

Title: Covid-19 Risk Assessment – Full re-opening 8th March 2021 – Wood End Primary School



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done																																				
Contact with coronavirus when getting to and from school	Pupils Staff Parents / carers / visitors	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <p> Their allocated drop off and collection times</p> <p> That only one parent/carer should attend</p> <p> Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</p> <table><tr><th></th><th>Drop off</th><th>Entrance / exit</th><th>Collect</th></tr><tr><td>Nursery</td><td>8:45am</td><td>Nursery gate</td><td>11:30am</td></tr><tr><td>Reception</td><td>8:30am</td><td>Reception gate</td><td>3:15pm</td></tr><tr><td>Year 1</td><td>8:30am</td><td>KS1 / KS2 gate</td><td>3pm</td></tr><tr><td>Year 2</td><td>8:45am</td><td>KS1 / KS2 gate</td><td>3:10pm</td></tr><tr><td>Year 3</td><td>8:30am</td><td>KS1 / KS2 gate</td><td>3pm</td></tr><tr><td>Year 4</td><td>8:45am</td><td>KS1 / KS2 gate</td><td>3:10pm</td></tr><tr><td>Year 5</td><td>8:45am</td><td>Main office</td><td>3:10pm</td></tr><tr><td>Year 6</td><td>8:30am</td><td>Main office</td><td>3pm</td></tr></table>		Drop off	Entrance / exit	Collect	Nursery	8:45am	Nursery gate	11:30am	Reception	8:30am	Reception gate	3:15pm	Year 1	8:30am	KS1 / KS2 gate	3pm	Year 2	8:45am	KS1 / KS2 gate	3:10pm	Year 3	8:30am	KS1 / KS2 gate	3pm	Year 4	8:45am	KS1 / KS2 gate	3:10pm	Year 5	8:45am	Main office	3:10pm	Year 6	8:30am	Main office	3pm					
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		<p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p> <p>Car sharing should be avoided if possible but if it's not possible then it will be documented on Individual risk assessments to reflect that a conversation has been had with the staff member and that they are ensuring to take the following precautions:</p> <ul style="list-style-type: none"> • Travel with windows open • Wear face coverings for the entire journey • The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back into use as their own personal vehicle for transporting family members. 					
Spread of Covid-19 through person to person contact	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p>	<p><u>Limiting contact with someone potentially suffering from coronavirus</u></p> <ul style="list-style-type: none"> • Everyone will be asked not to come into school if they need to self-isolate under current government guidance. Regular reminders will be given about this. • School sends out regular clear messages that children, parents, carers or any visitors, such as 					

	<p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the current government guidance. • Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process. <p><u>Rapid testing programme</u></p> <ul style="list-style-type: none"> • Staff will still be offered 2 lateral flow tests per week, for use at home. <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>Staff are discouraged from sharing cutlery and cups.</p> <p>Staff will be allocated cups and cutlery for their own use. These will be kept in an easily accessible place. These items will need to be washed by individuals to prevent use by others.</p> <p>Staff are discouraged from making drinks for others and sharing biscuits and other foods during the working day. Staff using the staff room will clean all surfaces and touched objects (taps, water boilers, spoons etc.) after use. All personal food including snacks should be taken home at the end of the working day or stored securely.</p> <p><u>Barriers / screens</u></p> <ul style="list-style-type: none"> • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors 					
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Promotion of good personal hygiene

- Hand washing facilities with soap and water (ideally warm water) in place. – facilities are available in classrooms and toilet areas.
- Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible [here](#)).
- Stringent hand washing taking place. (in accordance with this [guidance video](#)).
- Pupils are supervised regularly by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.
- Classes to teach children hand washing techniques.
- Drying of hands with disposable paper towels.
- Children to wash hands before and after eating a snack and before and after eating dinner.
- Hand sanitisers meeting a minimum of 70% alcohol content sited in any area where washing facilities not readily available (**Note; hand gel is no substitute for thorough and effective handwashing**) – hand sanitiser to be used and stored according to manufacturer instructions (i.e away from heat sources).
- Pupils are supervised when using hand sanitiser.
- Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.
- Tissues are available in each classroom and throughout school. Stock levels will be checked at the start of each day and replenished as needed.
- Appropriate receptacles for disposal of tissues
- Pupils discouraged from sharing cutlery, cups or food.
- Water fountain is out of use. Children to bring water bottles – drinking water available from class taps for refilling bottles.
- Parents informed of hygiene expectations and advised to discuss this with their children.

		<ul style="list-style-type: none"> • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. • Children with identified additional needs who spit or use saliva as sensory stimulant to have additional measures put in place. (See individual plans). <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Implementation of social distancing – i.e. reducing the number of adults in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. • Cohorts will be kept together and wherever possible different groups are not mixed. • The same teacher / staff members are assigned to each group and stay the same during the day where possible • Desks will be spaced as far apart as possible. • Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day. • Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering • Staff reminded daily of the importance of social distancing both in the workplace and outside of it. • Timetabling of staff areas to support distancing. • Social distancing also to be adhered to in staff rest areas. • Rooms allocated for adults only i.e. staff room and offices will have restricted numbers of adults who can be in that space identified on doors. • Processes / rooms redesigned to ensure social distancing in place, including removal of furniture from staff room & main offices. 					
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		<ul style="list-style-type: none"> • Conference calls to be used instead of face to face meetings. • Parents discouraged from gathering at school gates. <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Temperature readings for staff / children who are unwell will be taken 3 times to ensure a more accurate reading. • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. <p>In the case of a pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection • Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been collected. 		<p>PPE required if;</p> <ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid repellent surgical face mask, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, 				
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		<p>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a member of staff becomes symptomatic, their line manager will maintain regular remote contact with them during their absence.</p> <p>If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • Only essential visits to the school will be allowed. • Visitors will answer questions relating to Coronavirus as part of the signing in process. Entry will be refused if a visitor answers yes to any of the Coronavirus related questions. • Users will be informed of the expectations for visitors on arrival, such as sanitising or hand washing before entering, wearing a face covering, only accessing certain areas of the site. <p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p>		<p>spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings).</p> <p>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.</p>				
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		Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.					
Spreading infection due to excessive contact and mixing in meetings	Staff Pupils Parents / carers Others	Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Staff will use individual devices to access online meetings and training where possible. Where this isn't possible, meetings will be conducted outdoors, outside of school hours, or in a room large enough to allow for social distancing.					
Spreading infection through contact with coronavirus on surfaces	Pupils Staff Visitors / others	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Pupils sit at same desk each day which is thoroughly cleaned at the end of each day. (Where possible, furniture that needs to be shared will be shared by children within a bubble) • Cleaners are sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Additional cleaning sourced via LA SLA to carry out cleaning of key areas (toilets / shared resources eg. Laptops, door handles) over lunch time period. • If cleaning arrangements need to be changed, the cleaning supervisor will be contacted to review necessary arrangements and organise changes. • Cleaning and disinfecting of objects and surfaces that are touched regularly (touch points) will be increased, particularly in areas of high use such as classroom desks and tables, door and window handles, door panels, bannisters, light switches, reception area / sign in tablets, teaching and learning aids, computer equipment (including keyboards and mouse), sports equipment, telephones, printers/photocopier machines, using appropriate cleaning products and methods. 					

		<ul style="list-style-type: none"> Resources in EYFS which may have been in children's mouths are isolated and sterilised. Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes. All cutlery and cups are thoroughly cleaned before and after use. Surfaces (including classrooms) to be kept clear to facilitate thorough cleaning. As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. School will cease hand shaking of children and visitors. Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down. Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. <p><u>Shared resources</u></p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> Cleaned frequently and meticulously, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 					
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		<p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals • Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. • Furniture that needs to be shared across bubbles ie. dining tables will be cleaned between sittings. <p>For equipment shared between staff , measures will be in place, including:</p> <ul style="list-style-type: none"> • Phones are allocated on rota to individuals, however, wipes are placed by phones which may need to be shared. • Individual stylus to be used for touch screen devices where possible • Hand sanitiser placed by shared resources eg. Photocopiers • Wipes available in all rooms to clean items before use <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>					
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Spreading infection due to excessive contact and mixing between pupils and staff in lessons	Pupils Staff	<ul style="list-style-type: none"> Children within a bubble will not be expected to distance from each other but will be discouraged from making physical contact. (a bubble will be a class group, but may extend to include other class in the same phase i.e. EYFS, KS1, LKS2, UKS2). Woodes: <ul style="list-style-type: none"> - number will be restricted to 15 - children from different phases will be asked to distance - provision will be restricted to Wood End children only <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will keep pupils in their groups for most of the classroom time but will allow mixing in wider groups where necessary (e.g. to deliver specialist teaching).</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow</p>					
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		<p>and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff. These staff will also participate in the school's rapid testing programme, as outlined for other staff/pupils above.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>					
Spreading infection due to excessive	Pupils Staff	Staff and visitors will be asked to wear face coverings in areas of the school where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions					

contact and mixing between pupils and staff around and outside of the school	<p>about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard ‘Contact with coronavirus when getting to and from school’.</p> <p>Pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <table><tr><th></th><th>Break</th><th>Lunch break</th><th>Lunch seating</th></tr><tr><td>Reception</td><td>n/a</td><td>11:45– 12:45</td><td>11:45</td></tr><tr><td>Year 1</td><td>10am</td><td>11:45– 12:45</td><td>11:45</td></tr><tr><td>Year 2</td><td>10am</td><td>12:15 – 1pm</td><td>12:30</td></tr><tr><td>Year 3</td><td>10:15am</td><td>12:00 – 12:45</td><td>12:00</td></tr><tr><td>Year 4</td><td>10:30am</td><td>12:15 – 1pm</td><td>12:30</td></tr><tr><td>Year 5</td><td>10:30am</td><td>12:15 – 1pm</td><td>12:30</td></tr><tr><td>Year 6</td><td>10:15am</td><td>12:00 – 12:45</td><td>12:00</td></tr></table> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. This will be done by:</p> <p>Keeping children in class bubbles in one room wherever possible</p>		Break	Lunch break	Lunch seating	Reception	n/a	11:45– 12:45	11:45	Year 1	10am	11:45– 12:45	11:45	Year 2	10am	12:15 – 1pm	12:30	Year 3	10:15am	12:00 – 12:45	12:00	Year 4	10:30am	12:15 – 1pm	12:30	Year 5	10:30am	12:15 – 1pm	12:30	Year 6	10:15am	12:00 – 12:45	12:00					
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		<p>Limiting use of toilets to allocated times (except for children with known medical conditions)</p> <p>No gathering for assemblies – assemblies to take place remotely.</p> <p>Pupils will be supervised to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding by supervision at lunch times and break times, and by staggering lunch and break times</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p>					
Coronavirus outbreak		<p>We will work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days (previously 10 days).</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact 					

		<ul style="list-style-type: none"> • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) <p>Travelling in a small vehicle or a plane</p>					
Individuals vulnerable to serious infection coming into school		<p>Staff who are clinically extremely vulnerable will have received a letter advising that shielding is paused from 1st April. They may now return to work where they are not able to work from home. Individual circumstances will be discussed and steps taken to reduce their risk of exposure to Covid 19 in the workplace.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who is clinically extremely vulnerable, clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with</p>					

		underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.					
Teacher / staff shortage		<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 		If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.			
Impact on physical and mental health		<ul style="list-style-type: none"> • Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate will seek advice from Human Resources and/or Occupational Health. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Management staff have an open door policy for those requiring additional support. • Regular communication of mental health and other useful information is provided to staff. 					
Spreading infection due to the school environment		Checks to the premises will continue to make sure the school is up to health and safety standards. This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.					

		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>Air handling units have been temporarily switched off to prevent circulation of air from room to room.</p> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old <p>All employees will be reminded of the 'Covid safe' working procedures in place, by:</p>					
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		<p>Having this as a standing agenda item at staff meetings</p> <p>Distribution of staff meeting minutes to staff</p> <p>Covid 19 risk assessment to be made available on staff website</p> <p>Health and Safety is everybody's responsibility. Members of SLT will review, monitor and challenge practices on a regular basis. However, all staff are encouraged to be vigilant themselves and report/challenge concerns.</p>					
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	Name	Position	Signature	Date	Review Date
Risk Assessor	Jenine Rutter	Office Manager	<i>J Rutter</i>	04.03.21	01.04.21
Line Manager	Sonia Sharma	Headteacher	<i>S Sharma</i>	04.03.21	01.04.21