Transition, entry and exit plan (see September Opening Plans) to minimise cross over. Signage/cones/dividers to remind all to stick to protocol and allocated areas. Hygiene protocol established for children. 				
<p>19. Safe Catering Management</p>	<p>✓</p>	<ul style="list-style-type: none"> Catering Staff to use sanitiser gel on arrival. Hands MUST be washed before food preparation. Hands washed before and after serving food. Catering staff to wear gloves when serving. Serving area to be wiped down with disinfectant solution, using disposable wipes BETWEEN Year Groups Hand sanitiser gel to be used before exiting building. In the case of suspected/ confirmed COVID infection with a staff member, Caterlink to organise packed lunches to be brought into school, 	<ul style="list-style-type: none"> Caterlink's Risk Assessment (still relevant). Email copy on Robin's Computer. <div data-bbox="1366 526 1590 845"> <p>COVID RISK ASSESSMENT CHECKLIST</p> <p>All risk managers and site staff must assess and consider the following for their operations:</p> <ol style="list-style-type: none"> 1. Risk Assessment <ul style="list-style-type: none"> 1.1. Have you done a COVID Risk Assessment completed and signed? 2. Have all staff been briefed on the enhanced Covid 19 measures to be in place as directed by Camden and the school / client? 3. Have all staff been consulted and any concerns or questions resolved? 4. Are all staff given appropriate training from each site/department? 5. Are all staff encouraged to be as fit as possible? 6. Have all staff with higher Covid 19 risk, special needs, new or regular health and disability been carefully considered to reduce risk to them? 7. Can all staff be maintained to the social distancing / 2 metre separation in the office and working areas? 8. Have visitors in the kitchen been managed when required, and possible to restrict? 9. Where possible, have kitchen / operating areas been cordoned / designated to reduce the risk of cross-contamination? 10. Where a work stoppage cannot be maintained for activities have staff 'caterlink' or other contact management measures been used? 11. Has additional PPE been determined as necessary based on risk assessment and approved by the Camden H&S team? 12. Have clients and client staff been asked not to come in and out of the kitchen and other work areas? 13. Are the additional controls for COVID required by the school / client? 14. Where there are additional school / client COVID controls have they been signed? 15. Is Camden COVID 19 control checklist completed and signed by the risk manager and discussed with both the City manager and Caterlink H&S team? 16. Temperature Checks of food <ul style="list-style-type: none"> Are measures taken to do this, such as loggers and thermometers being controlled to ensure correct monitoring at all times? 17. Cleaning <ul style="list-style-type: none"> Is there an enhanced cleaning schedule in place? Are all staff carrying out enhanced cleaning of contact surfaces and touch points? Is there an area that is being used for food preparation and production throughly cleaned before use (including any drying areas being used for prep)? Do touch points need to be kept apart or cleaned at all times of contact surfaces and touch points? 18. Hydration <ul style="list-style-type: none"> Are all staff encouraged to drink water, hot and cold drinking water and disposable plastic bottles? Are staff visitors / guests given water? </div> <div data-bbox="1366 861 1590 1292"> <p>caterlink</p> <ol style="list-style-type: none"> 71. Are all staff personal belongings, including phones being stored away from the working environment? 72. Are staff using their hands very frequently? 73. Travel / Commuting <ul style="list-style-type: none"> Are staff changing in and out of their vehicles, including taxis, at work? Are all staff given their vehicles and taxis in a separate bag when travelling to and from work? Are all staff practising social distancing when travelling to and from work and between sites? 74. General <ul style="list-style-type: none"> Where additional signage and / or one way systems are put in place by the client are all staff following them? Is the site manager and all staff aware of what the relevant Covid 19 symptoms are? Are all staff on site free of Covid 19 relevant symptoms? Has the site manager confirmed that all staff on site reporting staff are free of relevant Covid 19 symptoms and where they have had symptoms it has been at least seven days since the onset? Is there a list of staff phone numbers and emergency contact details up to date? Have all visitors to the site read and signed the Covid 19 Risk Assessment? Are all visitors practising social distancing and following all Caterlink and school client instructions on COVID 19? Are changing rooms being used one at a time? Are staff using their own cars and other forms of transport for operations and fuel delivery? Do all doors between dining and kitchen / operations areas have signage restricting access to one-handed personnel? 75. Vehicles <ul style="list-style-type: none"> Where vehicles are being used are they being used by one person at a time (where possible) and contact surfaces / touch points being cleaned after each use? 76. Deliveries <ul style="list-style-type: none"> Are all deliveries and delivery personnel complying with Camden and School / Client COVID 19 requirements? Is 2 metre separation being maintained between all Caterlink staff and delivery personnel at all times? 77. Service and Dining <ul style="list-style-type: none"> Are guests / customers prevented from accessing and holding themselves to any cutlery, trays, plates, condiments? Where hand sanitiser dispensers are provided have alternative methods been discussed with the client? Is food dispensing in dining and service areas achieved by using Caterlink staff? Are guests / customers prevented from touching food or drink before purchasing / taking to their dining areas? Are staff practising good hygiene by not touching their face or hands during operations? Where cleaning tables and chairs in dining areas between uses is being carried out has method been agreed? Is method of cleaning between uses being carried out correctly and adequately? Is there a 2 metre separation between Caterlink staff and guests / customers at all times? </div>	<p>✓</p>	<p>Caterlink SLT - to inform staff of expectation s</p>	

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20. Additional Human Resources and Hiring measures		✓	<ul style="list-style-type: none"> All staff who are tested for COVID-19 must send results to School Business Manager to record in Oracle Fusion. Suspend hiring and lettings. Essential visitors only. 		•		✓		Ilirjana / SBM	
21. Projects/ Operational/ Facilities Works	✓		<ul style="list-style-type: none"> Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School will seek confirmation of the contractor's method statement / risk assessment. 						Ilirjana / SBM SSO	
22. Fire safety		✓	<ul style="list-style-type: none"> Fire alarm is tested every Monday PM - GZ to come in and complete this with Humphrey SSO to close doors and windows before he leaves Fire wardens in place Termly fire evacuations in process and recorded SSO completes weekly call point test SSO to make sure all propped open non-fire doors are closed before leaving and locking the site SSO to action Fire evacuation to test staff during school hours (doors to be closed while evacuating) Evacuation test to be completed and recorded before opening New Fire Procedure created: https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1 		•	New Fire Procedure created: https://drive.google.com/open?id=1nMewTTuZopDu5YjTWsCmN-nQePhZdCw1		✓	SSO SSO/ SLT to agree day/d ate	
23. Legionella		✓	<ul style="list-style-type: none"> SSO completes weekly flushing of little used outlets - this will need to include water fountains now that they are not safe to use Monthly temperature testing being completed and recorded by SSO 		•			✓	SSO weekl y	

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Bacterial growth due to outlets not being used.									Camden FM Monthly
24. Contingency planning Possible outbreak of Covid-19. Lockdown procedure due to Covid-19 infection. Deep clean. Re-opening procedure.			✓	<ul style="list-style-type: none"> School will consult immediately with PHE who will direct next steps as per latest advice, which may result in school closure All staff that came into contact with infected staff member/ child to self-isolate as per government guidelines SLT member to open & close the school in the event that the SSO becomes unwell Reporting procedure in place for SSO in the event that the SSO becomes unwell SSO/LA to organise deep clean in the event of a Covid-19 outbreak in school Plan to be put in place if staff numbers fall due to infection/self-isolation SLT to organise re-opening of school Staff to follow reporting procedure if they feel unwell while at home 	•		✓	SLT SSO	

Additional Resource & Appendix List	Item/ Document	Completion/Supply	Distribution & Date/ Review
Appendices to Risk & Assessment	Re-opening Proposal inc. groupings/ staffing/ movement & staggered entry/exit etc.	Robin complete 20/5, govs review and staff review by 23rd, Camden review by 24th	
	Behaviour Policy appendix inc. Bereavement Policy & new behaviour expectations	Mandy complete by 24th	
	Individualised Risk Assessment for Clinically Vulnerable Adults Individual Risk assessment	Syra and Ilirjana & Ilirjana / SBM complete by 24th	
	Individualised Risk Assessments for Clinically Vulnerable Children	Syra and Ilirjana & Ilirjana / SBM complete by 24th	
	Visitor Protocol	Ilirjana & Ilirjana / SBM 24th	

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	Cleaning Contractor Risk Assessment	Ilijana & Ilijana / SBM 24th	
	Staff protocol & movement/transition plan	Syra 20th, Mandy/Robin review and finalise 22nd	https://docs.google.com/presentation/d/1hYFllgYSEqzfv4TFUJozu29s_674r-lz9U8ODX-Xc6s/edit?usp=sharing
	Children's protocol - assembly video/letter	Robin letter, Syra videos by Friday 24th	https://docs.google.com/presentation/d/1hYFllgYSEqzfv4TFUJozu29s_674r-lz9U8ODX-Xc6s/edit?usp=sharing
	Hand washing poster	Mandy 21st	
	Social distancing poster	Mandy 21st	
	Furnishings and removal item list	Mandy 20th	
	Parent collection/drop off & safety protocol	Syra Thurs 23rd	
Signage and Display	Hazard Tape for floor and for blocking off (colour coded?)	Ilijana & Ilijana / SBM once Movement & Transition plan complete	
	Outdoor free-standing fencing		
	Coloured coded signage on toilets/ classroom seating space		
	Colour coded group/pod plans (displayed in classrooms)		
PPE & Protective Materials	Boiler suits -10 XL	To be stored in old PPA Room/ Sick Bay/ Quarantine	To be used in case of suspected/ confirmed case: staff giving first aid to child/ren
Order from Camden via	Handwash - 5L	To be used to replenish hand soap dispensers in toilets	Used to replenish stores in classrooms

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https://forms.office.com/Pages/ResponsePage.aspx?id=NEqPXtsrVEi7QrTQx9AkbHbs92UFahNFmnlZTt-pEXIUOTMzNVdFOUtORFE0QUVWQ1hBTFZXWVRVSYQIQCNOPWcuor email Samantha.Whiteside@camden.gov.uk or Hilary Forbes	Hand disinfectant - 0.5L	In Mandy's Office	Used to fill dispenser in Mandy's office
	Surgical face masks - 400	x20 added to each Covid Box for classrooms, staff room and admin office. The rest to be stored in old PPA Room/ Sick Bay/ Quarantine	Available for staff use
	Eye guards/ Shields	100 arrived 02/06/2020	x5 placed in each COVID Box, x10 in First Aid Room and x10 in Sick Bay
	Respirator masks -20	x20 added to each Covid Box for classrooms, staff room and admin office. The rest to be stored in old PPA Room/ Sick Bay/ Quarantine	To be used in case of suspected/ confirmed case: staff giving first aid to child/ren
	Gloves - 400 – 200 of S/M/L	x20 pairs added to each Covid Box for classrooms, staff room and admin office. The rest to be stored in old PPA Room	Available for staff use
	x 20 boxes of latex free, medium gloves	Stored in old PPA Room/ Sick Bay/ Quarantine	One to be placed in every classroom
	Clinical waste bags - 8 large rolls	x5 added to each Covid Box for classrooms, staff room and admin office. The rest to be stored in Facilities Office	Available on request and at least 5 bags placed in every classroom
Hand Sanitizer (for every class in use, admin office, main reception area) Hand sanitizer gels - 20x100ml Hand sanitizer gel 50ml x 20 Hand sanitizer gel 100ml x20 Hand sanitizer gel 5lt x10	Dispensers ordered 15/05/2020 35 needed in total 10 arrived at PH 22 dispensers ordered 17/07//2020 - arrival date 20/07/2020 Arrived 08/06/2020: stored in Sick bay and 6 of each placed in COVID Boxes for ARP classes Ordered 17/07/2020	Dispenser Locations (see Site Map in Protocol doc): <ul style="list-style-type: none"> - One inside main waiting area - One next to double doors (main exit) in ground floor corridor - One next to white (playground entrance) double doors - Two inside double gate entry (outside) - One next to double entry doors leading into dining hall - One next to double doors opposite Facilities office, leading into dining area - One Outside Old PPA Room 	

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			<ul style="list-style-type: none"> - One dispenser added on middle and top floor at each stairwell double doors (x3 per floor) - All classrooms: Ladybirds x2 Corridor outside Ladybirds x1 Dragonflies x1 Nursery x2 Wall opposite canal entrance gate x1 Herons x1 Kestrels x1 Yr5 x2 Yr4 x2 Yr3 x2 Tadpoles x2 Rainbow x2 - Dispenser placed outside ASD dining area <p>Highlighted in red are the core dispensers that will be in place by 20/05/2020. The additional dispensers will be in place when the rest of them are ordered and antibacterial gel can be bought to fill them. For the interim, hand sanitiser pump bottles will be in classrooms.</p>
	Mops and Buckets	<p>x10 mops and buckets ordered 01/06/2020 with next day delivery</p> <p>x100 mop heads arrived 02/06/2020 Awaiting mop sticks</p>	To be used in dining area and to keep in storage to replace any that need to be disposed of due to Covid sickness confirmation
	Paper Towels and Dispensers (for classroom and offices in use and staffroom)	<p>Ordered 18/05/2020 22 needed in total 10 arrived at PH 12 additional dispensers ordered 21/05/2020</p>	<p>Dispenser locations:</p> <ul style="list-style-type: none"> - Nursery x1 - Tadpoles x1 - Rainbow x1 - Pink disabled/ Adult toilet x1 - Yellow visitor toilet in main reception x1

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			<ul style="list-style-type: none"> - Blue adult toilet in middle stairs x1 - Playground toilets x2 - First Aid Room x1 - Ladybirds x1 - Dragonflies x1 - Butterflies x1 - Old PPA Room x1 - Old PPA Room toilet x1 - Girls and boys toilet - Middle Floor x1 each - Girls and boys toilet - Middle Floor, near middle stairs x1 each - Adult toilet - Top floor x1 - New PPA Room - x1 - Kitchen opposite Liz and Ilirjana & Ilirjana / SBM's office x1 <p>Highlighted in red are the core dispensers that will be in place by 20/05/2020. When the remaining 12 dispensers arrive, they will be placed in the other areas.</p>
	Peddle Bins for each class (30/ 50 litre capacity)	<p>Ordered 18/05/2020 & 19/05/2020 30 needed in total 20 arrived and placed in listed areas 10 additional bins ordered 21/05/2020 2 arrived 04/06/2020</p>	<p>Locations:</p> <ul style="list-style-type: none"> - Pink adult toilet - Ground Floor x1 - Boys/ girls toilet - Ground Floor x1 - Yellow visitor toilet - Ground Floor x1 - Blue adult toilet - Middle staircase x1 - Old PPA Room x1 - Kitchen opposite Liz and Ilirjana & Ilirjana / SBM's office x1 - Middle Floor x10 - Top Floor x6 - Lower Ground x3 - Tadpoles, Rainbow, Nursery x1 each - Playground toilets x1
	Hand Soap (for staffroom and classrooms)	Arrived and added to Covid Boxes and toilets	Staffroom and Classrooms by 29/05/2020

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	Washing up liquid for each class and new sponges (ideally diff colours)		
	Anti-bacterial wipes for each computer/phone station Additional order	Arrived and added to Covid Boxes 42 packets ordered 04/06/2020 - arrived 08/06/20	All Classrooms and offices by 29/05/2020 Stored in old PPA Room/ Sick Bay/ Quarantine and used in COVID boxes for ARP classes
	Disposable, latex free gloves	Arrived and added to Covid Boxes 20 Additional boxes of gloves ordered and received 08/06/2020	20 pairs per classroom and communal area by 29/05/2020
	Disposable aprons	Ordered 21/05/2020 100 arrived 02/06/2020 300 additional aprons expected	x10 in each Covid box and in each designated quarantine area, First Aid Room and SSO's office for their use
	Thermometers	Ordered 18/05/2020	Admin Office
	Disinfectant spray (for classrooms) Second order	Arrived and added to Covid Boxes x5 boxes of 6 and 10 arrived 04/06/2020	All Classrooms by 29/05/2020 Stored in old PPA Room/ Sick Bay/ Quarantine
Curriculum Resources	Circle Time & PSHE Resources	Mandy 24th	
	'Recovery Curriculum' INSET/blurp	Syra & Mandy 24th	
	Transition books	Emma?!	
	PHE Hygiene Lessons	Mandy	
	Protocol/ Induction lessons standard template	Syra	

Questions & responses from NEU Members:

<https://docs.google.com/document/d/1J6DQnonjriOgGRpNOuTgOhYiqQKQLqfdtIEmUw-y4/edit>

https://docs.google.com/spreadsheets/d/1wdjJMATW43PNdoGX582BO_OHxbuDuc4J8gvEzxAaH_I/edit#gid=762219519

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Questions & responses from Unison Members:

<https://docs.google.com/document/d/1OJcLddiMM5cmXQn3wfiF1AYYm69jQfLYFakz6jGcXNQ/edit>

Questions & responses from stakeholders

Question	Responses

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