

**Long Meadow School COVID-19 Risk Assessment Plan**  
**Reflecting changes from Government guidance 21 February 2022**

The following risk assessment is for the identification of risk and the subsequent planning to mitigate against these risks following the Government guidance effective from 27<sup>th</sup> August 2021, a local Public Health update 01.11.21, DfE operational guidance update 29.11.21 daily testing for contacts of COVID-19 14.12.21, updated DfE guidance dated 05 January 2022 and February 2022

Schools have been asked to:

- review and where necessary, update our risk assessment to make sure we are following the system of controls to minimise the risk of infection, including engaging with the asymptomatic testing programme
- have a contingency plan in place for outbreaks in our school or changes in restrictions
- communicate any changes in our processes to parents

On 21 February the Prime Minister set out the next phase of the Government's COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

Their priority is to support you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health. They have worked closely with the Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA) to revise this guidance.

Locally, we are starting to see a decline in the number of COVID-19 cases among children and young people in MK. Despite this, rates of infection remain very high and continue to cause significant disruption. There were nearly 2,000 cases reported by early years and education settings in the week ending 6 February. At the time of writing, 105 schools and early years settings in MK are affected by outbreaks, and MK has the 14th highest COVID-19 rates in the country.

Given this position, it has been advised that all education staff continue to adopt a policy of wearing face coverings in communal areas. It is important that we continue to be cautious as we go into the next half term, to make sure improvements in recent days are sustained and we prevent further outbreaks and the additional control measures these bring. The recommendation applies to communal areas but does not apply to classrooms and other teaching spaces. This advice will be kept under review, and maybe update it if the local epidemiology or national policy position changes. The LA will review the data two weeks into the next half term and provide an update in three weeks, i.e. this guidance is effective until Friday 11 March.

Risk: Transmission Through Contact	Who	Measures taken:	Status/RAG Rating
<b>Stepping measure up and down</b>	SLT	We have contingency plans outlining how we would operate if we need to take extra measures in exceptional circumstances. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible.	Updated 21.02.22
<p>To create strategies for reducing contact in school by considering:</p> <ul style="list-style-type: none"> <li>• a requirement that people who are ill stay at home</li> <li>• robust hand and respiratory hygiene</li> <li>• enhanced cleaning arrangements</li> <li>• formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul>	All staff	<ul style="list-style-type: none"> <li>•</li> <li>• Continue to keep windows/door open for ventilation- smaller opening allowed in cooler weather but must be fully ventilated when empty at breaks and lunchtimes</li> <li>• Field continued to be used where possible through the day</li> <li>• Pupils to wash hands/sanitize thoroughly before going out for break/lunch and on return, as well as other key points.</li> </ul>	Updated 21.02.22
<ul style="list-style-type: none"> <li>• Face coverings should be worn by: All staff and adult visitors in corridors and communal areas</li> <li>• To reduce the risk of spreading CVOID with school setting between classes and year groups due to rates of infection among school-aged children and young people increased to very high levels</li> </ul>	All staff and pupils	<ul style="list-style-type: none"> <li>• Staff and visitors to schools and colleges must wear face coverings in communal areas outside of the classroom, unless exempt for medical reasons.</li> <li>• Students in Year 3 and above and staff who are household contacts of a positive case and are exempt from isolation (because they are under 18 or are fully vaccinated) are strongly encouraged to take a daily lateral flow test for 7 days, and should only attend school or college if their lateral flow test is negative. Lateral flow tests should be taken for 7 days from the date of the first COVID symptoms in the household, or from the date of the first positive test if there were no symptoms.</li> <li>• Promote social distancing between staff within the setting <ul style="list-style-type: none"> <li>○ Mask in communal areas- only removed to eat/drink or outside</li> </ul> </li> <li>• Staff and pupils should follow <a href="#">wider advice</a> on face coverings outside of school, including on transport to and from school.</li> </ul>	Updated 21.02.22
Active engagement with NHS Test and Trace	All staff		Updated 21.02.22

		<ul style="list-style-type: none"> <li>Public health advice for <a href="#">People with COVID-19 and their contacts</a> changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.</li> </ul>	
All close contacts of suspected or confirmed cases of the Omicron variant of COVID-19	All stakeholders	<p>People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID-19 while they were infectious are also at high risk.</p> <p>If you live with, or have stayed overnight in the household of, someone who has COVID-19, you are advised to:</p> <ul style="list-style-type: none"> <li>minimise contact with the person who has COVID-19</li> <li>work from home if you are able to do so</li> <li>avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system</li> <li>limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces</li> <li>wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people</li> <li>pay close attention to the main symptoms of COVID-19. If you develop any of these symptoms, order a PCR test. You are advised to stay at home and avoid contact with other people while you are waiting for your test result</li> <li></li> </ul> <p>Follow this advice for 10 days after the day the person you live or stayed with symptoms started (or the day their test was taken if they did not have symptoms).</p> <p>Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.</p> <p>If you are a contact of someone with COVID-19 but do not live with them or did not stay in their household overnight, you are</p>	Updated 21.02.22

		at lower risk of becoming infected. Carefully follow the guidance on Coronavirus: how to stay safe and help prevent the spread.	
Asymptomatic testing	All staff	From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19) guidance. In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time. Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing. For further information, see Special schools and other specialist settings: coronavirus (COVID-19).	
Confirmatory PCR Tests		<ul style="list-style-type: none"> <li>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from <b>Tuesday 11 January</b>. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</li> </ul>	Effective from 11.01.22
To reduce risk of exposure to COVID-19 by considering: <ul style="list-style-type: none"> <li>PPE provision for SEMH, behaviour issues etc. where restraint is required.</li> <li>interacting with pupils with personal care needs</li> </ul>	SLT All staff	<ul style="list-style-type: none"> <li>Supplies are stored centrally (Medical room) and can be accessed by all staff members as and where required in exceptional circumstances</li> </ul>	

To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes	SLT All staff	<ul style="list-style-type: none"> <li>Supplies are stored centrally (Medical room) and can be accessed by all staff members as and where required in exceptional circumstances</li> <li>Members of staff dealing with ill pupils or staff should wear PPE (plastic face shield, mask, gloves and apron), if cannot socially distance or isolate the child</li> </ul>	
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	staff and children	Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> <li>they have one or more COVID-19 symptoms</li> <li>a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms</li> <li>they are legally required to quarantine, having recently visited countries outside the Common Travel Area</li> <li>they have had a positive test</li> </ul>	Updated 21.02.22
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)	Staff and children	We must: <ul style="list-style-type: none"> <li>send them home and they <a href="#">should order a PCR test</a>. They are advised to stay at home and avoid contact with other people while you are waiting for the test result.</li> </ul>	Updated 21.02.22
If a pupil is awaiting collection, due to becoming unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)	children	<ul style="list-style-type: none"> <li>they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required (medical room/waterfall)</li> <li>a window should be opened for fresh air ventilation if it is safe to do so</li> <li>if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people if they need to go to the bathroom while waiting to be collected, they should use a separate toilet if possible - the toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> </ul>	

		In exceptional circumstances, if parents or carers cannot arrange to have their child collected, as long as it is age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school.	
Positive identified case of Coronavirus of a member of staff or pupil at school.	staff and children	<p>The most effective way to avoid passing on COVID-19 infection is to stay at home and avoid contact with other people. Parents will be strongly advised to keep their child at home</p> <p>When someone with COVID-19 breathes, speaks, coughs or sneezes, they release small particles (droplets and aerosols) that contain the virus that causes COVID-19. These particles can come into contact with the eyes, nose or mouth or can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch.</p> <p>The risk of catching or passing on COVID-19 can be higher in certain places and when doing certain activities such as singing or vigorous exercise. In general, the risk of catching or passing on COVID-19 is highest when you are physically close to someone who is infected.</p> <p>However, it is possible to be infected even by someone you do not have close contact with, especially if you are in a crowded, enclosed or poorly ventilated space. This is because the infectious particles can stay suspended in the air for some time.</p> <p>You should:</p> <ul style="list-style-type: none"> <li>• not attend work. If you are unable to work from home, you should talk to your employer about options available to you. You may be eligible for Statutory Sick Pay</li> <li>• ask friends, family, neighbours or volunteers to get food and other essentials for you</li> <li>• not invite social visitors into your home, including friends and family</li> </ul>	Updated 21.02.22

		<ul style="list-style-type: none"> <li>• postpone all non-essential services and repairs that require a home visit</li> <li>• cancel routine medical and dental appointments. If you are concerned about your health or you have been asked to attend an appointment in person during this time, discuss this with your medical contact and let them know about your symptoms or your test result</li> <li>• if you can, let people who you have been in close contact with know about your positive test result so that they can follow this guidance</li> <li>•</li> </ul> <p>Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine.</p> <p>If your day 5 LFD test result is positive, you can continue taking LFD tests until you receive 2 consecutive negative test results.</p> <p>Children and young people with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature. They should follow the guidance for their educational setting.</p> <p>Avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially those with a severely weakened immune system, for the 10 days after your symptoms started (or the day your test was taken if you did not have symptoms).</p>	
--	--	---	--

		<p>While you are infectious there is a high risk of passing on COVID-19 to others in your household. These are simple things you can do to help prevent the spread:</p> <ul style="list-style-type: none"> <li>• keep your distance from other people you live with and spend as little time as possible in shared areas such as kitchens and living rooms. This is particularly important if someone you live with is unvaccinated or at higher risk of becoming seriously unwell from COVID-19, especially those with a severely weakened immune system</li> <li>• if you need to spend time in shared areas wear a well-fitting face covering made with multiple layers or a surgical face mask. Ventilate the room by opening windows and leaving them open for at least 10 minutes after you have left the room. Leave extractor fans running for longer than usual with the door closed after use</li> <li>• cover your mouth and nose with disposable tissues when you cough or sneeze. Dispose of tissues into a rubbish bag and immediately wash your hands or use hand sanitiser</li> <li>• wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food. Avoid touching your face</li> <li>• if you can, use a separate bathroom from the rest of the household. If this is not possible try and use the bathroom after everyone else</li> <li>• regularly clean frequently touched surfaces, such as door handles and remote controls, and shared areas such as kitchens and bathrooms</li> <li>• GermDefence is a useful website that can help you identify ways to protect yourself and others in your household from COVID-19. It provides scientifically proven advice on reducing the risks from COVID-19 and other viruses in your home.</li> </ul>	
Contain any outbreak by following local health protection team advice	all community	<ul style="list-style-type: none"> <li>• our Local Public Health Team will support us specifically if any of the following thresholds are reached: <ul style="list-style-type: none"> <li>○ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils,</li> </ul> </li> </ul>	



		<p>students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period (e.g. 3 cases in a class of 30). (whichever is reached first)</p> <p>OR</p> <ul style="list-style-type: none"> <li>○ If a pupil, student, child or staff member is admitted to hospital with COVID-19, this could indicate increased severity of illness or a new variant of concern and advice should be sought urgently</li> </ul>	
Pupils and families who are anxious about return to school following the latest government guidelines	children and families SLT	<ul style="list-style-type: none"> <li>● All pupils must attend school</li> <li>● If parents of pupils with significant risk factors are concerned, school to discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school</li> <li>● Schools to be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc)</li> </ul>	
To establish procedures to ensure regular hand washing in accordance with guidelines	children and staff	<ul style="list-style-type: none"> <li>● Staff assigned to refill soap dispensers throughout the day. Site staff to refill overnight</li> <li>● Site staff to spray toilets (flush, handles, taps) <b>at lunchtimes</b></li> <li>● Children wash hands after coughing or sneezing; after using the toilet; before and after handling food</li> <li>● Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.</li> <li>● Educate pupils and staff on the importance of destination handwashing through letters <ul style="list-style-type: none"> <li>○ before leaving home</li> <li>○ on arrival at school (wash or wipes)</li> <li>○ after using the toilet</li> <li>○ after breaks and sporting activities</li> <li>○ before eating any food, including snacks</li> <li>○ before leaving school</li> </ul> </li> </ul>	Updated 21.02.22
LFT testing to be completed by all school staff	staff	<ul style="list-style-type: none"> <li>● <b>Staff now not needed to complete. Stock of LFTs held by school in cases of an outbreak.</b></li> </ul>	Updated 21.02.22

Risk- Other risks identified			
<p>Poor ventilation</p>	<p>children and staff</p>	<p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.</p> <p>When our school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures.</p> <ul style="list-style-type: none"> <li>● Mechanical ventilation systems <ul style="list-style-type: none"> <li>○ These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. Systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> </ul> </li> <li>● Natural ventilation <ul style="list-style-type: none"> <li>○ Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) and opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).</li> <li>○ To balance the need for increased ventilation while maintaining a comfortable temperature we will consider opening high-level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct draughts</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	
<b>Risk: Staff and Pupil Attendance</b>			
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	HT/DHT	<ul style="list-style-type: none"> <li>● All communications are shared with staff</li> <li>● Regular meetings timetabled to allow staff opportunities to express concerns</li> <li>● Access to well-being and mental health support communicated and shared with staff.</li> <li>● Staff well-being continues to be a priority focus for the new academic year.</li> </ul>	
Welcoming children back to school	SLT	<p style="color: red;">In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others.</p> <p style="color: red;">If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>	Updated 21.02.22
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT and CoG	<ul style="list-style-type: none"> <li>● Parent information written continues to be shared with all parents</li> <li>● Details provided of safeguarding measures in place to mitigate risk of infection</li> <li>● parents updated with information on all levels as it happens</li> </ul>	
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	SLT	<ul style="list-style-type: none"> <li>● Guidance for collection has been established and shared with parents through letters. Handover in foyer.</li> </ul>	
Travel and quarantine	Children and staff	All pupils travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.	
Pupils abroad who are unable to return	Children and staff	<p style="color: red;">All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).</p> <p style="color: red;">Parents travelling abroad should bear in mind the impact on their child's education which</p>	Updated 21.02.22

		may result from any requirement to quarantine or isolate upon return.	
Pregnancy	staff	We will follow this <a href="#">specific guidance</a> for pregnant employees. COVID-19 Our workplace risk assessment already considers any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.	Updated 21.02.22
Staff deployment	SLT and staff	<p>We may need to alter the way in which you deploy our staff and use existing teaching and support staff more flexibly. We will ensure that we continue to have appropriate support in place for pupils with SEND. Any redeployments of staff will not be made at the expense of supporting pupils with SEND.</p> <p>We will make sure that for any interventions or care for pupils with complex needs:</p> <ul style="list-style-type: none"> <li>● safe ratios are met</li> <li>● specific training is undertaken</li> </ul> <p>Staff who are not teachers may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. This is covered under the: Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools the freedoms provided under the funding agreement for academies</p>	
Supply staff and other temporary or peripatetic staff	outside staff	<ul style="list-style-type: none"> <li>● We will continue to use supply teachers and staff.</li> <li>● Supply staff and peripatetic staff can move between schools. Such staff and visitors must follow our school's arrangements for managing and minimising risk based on the system of controls.</li> <li>● They will have access to information on the safety arrangements and be provided with this as soon as possible after the booking.</li> <li>● This also applies to other temporary staff and volunteers working in schools such as: support staff working on a supply basis peripatetic staff such as music tutors and sports coaches those working in before and after school club</li> </ul>	
Other support including specialist staff	outside staff	Specialists, therapists, clinicians and other support staff for pupils with special educational needs and disability (SEND) can attend school to provide interventions as usual where this is	

		<p>reasonably necessary, including where this requires them to move between settings.</p> <ul style="list-style-type: none"> <li>All of these staff will need to wear masks and ensure distancing between different year groups</li> </ul>	Updated 01.11.21
Remote education	children	<p>Not all people with COVID-19 have symptoms. Where appropriate, we should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so</p> <p>We will try to maintain our capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p>	
Delivering remote education safely	staff	<p>Keeping children safe online is essential. The statutory guidance keeping children safe in education provides the information on what we should be doing to protect our pupils online.</p>	
Fire safety	SLT + MB	<p>Our Fire safety management plan has been reviewed and checked in line with operational changes. We have checked:</p> <ul style="list-style-type: none"> <li>all fire doors are operational at all times</li> <li>our fire alarm system and emergency lights have been tested and are fully operational</li> </ul> <p>We will carry out emergency drills as normal</p>	
Educational visits	Staff and children	<p>Educational visits are subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination. General guidance on educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <p>For any international educational visits, we will refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling to make sure that the school group meet any entry and in country requirements especially in relation to vaccinations.</p>	Updated 21.02.22

		We will ensure that all bookings have adequate financial protection in place.	
Physical activity	children	<ul style="list-style-type: none"> <li>We will prioritise outdoor sport where possible</li> <li>Where it's not, we will use large indoor spaces with sufficient ventilation</li> <li>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible)</li> </ul>	
Indoor and outdoor performances	All staf	<p>We will consult the government guidance 'Events and attractions' when planning indoor and outdoor performances.</p> <p>We have identified any poorly ventilated spaces as part of our risk assessment and have taken steps to improve fresh air flow in these areas.</p>	
<b>Risk: Maintaining Cleanliness</b>			
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<p>This includes:</p> <ul style="list-style-type: none"> <li>continued frequent cleaning of rooms or shared areas that are used by different groups</li> <li>frequently touched surfaces continued being cleaned more often than norma</li> <li>encouraging pupils to wash their hands thoroughly after using the toilet</li> <li>Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> <li>Door handles</li> <li>Desks, table tops</li> <li>Light switches</li> </ul> </li> <li>Cleaning staff briefed and monitored by MB</li> <li>Provide tissues for classrooms</li> <li>Main entrance – hand sanitiser to be placed by main door and used after each entry.</li> <li>Tables and resources only to be sprayed when pupils are not in danger of the spray blowing into them.</li> <li>Any cleaning solution clearly labelled and available in every area</li> </ul>	

		<ul style="list-style-type: none"> <li>Any spray bottles or wipes must be kept out of reach of children</li> </ul>	
<b>Risk: Safeguarding</b>			
Recommission all systems before any re-opening	Site manager MB	<p>Checks carried out on the following:</p> <ul style="list-style-type: none"> <li>gas,</li> <li>heating,</li> <li>water supply,</li> <li>mechanical and electrical systems</li> <li>catering equipment</li> <li>MB to liaise with MK LA H &amp; S</li> <li>Ensure usual maintenance and safety checks continue to take place</li> <li>Review Planned Preventive Maintenance schedule – what services are due between now and September and organise for these to be carried out outside of pupil hours</li> <li>Ensure statutory checks are up to date i.e. boiler servicing. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></li> <li>Legionella checks have continued during school summer closure. Site staff checks weekly fire alarm checks have continued, as with other checks</li> </ul>	
Ensure water systems are safe and operational	Site Manager MB	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied	
Check your fire safety systems	Site Manager MB/ HT	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> <li>all fire doors are operational</li> <li>fire alarm system and emergency lights are operational</li> </ul>	
First aid and medication and delivering personal care done effectively, in not could have insufficient coverage for school and harm to pupils through malpractice	All staff	<ul style="list-style-type: none"> <li>Provide appropriate PPE for first aiders (mask, face shield, disposable gloves and disposable aprons) to be worn when there is a risk of virus transfer i.e. with coughing/sneezing/vomiting child. Inform first aiders what control measures are in place</li> <li>Office staff to ensure those pupils in school have up to date medication onsite and their allergen information is also up to date</li> </ul>	

		<ul style="list-style-type: none"><li>• First aider and those administering medication to maintain social distancing where possible. Personal care. Staff providing personal care e.g. changing a child after they have wet themselves should wear appropriate PPE (mask, face shield, disposable gloves and disposable aprons)</li></ul>	
--	--	---	--