

Lowton West Primary School

Returning to school Risk Assessment/Action Plan

At Lowton West, we want to be able to get children back into education as soon possible. This can only be done once we are assured that educational settings are as safe as they possibly can be for children and staff. We will work with Local Authorities, school staff and unions to support our schools in working towards, and planning for, a safe and gradual re-opening for children, families and staff.

Our school will:

- Follow the scientific, health and educational advice available to determine their approach to re-opening from June 1.
- Only open when the Government and if, our risk assessments determine that it is safe to do so for children, families and staff.
- Adhere to the Government guidance when determining which staff can work in school.
- Work alongside Wigan LA H&S Department to ensure that risk assessments are carried out fully and used to create safe working environments for staff and pupils.
- Use the risk assessments to **plan** what measures need to be put in place to ensure safety of pupils, staff and families.
- Engage fully with staff, unions and Governors to ensure that all are consulted about the risk assessments and have contributed to the planning.
- Use the risk assessments in considering what the phased re-opening will look like, whilst planning for high take-up of places to ensure that measures in place are sustainable.
- Be flexible and confident to stagger any re-opening by prioritising particular year groups in line with the outcomes of risk assessments and within the parameters of the guidance, in order to build gradually and methodically one step at a time.
- Maintain and prioritise provision for the vulnerable pupils and children of critical workers, whilst working gradually towards a full re-opening for all pupils in time.

Hazards	Risk	Actions/Control Measures	Who?
1. Pupil Numbers/ capacity (increased numbers increase risk of spread of virus)	M/H	1.1 Calculate how many children each building can safely accommodate and how many 'bubbles' this will allow. 1.2 Implement government prioritisation advice when deciding which pupils to welcome back to school. 1.3 Plan which rooms will be used, how many classes, how many bubbles, where they will be based and which staffing will be allocated. Plan lists of pupils for each bubble. 1.4 Friday to be used as an opportunity to do deep clean/ increased cleaning regime in place	JW, SLT, AH, DW, Govs Cleaning staff
2. School environment <ul style="list-style-type: none"> • Visitors/contractors on site • Admin window • Parent contact • Space/room for children / staff if they become unwell 	M/H	2.1 Inform children, parents, visitors including suppliers, not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19) Signage up around school . 2.2 No parents to come onto school site. Parents to contact school via telephone/ e-mail. 2.3 If parents have to enter the school foyer (e.g. to collect a 'home learning' pack, they must stand on the given spot away from the office window, collect the pack from the table and leave immediately – the admin office windows is to remain closed. 2.4 One room to be allocated for any visitors/meetings: hand gel to be placed in here and all visitors to wash hands before entering, no drinks etc provided for visitors and this is only in emergency circumstances eg. Police, all other meetings can take place via phone or virtually. 2.5 Contractors must be of an 'urgent' nature and as much as possible limited to areas where there are no staff/children. 2.6 Other agencies must be of an urgent nature and in consultation with SLT (no peripatetic music services etc). 2.7 Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc. 2.8 Parents to be limited to certain areas at pick up and drop off.	JW JW decision DW SLT DW

		2.9 Allocated area for if children/staff become unwell: Hygiene room. A window should be opened and staff should stand 2 metres away; child needs to be isolated; staff to wear PPE; parents to be contacted immediately.	All staff
<p>3. The classroom environment</p> <ul style="list-style-type: none"> • How many in class at one time • Managing classroom environmental resources • Minimising spread of infection via resources e.g. pencil case • Seating • Ensuring adequate air flow 	M/H	<p>3.1 The DfE states 15 pupils in each ‘bubble’. Our bubbles will be split between two classrooms whilst working inside (7 or 8 per classroom) but then will be together whilst outside (15 pupils). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Children and adults in each bubble to remain the same wherever possible. Not to mix before school, during breaks or after school.</p> <p>3.2 Classrooms to be tidied and books/ equipment to be stored away wherever possible; furniture to be removed from some classrooms and stored in Class 12/ Class 11/ library areas (SLT to co-ordinate); desks to be spaced as far apart as possible (with the 2m distance as a guide). Furniture allocations to be checked, i.e. have we enough in each room of the right type/ size?</p> <p>3.3 Soft toys to be removed in each room to ensure less opportunities for transmission of germs</p> <p>3.4 Each child to have a labelled wallet with pencil, pen, rubber and exercise book/ paper for all work to go in, etc...</p> <p>3.5 Staff must not mark books to ensure no transmission of germs and staff must not allow children to use smart board</p> <p>3.6 Pupils to come to school with no school bag and to bring packed lunches in a disposable bag</p> <p>3.7 Clean frequently touched surfaces using standard detergents products.</p> <p>3.8 All windows, where possible, to be kept open. All doors to be kept open. If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed. Fire Plan COVID-19 temporary amendment: During these challenging times (COVID-19) the evacuation procedure will generally remain the same.</p> <ul style="list-style-type: none"> • On activation of the fire alarm, all staff and pupils will stop work, line up and under the direction of the Teacher/TA supporting the group bubble, evacuate the building as directed by the member of staff. • At all times, both staff and pupils will remain together in their group bubble. • Calmly walk to the fire assembly point maintaining a distance of two paces between each pupil. • At the Fire Assembly Point, line up on the bubble as directed, with a distance of 2 metres where possible between each pupil and between each group. • A member of staff will take the register of those present and absent, report to the senior person in charge, and await further instructions. • On completion of the all clear or fire drill, the class bubbles will return to their classrooms or planned activity. <p>3.9 To minimise unintended use and continual cleaning, any room or facilities that are not required to be in use, the room should be thoroughly cleaned and then locked, except for a daily inspection and for ventilation.</p>	<p>JW/ SLT to arrange bubbles</p> <p>All staff SLT</p> <p>All staff All staff</p> <p>All staff</p> <p>Cleaning staff All staff</p> <p>Caretaker</p>
<p>4. Lunchtime/playtimes</p> <ul style="list-style-type: none"> • Social distancing whilst eating • Social distancing at the lunch ‘hatch’ • Cleaning tables afterwards • Maintaining social distancing at play times • Outside equipment 	M/H	<p>4.1 Pupils to eat in classrooms</p> <p>4.2 Pupils to bring own packed lunch or order sandwiches in school; kitchen to prepare sandwiches that will be collected by TAs from different bubbles at given times and delivered to the children in class</p> <p>4.3 Children to eat sandwiches in class; staff to clean tables before and after eating; refuse to be placed outside classroom door for collection</p> <p>4.4 Playtimes to be on a rota basis/ all bubbles to be allocated specific areas for playtimes</p> <p>4.5 Staff to bring own lunch/ any ordered lunches (sandwich option only) to be collected from the external kitchen door</p> <p>4.6 Prohibit the use of the fixed play equipment</p> <p>4.7 Playtime equipment to be allocated to each bubble</p>	All staff

		<p>4.8 Playtime equipment to be cleaned after use (e.g. bats/ balls)</p> <p>4.9 Playtimes: bubbles to be supervised by at least one teacher and one TA; children to social distance as much as possible (set up games such as obstacle courses/ races which ensure that the children can be 2 metres apart); ALL staff to remind children to keep their social distance</p>	
<p>5. Movement around school</p> <ul style="list-style-type: none"> • Corridors • Entering/leaving school at start/end of day • Worship • Managing fire/lockdown procedures • Toilet use- lesson times / playtimes 	M/H	<p>5.1 Bubbles to stay together when moving around outdoors and to stay away from other bubbles (Use of outdoor space timetable to be drawn up by HT/ DH)</p> <p>5.2 Staggering of start/end of days. Mark off the playground floor where pupils will line up prior to reentering the building.</p> <p>5.3 Discourage parents from gathering at school gates.</p> <p>5.4 Display signage at all entrances into school and along corridors to raise awareness of social distancing.</p> <p>5.5 Create a one way pedestrian system along the school pathway from gate to the main building.</p> <p>5.6 Mark the floor with lines 2 metre apart both inside and outside of school (path; corridors; playgrounds, marks 2m from teacher desks, etc...)</p> <p>5.7 HTs and Fire wardens to review drill procedures and have them also reviewed by MMc if possible</p> <p>4.2 Teachers to share new fire drill procedures with children on first morning back in school</p> <p>4.3 Pupils to be given a fire drill by end of first week (alarm initially), but told they will be getting this to avoid upset children</p> <p>5.1 Lidded pedal bins to be placed in each classroom</p>	<p>All staff</p> <p>SLT/ LE/ AH</p> <p>JW (letter) AH SLT/LE SLT/ LE</p> <p>JW/ DW/ LE All staff</p> <p>DW</p>
<p>6 Delivering the Curriculum whilst social distancing</p> <ul style="list-style-type: none"> • PE/contact • Curriculum coverage • Provision for pupils who are not attending 	L/M	<p>6.1 PE/exercise to be done daily; some ideas (within the guidelines) to be provided by the PE leads. NO CONTACT SPORTS or SHARING OF RESOURCES, e.g.balls. Circuit type activities to be used by all staff and adapted for their age group. Each bubble will have their own set of equipment. Equipment is cleaned down after every use.</p> <p>6.2 Curriculum timetable to be planned in line with the government guidance; HT/DH to provide provisional timetables</p> <p>6.3 No assessments this term</p> <p>6.4 Staff shielding/working from home to provide resources/ work, etc (Home Learning Team)</p>	<p>LC, EC All staff</p> <p>JW/ NG</p>
<p>7 Cleaning</p> <ul style="list-style-type: none"> • Managing increased workload • Safe disposal of equipment • Additional cleaning resources/products • Review of cleaning • Additional touch point cleaning daily 	M/H	<p>7.1 School Business Manager to review capacity for cleaning across school and procure additional hours/support if needed (to be kept under constant review)</p> <p>7.2 Clear guidance for ALL staff on disposal of equipment etc</p> <p>7.3 Additional equipment ordered eg hand sanitiser, PPE, tissues</p> <p>7.4 Meet with cleaning contractors to review cleaning arrangement and make any necessary changes - increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed)</p> <p>7.5 Daily cleaning of classrooms (already in place)</p> <p>7.6 Preparations for deep cleans if necessary</p> <p>7.7 Handles to be cleaned at mid points during the day</p>	<p>DW</p> <p>Caretaker/ cleaning staff</p>
<p>8 Communal areas</p> <ul style="list-style-type: none"> • Staffroom • Toilets • Office space 	M	<p>8.1 Only two staff members allowed in staff room; do not stand in doorway (allow space for movement in and out); staff must clean up after themselves and leave staffroom clean and tidy</p> <p>8.2 Staff should wipe down telephones with antibacterial wipes before and after use</p> <p>8.3 Deputy Head office has been temporarily located to Music Room</p> <p>8.3 Staff must not go to the school office – please contact office staff via internal telephone system</p> <p>The parent contact files will be located in the back office for staff to access. All telephone calls should be made via this office. Only one member of staff is allowed in the back office at one time.</p> <p>8.4 Staff should not stand and block entrance to the offices/ toilet areas: these are ‘hotspots’ that become easily</p>	All staff

		<p>congested.</p> <p>8.5 Only one staff member is allowed in the photocopying room at any one time. If a staff member is waiting outside, please keep 2m distance and do not block the entrance to the photocopying room. There should not be a queue at any time for the photocopier as this congests the entrance foyer and does not allow for social distancing</p> <p>8.6 Staff must not go to the HT office/ DH office – please contact HT and DH via internal telephone systems. Staff may stand at given spot outside HT office and talk to HT through glass (if office door is open). HT may have one person in office for meetings (if needed) – sat at other side of office which is 2m apart.</p> <p>8.7 Limit bodies in confined spaces e.g., kitchen areas, store rooms.</p> <p>8.8 Staff to observe the 2m social distancing at all times</p> <p>8.9 Staff to sign in and out using the electronic signing in system (antibacterial wipes will be available to wipe screen before and after use)</p>	
<p>9 Re-establishing expectations and introducing new expectations</p> <ul style="list-style-type: none"> • Behaviour • Social distancing rules/handwashing routines 	M	<p>9.1 Behaviour policy has been updated (with an addendum) in relation to our expectations during Covid-19</p> <p>9.2 Pupils to be reminded of behaviour policy expectations on the first day of and subsequent initial days of reopening (and then daily reminders).</p> <p>9.3 Staff to come up with rhymes/songs/phrases to help children remember handwashing/ 2 m rule etc, (especially for the younger children)</p> <p>9.4 Additional posters/reminders in each toilet area</p> <p>9.5 Everyone to clean hands more often than usual - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned.</p> <p>9.6 Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</p>	<p>NG All staff</p> <p>All staff</p> <p>AH All staff</p>
<p>10 Special needs</p> <ul style="list-style-type: none"> • Managing transitions into school for specific children/groups and where there is a change of setting. • Team teach strategies/ Physical intervention 	M/H	<p>10.1 HT/DH (SENDCo) to identify pupils who need a specific risk assessment, risk assessments completed with support from other agencies where necessary.</p> <p>10.2 Special Needs - class teachers responsible for sharing relevant information for SEND pupils being supported by other staff members e.g. Learner Profiles, EP recommendations, Health Care Plans, routines etc</p>	JW/ NG
<p>11 Transitions</p> <ul style="list-style-type: none"> • Moving to next class • Reception/Nursery new starters • Y6 leaving school • Transition back in to school on June 1st 	M/H	<p>11.1 'Pass up' information provided for all children in July (Teacher transition meetings)</p> <p>11.2 'New Intake' meeting and Inspire sessions cannot take place: Headteacher has sent letter to parents of new pupils; EFYS Manager to ring contact all parents; new section created on school website (under 'Parental Information' tab) that includes photographs of school/ EYFS environment ; lots of further information to be added; HT and EYFS Manager to keep new parents updated with letters/ e-mails; DW to ensure that new parents are set up on School Spider/ Seesaw, etc...</p> <p>11.3 Packs to be provided for new starters (with forms for parents to complete/ booklet for pupils to complete/ information for work that parents can start to do with their child at home).</p> <p>11.4 School continue to liaise with High Schools in relation to Year 6 transition and keep parents informed accordingly</p> <p>11.5 Year 6 teachers have uploaded 'transition to Year 7' work onto the Seesaw app for children to start to complete after the Whit half term</p> <p>11.6 Y6 to receive special 'gift' at end of year (details TBC)</p> <p>11.7 Year 6 teachers have completed transition meetings with the High School staff</p> <p>11.8 Two Y6 EHC Reviews to be completed with SENCO, class teacher, parents and SENCOs from high schools via telephone/ online</p>	All staff
12 Uniform	L/M	12.1 Children will not return in uniform	1.1

<ul style="list-style-type: none"> • Most children will have grown over the time that they have been out of school and so their uniform may not fit. • Clothing may transmit germs 		<p>12.2. Parents to be asked to send children in new set of clean clothing daily</p> <p>12.3 Staff asked to wear fresh clothing daily</p>	
<p>13 Support for staff</p> <ul style="list-style-type: none"> • Staff shielding/vulnerable groups • Anxiety about returning to school. • Bereavement, separation, loss and trauma. • PPE • Safety when providing intimate care • Workload –teaching and home learning • Staff well-being – physically and mentally tired • Communication 	H	<p>13.1 Staff to notify HT if they fall in to vulnerable group category and if they are intending to ‘work from home’.</p> <p>13.2 Employee Assistance programme, support from Wigan Council EAP service provider on 03303 800 658 (calls charged at local rate).</p> <p>13.3 Wearing a face covering or face mask in school is not recommended. Staff and pupils are not required to wear face coverings. (DfE guidelines)/ PPE provided for use re intimate care and for any first aid issues (gloves/ aprons/ masks)</p> <p>13.4 PPA to be provided for teaching staff each week</p> <p>13.5 Staff who are shielding/vulnerable to become ‘Home Learning’ Team</p> <p>13.6 School to be closed over half term w/b 25/05</p> <p>13.7 Regular communication/consultation with staff to continue</p> <p>13.8 Training sessions for staff on re-opening to be held on 01.06.20</p> <p>13.9 Staff must inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p>	<p>Staff to contact JW</p> <p>JW</p>
<p>14 Children’s health</p> <ul style="list-style-type: none"> • 1st aid whilst social distancing • Poorly child • medicines available on site 	H	<p>14.1 The number of first aiders to be available within school for the general population has not changed. In regards to Nursery and Early Year classes, the need for a Paediatric first aider (PFA) remains a requirement of the EYFS. If after our best endeavors a PFA is not available, then we will ensure someone with First Aid at Work or emergency PFA is on site and carry out a written risk assessment. Currently, we have four staff (PFAs) who are all able to attend work.</p> <p>14.2 PPE to be used for this</p> <p>14.3 If a pupil who is unwell or shows symptoms of COVID-19 to be removed from the group and inform the parents. Separate room allocated for child to stay in (hygiene room)</p> <p>14.4 Parents to be reminded that asthma inhalers/medication should be in school</p> <p>14.5 Medication forms to be completed by TA or other staff member from bubble and stored following the usual policies and procedures. Children need to have their asthma inhalers in their bubbles – staff to organise this and take asthma inhalers outside for PE, etc...</p> <p>14.6 Staff who are teaching children from another class should have a brief meeting with the regular class teacher (this can be done via telephone or in school) to discuss every child and their individual needs/ any health conditions, etc... All staff within the bubble should ensure that they are aware of any medical needs/ other issues.</p>	
<p>15 Safeguarding children</p> <ul style="list-style-type: none"> • Increase in disclosures when school reopens • Online abuse- • Online bullying 	L	<p>15.1 Designated Safeguarding Leads in school every day or available by telephone</p> <p>15.2 Session on Online safety to be delivered with each bubble (support from SB)</p> <p>15.3 Staff have all recently completed online safety training</p> <p>15.4 Session on anti-bullying to be delivered by all bubbles</p> <p>15.5 Safeguarding addendum to remain in place</p>	SB
<p>16 Support for children/families: Social Emotional/Relationships with children</p> <ul style="list-style-type: none"> • Children have just spent months in only the company of their parent/s 	L/M	<p>16.1 Parents asked to prepare children for return and talk about it in a positive manner</p> <p>16.2 Inform parents prior to opening that if pupils refuse to separate we cannot physically engage to support this/ the children must walk into school freely</p> <p>16.3 Increased opportunities for circle time - reminders of what it means to be a good friend via circle time</p>	<p>JW</p> <p>All staff</p>

<p>and will struggle to separate for a while.</p> <ul style="list-style-type: none"> • They have not played with friends or had to compromise. This may cause tension as friends play games with rules. • Finding out about any bereavement, separation, loss and trauma that the children have experienced. • Dealing with any bereavement, separation, loss and trauma. • General anxieties about Covid-19 • Physical contact: Hugging/hand holding 		<p>16.4 Parents to inform school of any issues we need to know about prior to child starting so that school can provide support (as needed)</p> <p>16.5 Series of sessions/ resources delivered in bubbles to support children’s understanding of Covid-19</p> <p>16.6 Staff to encourage children to talk about any worries/concerns they may have</p> <p>16.7 Pupils (mainly the youngest pupils)to be reminded each morning that they can’t hug/hold hands with staff or each other</p> <p>16.8 Support for families – Wigan Family Welfare counselling sessions continuing via telephone, additional availability for any identified pupils (attending school or home learning)</p> <p>16.9 Mental health advice/ signposting for support has already been shared with parents (by Headteacher). Further mental health advice to be shared by SENCO with resources to support pupils and families at home</p>	
<p>17 Managing parental expectation</p> <ul style="list-style-type: none"> • understanding how the prioritisation takes place • understanding how school will be run differently in terms of curriculum coverage etc • communication 	L	<p>17.1 School to include rationale for prioritisation in communication to parents</p> <p>17.2 Signpost parent to government guidance if necessary</p> <p>17.3 Guidance for parents given in initial letter and further communications</p> <p>17.4 Inform pupils and their, parents/carers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>17.5 Inform parents that if their child needs to be accompanied to school, only one parent should attend. If other siblings will need to accompany parents, this is acceptable</p> <p>17.6 Inform parents the pupils of their allocated drop off and collection points and staggered times for start and end of school day, including protocols for minimising adult to adult contact.</p> <p>17.7 Instruct parents that they must not gather at entrance gates or doors or enter the school grounds</p> <p>17.8 Signage to be displayed around school grounds with reminders about protocols</p>	<p>JW</p> <p>AH</p>
<p>18 Preventing and Managing sickness, including outbreaks</p> <p>Response Stage: STAGE 1 – General (everyday hygiene and procedures)</p>	L	<p>18.1 General reminders for hygiene; effective handwashing facilities and soap available</p> <p>18.2 Follow usual absence periods for sickness</p>	All staff
<p>19 Preventing and Managing sickness, including outbreaks</p> <p>STAGE 2 – Prevent</p> <p><u>Where an increased risk is present</u></p> <p>- Increased absence rates of pupils or staff</p> <p>- Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts</p> <p>- Suspected cases of specific illness in school or within the community (eg.coronavirus/ gastric)</p>	L	<p>19.1 Increase hygiene procedure</p> <p>19.2 Communication with key people including key information (staff, pupils and families, users of the site)</p> <p>19.3 Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food</p> <p>19.4 Enforce 48hr after symptoms have stopped for all sickness, diarrhoea etc; follow government guidelines for fever and new continuous cough (14 days isolation for family)</p> <p>19.5 No trips</p> <p>19.6 Daily review of the situation</p>	<p>JW</p> <p>All staff</p>
<p>20 Preventing and Managing sickness,</p>	M	<p>20.1 Additional Cleaning including deeper cleans</p>	Cleaning staff

<p>including outbreaks STAGE 3 –Slow Infection Where a significant risk is present - direct case or increased likelihood of cases -Public health advice for restrictions</p>		<p>20.2 Send home any children with any symptoms 20.3 Contact Public Health/ LA/ DfE helpline (as needed)/ follow government guidance</p>	<p>All staff JW</p>
<p>21 Preventing and Managing sickness, including outbreaks STAGE 4 – Contain Where specific and/or significant changes or restrictions need to be in place. - High levels of sickness - High rates of absence - Significant danger of disease or illness</p>	H	<p>21.1 Part / full closures of site / classes 21.2 Further deep cleans - closure of building use 21.3 Contact Public Health/ LA/ DfE helpline (as needed)/ follow government guidance</p>	<p>JW/ Govs Cleaning staff</p>
<p>22 Suspected case in school (staff or pupil)</p>	M/H	<p>22.1 Contact relevant agencies e.g. LA / Public Health England 22.2 Deep clean core areas - inform staff 22.3 Core reminders of hygiene 22.4 Contact parents 22.5 Follow government guidance 22.6 Staff/pupil must show result of test before re-entering school</p>	<p>JW Cleaning staff</p>
<p>23 Confirmed case in school</p>	H	<p>23.1 Deep clean core areas 23.2 Inform staff 23.3 Core reminders of hygiene 23.4 Contact parents 23.5 General information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. 23.6 Contact relevant agencies e.g. LA / Public Health England</p>	<p>JW Cleaning staff</p>
<p>24 Suspected case in a family</p>	M/H	<p>24.1 Follow advice from government/ LA/ Public Health England 24.2 Child may need to stay at home until advice has been sought/ outcome of test confirmed as negative 24.3 Follow government guidance</p>	<p>JW Cleaning staff</p>
<p>25 Confirmed case in a family</p>	H	<p>25.1 Children in the family to remain at home for a fixed period of time (14 days isolation) 25.2 Deep clean of the classroom and school 25.3 Inform LA/ Public Health England</p>	<p>JW Cleaning staff</p>
<p>26 Staff shortage</p>	M	<p>26.1 Where too many– partial closure for certain bubbles</p>	<p>JW/ Govs</p>
<p>27 Staff with symptoms</p>	M	<p>27.1 Stay at home; follow NHS 111 advice; discuss with HT; have test; inform HT of outcome of test</p>	<p>All staff</p>
<p>28 Pregnant staff</p>	M/H	<p>28.1 Staff member to contact their midwife to seek advice; 28.2 Consider working from home (discuss with HT)</p>	<p>Staff member/ JW</p>
<p>29 Kitchen shut down</p>	L	<p>29.1 Parents to provide packed lunches/ DW to contact Metrofresh</p>	<p>JW/ DW</p>
<p>30 Site team shortage</p>	M	<p>30.1 Discuss with cleaning contractor cover arrangements as soon as possible</p>	<p>DW</p>
<p>31 Leadership shortage</p>	L	<p>31.1 Access via phone</p>	<p>SLT</p>
<p>32 Admin shortage</p>	L	<p>32.1 Cover with TAs / SLT 32.2 Inform parents not to phone unless emergency</p>	<p>JW</p>
<p>33 Long period shut down</p>	L	<p>33.1 Encourage remote learning</p>	<p>All staff</p>

		33.2 Publish activities on the school website 33.3 Provide work to be completed via online learning platforms 33.4 Provide children without IT access at home with paper/ pens/ home learning resources (hard copies)	
34 Good Personal Hygiene	M	34.1 Newsletter: inform parents of hygiene expectations and to discuss with children. 34.2 All children to wash their hands before coming to school, before going home and when they get home 34.3 Classes to teach children hand washing techniques 34.4 Children to wash hands before any snacks(classroom) and before eating dinner (classrooms/ toilets / hand sanitiser) Information: 34.5 Distribute key information posters for signage	JW All staff
35 School visitors and site users	M	35.1 Compulsory handwashing / use of gel before entering school; 35.2 Inform them of new requirements and risk of suspension of use 35.3 Inform them of any suspected or confirmed cases by any users	All staff/ visitors
36 Support for families affected		36.1 Inform parents and staff to contact school if they require support; 36.2 Regular contact with affected families and staff / well-being checks.	
37 Taking temperature of anyone in school who may begin to feel unwell	M	37.1 Use of handheld non-contact thermometer if possible/ use of PPE	All staff
38 Water fountains to be put out of use	M	38.1 Children to have plastic cups for use/ drinking water provided by staff 38.2 Staff to explain to children they are not allowed to use drinking fountains	All staff
Further Information: The guidance issued by the Government may change as we move forward to a full reoccupation of the school premises and/or resulting from new scientific advice. Such new or amended guidance can be found on the GOV.UK web site.			

Lowton West Primary School - Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We have increased precautions in place to ensure the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ☑ wash your hands with soap and water often – do this for at least 20 seconds
 - ☑ always wash your hands when you get home or into work
 - ☑ use hand sanitiser gel if soap and water are not available
- ☑ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
 - ☑ put used tissues in the bin straight away and wash your hands afterwards
 - ☑ try to avoid close contact with people who are unwell

Don't

X do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

STAGE 3 – SLOW INFECTION

We have increased precautions in place to slow down the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ☑ wash your hands with soap and water often – do this for at least 20 seconds
 - ☑ always wash your hands when you get home or into work
 - ☑ use hand sanitiser gel if soap and water are not available
- ☑ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ☑ put used tissues in the bin straight away and wash your hands afterwards
- ☑ try to avoid close contact with people who are unwell

Don't

X do not touch your eyes, nose or mouth if your hands are not clean X enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

Lowton West Primary School - Preventing and Managing Sickness

Continuation of learning Plan if school is closed for a prolonged period

- School to communicate with parents via School Spider/ e-mails/ school website
- Remote learning to be published on the school website/ learning platform
- Staff to set an additional project / longer task where appropriate
- Other online learning available (e.g. Spelling Shed/ TT Rockstars/ First News/ Government recommended websites/ Oak Academy as recommended by government)