



Dartmoor
MULTI ACADEMY TRUST

Establishment name:
Boasley Cross Primary School

Initial Assessment

Review

Following Incident

Date of Initial Assessment: **01/09/2020**

Assessor(s): **JHW**

Date of Review: **01/10/2020**

Assessor(s): **JHW/ DP**

Activity/Task/Process/Equipment

COVID-19 2020. School full return - October 2020 Review

(NB Other risk assessment findings and policy arrangements apply where unaffected by COVID-19)

Summary of changes:

- All changes in **RED**
- Update on national requirements for isolation following onset of symptoms (from 7 to 10 days)
- Updates in respect of changes to PHE SW procedures (flowchart v5.0)
- Clarification and reinforcement of social distancing requirements for staff and compensating features where this is not possible
- Clarification about need to risk assess vulnerable pupils and staff who work in close proximity to them.

Summary of hierarchy of controls:

- Monitor and isolate all who have symptoms – maintain quarantine arrangements, cooperate with PHE (testing, track and trace)
- Continue to protect the vulnerable/extremely vulnerable in line with national guidance and by local risk assessment
- Regular and repeated hand washing/sanitising: on arrival, before food, after washroom visit, on entry/exit to room.
- Good respiratory hygiene practice
- Enhanced cleaning regime
- Avoid mass congregation: no assemblies, segregated lunches, virtual staff meetings, managed access to toilets.
- Class groups to remain segregated in 'bubbles': pupils and staff not to mix, stagger breaks to limit population congregation; segregate exits/entrances where possible, stagger start-end times (siblings excluded)
- Limit sharing of equipment and avoid across class bubbles – personal equipment where possible (PE/Art activities to be risk assessed).
- PPE for selected staff who work in close proximity for <1m for >15 minutes (1:1 Work, First Aid etc)
- School discipline: policy amended to account for those who disrupt/endanger fellow pupils/staff.

Significant hazard	Who/what is at Risk?	Risk			Control measures in place
		L	S	R	
<p>Essential premises services to keep school open</p> <p>Injuries or ill-health arising from failure to maintain the building examples include: legionella contamination, CO production, failure to raise alarm in event of fire etc.</p>	Staff, pupils	>1	5	>5	<ul style="list-style-type: none"> ▪ Essential site maintenance should continue as normal and as determined by the timetable established on the Every system (Activities module) ▪ Every system used to monitor essential site maintenance: Compliance module can be scrutinised to identify gaps in maintenance provision. ▪ Annual H&S Review process will also monitor ▪ Contractors entering site will do so by appointment and will abide by hygiene controls and work to 1m plus social distancing rules.
<p>Boasley Cross:</p> <ul style="list-style-type: none"> • Re-Opening Health and Safety Check List to be completed by 08.09.2020 onsite inspection (DP/AK/JW) Appendix 1 • Ensure all premises services are evident clearly in the Every System (JW/AK) 					

<p>Staff or pupils with symptoms</p> <p>Potential for contracting COVID-19 via direct or indirect contact with someone displaying symptoms</p>	<p>Staff, pupils</p>	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> ▪ No staff or pupils to attend if they are symptomatic. ▪ Contact-free thermometers to be provided at each site to monitor pupils if they feel unwell. ▪ Those who display symptoms of one or more of the following: <ul style="list-style-type: none"> ○ New and continuous cough ○ high temp >37.8 ○ loss/change to sense of smell/taste <p>must return home as soon as possible to start period of isolation for 10 days from onset of symptoms. <u>This individual must get a test.</u></p> ▪ Household members of this individual to isolate for 14 days, or until: <ul style="list-style-type: none"> ○ They develop symptoms themselves whereupon they should be tested and isolate for 10 days from onset of symptoms ○ Until receipt of negative test result by person who is symptomatic. ▪ Test kits available for those who cannot, or will struggle to, access a test. Schools can re-order as needed. ▪ Isolation room provided for those with symptoms to wait until collected. ▪ Those displaying symptoms are to cover their mouth/nose with a tissue or paper towel until they can leave. ▪ Stocks of tissue, hand-sanitiser and cleaner-sanitiser to be located in this room. PPE also to be to hand for use by staff assisting this person <i>if this is unavoidable</i> (see First Aid section). ▪ The room must then be cleaned in line with previously circulated guidance. ▪ If visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser. ▪ Flow chart (v5.0) from PHE SW to be followed in respect of any person who has tested positive. DfE phone number to be used
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					<p>as initial point of contact.</p> <ul style="list-style-type: none"> ▪ Actions on flow chart followed depending on test result. If negative, child can return to school after end of symptoms. ▪ Positive test result would be communicated to DfE helpline. All instruction received from the HPT at PHE SW would be followed. ▪ Close proximity contacts to be sent home to isolate for 14 days. ▪ Class charts to be maintained so school can quickly identify proximity contact. ▪ However, if required by HPT risk assessment, whole class bubble will be sent home to isolate for 14 days.
<p>Boasley Cross:</p> <ul style="list-style-type: none"> • Isolation room to be the Sourton room as the library will be needed for access to reading material (Appendix 4) • Flowchart to be consulted in ALL suspected cases/ confirmed cases and all actions eg. correspondence with Public Health to be recorded on Cpoms under 'Medical' 					
<p>Shielding the vulnerable</p> <p>Potential for contracting COVID-19 via direct or indirect contact whilst attending school site with elevated consequence</p>	<p>Staff, pupils, co-habitants of staff/pupils</p>	1	4	4	<ul style="list-style-type: none"> ▪ Highly vulnerable groups (shielding up until 31.07.2020) must be risk assessed ahead of a return. To be led by line manager and undertaken with member of staff. ▪ Vulnerable staff (expectant mothers, over-70s, BAME staff, those with medical conditions whereby they are advised to have an annual flu-jab) must be risk assessed ahead of a return by their line manager. ▪ Controls measures could be: strict social distancing of 2m at all times, work away from higher risk pupils, avoid close contact 1:1 work, avoid direct face to face contact, PPE, other work tasks which avoid direct close contact. The school will try as far as practically possible to accommodate additional measures where appropriate. ▪ A separate risk assessment record must be completed to record the findings of the assessment. A format has been circulated for this purpose. ▪ Highly vulnerable pupils should follow medical guidance in

					<p>respect of their return to full-time education. Risk assessment should be completed for returning pupils in this category to identify (subject to medical guidance) additional control measures.</p> <ul style="list-style-type: none"> ▪ Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be offered access to remote education and engagement with this activity will be monitored. ▪ Risk assessments should be completed for pupils with EHCP to identify additional control measures necessary to control the risks to the individual, their peers and the staff who work with them. A format has been circulated for this purpose. ▪ This process should be led by the SENCO ▪ The risk assessment should continue to consider the balance of risks between attending school and remaining at home. ▪ IHCP to be reviewed to ensure all students with medical needs can attend College with all protective elements of plan in place.
<p>Boasley Cross:</p> <ul style="list-style-type: none"> • Site specific risk assessment completed with associated staff (DP/AK/JW) • Plan for reopening to include risk assessments for staff and children who are vulnerable • Vulnerable pupil assessment completed with associated children who will find it hard to socially distance or need to wear a mask (SW/ DP) • Clear roles and expectations defined for all staff whether they are working from home or on site (DP/PW) Appendix 3 					
<p>Social distancing</p> <p>Potential for contracting COVID-19 via direct contact whilst attending school site</p>	Staff, pupils	2	3	6	<p><u>Pupils:</u></p> <ul style="list-style-type: none"> ▪ Population density will mean that pupils will not be able to maintain social distancing upon a full return. ▪ Principal control measure there shifts to maintaining class 'bubble' and avoidance of mass congregation. ▪ Class bubbles not to mix: no assemblies and food provision organised to minimise congregation (see food provision below). No PE activities across classes. ▪ Staggered start/end times to minimise mass contact at beginning and end of day or start/end time to be segregated by

				<p>space with separate entrances etc.</p> <ul style="list-style-type: none"> ▪ Staggered break/lunch times or breaks segregated by space where segregation by time is not possible. ▪ Where possible, one-way system to be maintained to reduce corridor congestion as well as entrances direct into the classroom where possible. ▪ Classrooms laid out to avoid face to face positioning with tables in rows, facing forwards. ▪ Pupils should be self-sufficient in terms of equipment: all equipment used every day i.e. pens, rulers etc to be brought from home and to be for that pupil's personal use only. ▪ Curriculum to be limited to reduce PE or other practical activities involving shared equipment across class bubbles. ▪ Where the sharing of equipment across class bubbles cannot be avoided, specific risk assessment to be undertaken to identify compensating hygiene controls. This could be sanitising items or quarantining them for 48 hours (72 hours for hard surface items like plastic). <p>Staff:</p> <ul style="list-style-type: none"> ▪ Staff should maintain a social distance between one another, and between themselves and pupils, of 2m wherever they can unless subject to a separate risk assessment. ▪ Staff briefings to be virtual. Where physical meetings cannot be avoided, meetings to maintain 2m distance. ▪ The purpose should be to avoid close proximity contact which is <2m for >15 minutes ▪ Staff should avoid close and direct face to face contact with pupils wherever possible. Assist pupils by looking over their shoulder or remain side to side. ▪ Individual risk assessments should be completed for pupils who require 1:1 support where close proximity contact cannot be avoided. The assessment must consider the specific needs of the child as well as the staff member supporting them. ▪ 1:1 support staff to limit direct face to face contact as far as is
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					<p>practicable by positioning side to side. PPE in the form of a face shield used for close proximity contact (<2m for >15mins).</p> <ul style="list-style-type: none"> ▪ The specific risk assessment may identify additional PPE taking into account the needs of the child and the member of staff. ▪ Additional hygiene controls are described below for Nursery/ KS1 in recognition of the reduced ability of staff in these areas to maintain social distance. <p>Visitors:</p> <ul style="list-style-type: none"> ▪ There should be no non-essential visitors without prior appointment. Parents and ad-hoc visitors must not be granted access and reception should remain closed to those without an appointment. Signs should be displayed with a telephone number or e-mail for appointments to be made. ▪ Where reception remains unprotected, a reception screen is installed to protect reception staff. ▪ A meeting room is set up to allow meetings with an advanced appointment to take place in accordance with 2m social distancing. ▪ Contractors who must attend for essential maintenance must follow hygiene practices and must maintain the '1m plus' rule, as with staff. Wherever practicable (and as is consistent with safeguarding protocols), they must be left alone in the room where their work can be undertaken (e.g. plant room etc). <p>Food provision:</p> <ul style="list-style-type: none"> ▪ Pupils partaking in school meals pre-order from a limited menu option. ▪ Food pre-paid – no payments upon collection to speed up collection ▪ HACCP reviewed by kitchen managers to control any additional COVID-19 risk areas in food production. ▪ Pupils to remain segregated by space when eating food, either in the dining hall with tables >2m apart or remaining within their classrooms.
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					<ul style="list-style-type: none"> ▪ Limited menu choices to speed up delivery/collection ▪ Food either delivered to class or collected in class-rotas to limit queueing and maintain class bubble ▪ Cutlery handed out to prevent cross contamination at the point of collection ▪ Hand-hygiene before and after consumption of food.
<p>Boasley Cross:</p> <ul style="list-style-type: none"> • Separate arrival areas for each class/micro-group to ensure social distancing while hand over takes place – to be monitored by the adult in charge of group on that day • Each classroom has tables arranged in 'Victorian rows' with all children facing the teacher at the front of the room. • A member of staff will be based in each classroom with one TA (runner) going between the two rooms, but the children will remain based in their own rooms (wherever possible). • A three/four person staffing model means a micro-group can rotate breaks and provide cover for class teachers • Each classroom will have an outdoor space zoned off especially for their use - It is important that there is access to outdoors all of the time and not only at specific times of the day. It will be a reduced space but it will always be available to that classroom. The route from the classroom to the toilet will be clearly marked and internal barriers will prevent deviation from this route. • A perimeter walkway zone created around school site to enable outside movement to and from the classrooms at the start and end of the day, resource delivery and handover to the first aider should child exhibit symptoms. • Staff and pupil toilet arrangements takes account of social distancing and clear vacant/ free sign visible from the area to prevent movement within a limited space. • Walkie Talkie available in each room to ensure full communication across school and for use during lockdown and fire drill. • [Appendix 4]- plan of site for re-opening 					
<p>Hygiene</p> <p>Potential for contracting COVID-19 via direct and indirect contact whilst attending school site</p>	Staff, adult co-habitants of pupils	2	3	6	<p>Hand-hygiene:</p> <ul style="list-style-type: none"> ▪ Ongoing regular hand-hygiene is the principal control for indirect transmission. ▪ Hand washing or hand sanitising with alcohol hand sanitiser must be undertaken at the following times: <ul style="list-style-type: none"> ○ Upon arrival at class base at day's start ○ After using a washroom ○ Before and after food ○ <u>Upon entering and leaving any class bubble</u>
First Aid	First Aid staff	2	3	6	

Potential for contracting COVID-19 from direct and indirect contact with child due to administration of First Aid					<ul style="list-style-type: none"> ○ After coming in from outside recreation ○ Upon final departure ○ After removing PPE <ul style="list-style-type: none"> ▪ <i>Therefore, hand- sanitiser must be available at the entrance/s to each teaching space and class bubble.</i>
Nursery/Early years Potential for contracting COVID-19 via direct and indirect contact whilst attending school site	EYFS Staff, adult co-habitants of pupils	2	3	6	<ul style="list-style-type: none"> ▪ Staff to undertake hand-hygiene after handling pupils' work. ▪ Hand hygiene should also be undertaken after use of any shared resources within the class bubble. ▪ Staff should supervise hand sanitising in teaching spaces. ▪ All visitors must wash/sanitise their hands upon arrival and departure
Lack of ventilation Potential for contracting COVID-19 via direct contact due to poor ventilation	Staff, adult co-habitants of pupils	2	3	6	<p><u>Respiratory hygiene:</u></p> <ul style="list-style-type: none"> ▪ Good respiratory hygiene – ‘Catch it, Bin it, Kill it’ to be followed and modelled as much as possible. ▪ Tissues and covered bins to be provided in each room ▪ <i>Behaviours to be taught and modelled at all ages.</i> ▪ Regular checks of washrooms must be undertaken to ensure that stocks of soap etc are available. ▪ Where possible, toilets dedicated to specific class bubbles. ▪ Pupil access to washrooms to be controlled to limit numbers as well as to control behaviour. ▪ Message to be reinforced by posters displayed around the site ▪ Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers. This should be considered in pupil specific risk assessments in order to support these pupils and the staff working with them. <p><u>Cleaning:</u></p> <ul style="list-style-type: none"> ▪ Demands of whole school opening in combination of reduced national risk means all rooms utilised in the timetable should be cleaned daily with an additional interim clean of regularly touched surfaces during the day. Nursery and KS1 should be cleaned in response to need as identified by staff. ▪ Reduction in displays around rooms to limit clutter and potential

				<p>for trapped dirt to gather.</p> <ul style="list-style-type: none"> ▪ Clear desk policy: staff to clear hard surfaces to allow for cleaning. ▪ A combined cleaner-disinfectant to be used which is BSEN1276 compliant. ▪ Launder cloths daily or use disposable paper towels/rolls. ▪ Cleaning protocol circulated. Regularly touched hard-surfaces to be sanitised: tables, desk tops, light switches, keyboards/mouse, phones, taps, flush handles. ▪ Roving cleaning staff throughout day to clean regularly touched corridor surfaces (door handles, taps, bannisters etc) ▪ Cleaner-disinfectant and paper towels to be located in teaching spaces for staff to clean if they see the need i.e. if a child sneezes on a desk top etc. ▪ Cleansing wipes to be located by photocopiers to allow users to wipe buttons/touchscreen after each use. ▪ Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner/disinfectant. <p><u>Nursery/Early Years:</u></p> <ul style="list-style-type: none"> ▪ Evidence shows that the risk of direct transmission is lower with young children. Nevertheless, due to the reduced capacity of younger children to follow hygiene norms and social distancing rules, indirect transmission risk may be slightly higher. Therefore: ▪ The following additional precautions over and above what is listed above should be employed: <ul style="list-style-type: none"> ○ Nursery/KS1 classes to be cleaned in response to need but at least twice daily ○ More frequent hand washing should be undertaken by both staff and children – a suggested frequency is hourly. ○ Model and supervise correct hand-washing. ○ Staff should wear a disposable apron. ○ Avoid/limit direct face to face contact at the level of the
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					<p>child.</p> <ul style="list-style-type: none"> ○ If experience shows continued close contact with a child cannot be avoided, and there is a risk of coughs/sneezes being directed in the face, then PPE in the form of a face shield should be worn. ○ An additional risk assessment should be undertaken for any staff vulnerable staff working in this area – as described above. <ul style="list-style-type: none"> ▪ Intimate care of very young children must continue using established protocols. Robust hygiene controls must already be established in this area. Please refer to existing risk assessment and planning documents. ▪ A cleaner-disinfectant and a stock of paper towels should be available in the area for staff supervising young children so that obviously contaminated surfaces can be cleaned <i>as required</i> throughout the session as needed. This must be stored securely out of reach of the children concerned. ▪ Limit the number of toys available so that their hygiene can be better maintained. Choose toys that are easy to clean. ▪ Avoid unnecessary sharing of equipment within class bubble and share no equipment across class bubbles. <p><u>First Aid:</u></p> <ul style="list-style-type: none"> ▪ Delivering First Aid will often necessarily mean that staff have to remain for several minutes in close proximity (<1m) to a pupil often face to face. A higher level of control is therefore needed. ▪ PPE is required in these instances and should be provided in the form of a medical face mask and face shield ▪ The medical face mask to be replaced with a FFP2/N95 respirator <i>if the person displays symptoms and approaching them is unavoidable</i>. The first control measure is not to approach the person with symptoms if at all possible. ▪ Disposable gloves should be worn ▪ If people report to First Aid with COVID-19 symptoms, beyond testing temperature if needed, they should NOT be treated by
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				<p>First Aid but should be shown to a separate isolation room where they can be isolated until they return home. They should be required to cover their mouths with a tissue/paper towel until this happens.</p> <ul style="list-style-type: none"> ▪ A contactless thermometer is available to take a temperature. PPE will nevertheless be worn as described above. ▪ Have a room set aside for this eventuality and have a supply of tissues/paper towels on hand. <p><u>PPE – please note:</u></p> <ul style="list-style-type: none"> ▪ PPE for the purposes of infection control in the form of gloves, face masks/respirators and face shields must be used with caution as cross contamination of the virus can occur with PPE if it is not used correctly ▪ If disposable gloves are worn, change them frequently by removing them from the wrist and continue to wash your hands. ▪ PPE face masks/respirators must be removed by the ear pieces/ties. Face shields by the back of the securing band. In all cases avoid touching the front of the mask/shield which could be contaminated. ▪ Always wash your hands after removing PPE ▪ <i>PPE can be a flawed control measure if used incorrectly. It relies on good fit and correct usage. It can itself become contaminated. Do not let wearing PPE lull you into a false sense of security and avoid prolonged close, face to face contact as the control measure of first choice.</i> ▪ Briefing document for safe use of PPE circulated. <p><u>Ventilation:</u></p> <ul style="list-style-type: none"> ▪ Occupied teaching spaces to be ventilated by opening windows. ▪ Doors into room can be propped open when the room is occupied <u>but teaching staff must close these when the room is unoccupied.</u> ▪ Air handling units and other mechanical ventilation systems should be used if the school has these. It should be ensured
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					<p>that these systems are <u>not</u> set to air re-circulation only.</p> <ul style="list-style-type: none"> ▪ Re-circulating only air-conditioning systems not to be used in place of open windows and fresh air ventilation. ▪ Source of fresh air to be maintained in winter months when weather is colder.
<p>Boasley Cross:</p> <ul style="list-style-type: none"> • Personal equipment, such as books and pencils etc will be available for the children and will be stored in their tray to ensure clear table policy for nightly deep clean. • Public Health poster displayed in each room (Education guidance) [Appendix 2] • Each room will have a reminder checklist of what should be completed on a daily basis ie open windows, clean down all resources as they are used etc • 'Before you attend school pack for parents' contains information regarding hygiene etc... this will also be the focus of the morning reminder every time the children start a new day • Room and toilet checks will be made regularly and reported to HoS. • Every door will be wedged open throughout school to ensure a reduced need to touch surfaces. • Windows to remain open in each room to ensure movement of air at all times. 					
<p>Cleaning tasks</p> <p>Potential for indirect contracting of COVID-19 whilst undertaking cleaning</p>	Cleaning staff	2	3	6	<ul style="list-style-type: none"> ▪ See separate cleaning guidance and associated risk assessments ▪ Cleaners' PPE to be disposable gloves and disposable or laundered aprons. ▪ FFP2/FFP3/N95 respirators are for direct contact (within 2m for >15minutes) with an individual who is displaying symptoms so should NOT normally be required for these tasks – refer to cleaning guidance. See exception below. ▪ If not disposable, laundered aprons should be washed on the hottest wash possible for the clothing concerned ▪ Removed PPE to be double-bagged for disposal ▪ A cleaner-disinfectant/cleaner compliant with BSEN1276 to be used. ▪ Usual COSHH risk assessment findings to be followed in respect of chemical safety and use. ▪ Please refer to Cleaning Guidance for full details of cleaning methodology plus a <i>suggested</i> example cleaner-disinfectant.

					<ul style="list-style-type: none"> ▪ Launder cloths daily or use disposable paper towels/rolls. ▪ All staff to follow a 'clear-desk' policy to enable regular cleaning of all hard surfaces. ▪ Unnecessary paperwork and displays to be removed to allow surfaces to be sanitised. ▪ Cleaning of isolation room: if visual contamination is evident in the room e.g. saliva on table surfaces etc then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser as described in Cleaning Guidance document.
<p>Boasley Cross:</p> <ul style="list-style-type: none"> • All rooms will follow a clear desk policy (with a tray for each pupil, cleaned regularly by staff). • (Where available) Each pupil to be allocated their own Chromebook on which to access online learning platform. • Premises team will be regularly briefed as to safety measures. • Site inspection prior to re-opening – 08.09.20 (AK/PW/JW) <ul style="list-style-type: none"> • Updated cleaning guidance circulated to all staff 					
<p>Transport</p> <p>Potential for direct and/or indirect contracting of COVID-19 whilst undertaking cleaning</p>	Pupils	2	3	6	<ul style="list-style-type: none"> ▪ Alternative means of transport to bus travel encouraged wherever possible – walking, cycling, private car travel. ▪ The Trust is not the principal duty holder in respect of transport organised by others. The strategy will therefore be to cooperate with and communicate the risk assessment findings of other partner organisations as well as reinforcing and communicating government guidance for the safe use of general public transport. ▪ Class segregation will be maintained wherever practicable. ▪ DCC Transport Coordination Service risk control measures to apply. ▪ In line with government guidance for public buses, Year 6 pupils over the age of 11 travelling on TCS buses will be encouraged to wear a face-covering. ▪ Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should wherever possible be collected by a member of their family or household.

					<ul style="list-style-type: none"> ▪ Transport provider to clean regularly touched hard surfaces between uses ▪ All passengers alighting from a bus will sanitise hands upon entering the building. Similarly, transport users will sanitise hands before leaving the building to board the bus.
Boasley Cross: <ul style="list-style-type: none"> • SIMS access will be available on a central internal database. • School liaise with transport to communicate if parents/ carers dropping/ collecting pupils instead of bus/taxi • Staff collect from transport in the morning/ escort pupils at a safe distance to the transport after school. <ul style="list-style-type: none"> • Staff roles will be clearly determined including safeguarding responsibilities and first aider 					

**Appendix 1 –
Site inspection notes (08.09.20)**

**Appendix 2
Vulnerable pupil/ SEND assessment (SW/JW):**

Where staff cannot follow the 2m rule, and especially where there is a pupil who is a known risk with spitting then: where possible avoid close contact or limit it by time and distance. Where not possible, then PPE to be used in the form of a face shield and a facemask. Please refer to PPE guidance.

**Appendix 3
Clear roles and expectations defined for all staff whether they are working from home or on site:**

Working on site expectations

Please see the full risk assessment, cleaning guidance, PPE guidance and checklist for each morning. Staff should use the staffroom area as a ‘wellbeing’ space – break times to be negotiated with the TA each day. In this area there will be material for reading, guidance and support numbers. The Head of School is also available on or off site via phone.

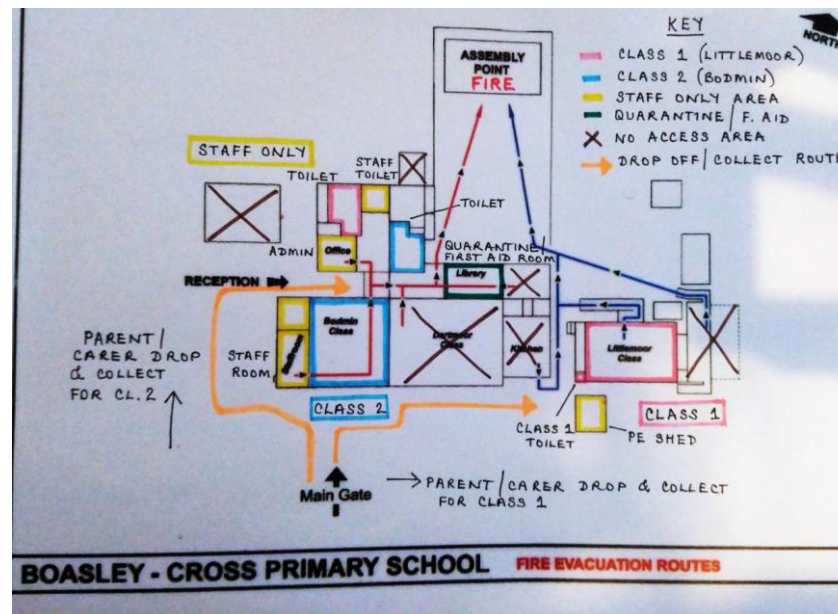
Working from home guidance

If working from home, try to ensure that your work environment is separate from your living space and is as comfortable as possible.

- Physical health can impact on mental health so make sure you can sit comfortably (see NEU guidance on working safely at home <https://neu.org.uk/advice/coronavirus-safe-home-based-working>)
- Try to talk to colleagues often during the day, rather than emailing all the time. Having a virtual social event to look forward to will help you bond as a team, for example a drink at the end of the day or a virtual quiz .
- Make sure your line manager is aware of any caring responsibilities you may be juggling. If you have young children at home, this may impact on your working arrangements and cause stress. If you are sharing childcare responsibilities, it is important to think about how to balance these. This might mean working at different times during the day, or blocking out periods of time to be with children. It is important to discuss your specific working arrangements and any restrictions during this period with your head teacher/ line manager. The NEU expects all leaders to be reasonable in their expectations – these are exceptional times.
- Take regular breaks, including a lunch break every day, and whatever outside exercise is permitted, along with as much fresh air as possible. Set a time to finish work and stick to it.

Appendix 4

Map of site prepared for reopening



Appendix 5

(1) Public Health poster displayed in each room

Public Health England

Education guidance

Common symptoms of coronavirus (COVID-19)



new and continuous cough

or



high temperature

If **you have symptoms** of coronavirus, you need to **self-isolate for 7 days**

If **you live with someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

Stop the spread of coronavirus

Wash your hands more often and for 20 seconds




Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away




Supervise young children to ensure they wash their hands more often than usual



Posters and lesson plans on general hand hygiene can be found on the eBug website



Clean and disinfect regularly touched objects and surfaces more often than usual using your **standard cleaning products**



Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others



If staff, young people or children become unwell on site with a new, continuous cough or a high temperature **they should be sent home**

We are asking schools, colleges, nurseries, childminders and other registered childcare settings **to remain open for children of critical workers and vulnerable children** where they can

(2) Wellbeing poster of support available to staff

Coronavirus crisis

What you need to know: Staff mental health and wellbeing




9 Look after your own wellbeing when you're not working.

There are simple steps we can all take to look after ourselves. You may be struggling with loneliness or may be finding it hard to be cooped up with your family

- Keep in touch digitally with family and friends and consider reconnecting with those with whom you've lost touch. Talk about your worries. And focus on what you can control rather than what you can't.
- Look after your body by staying active and busy – sit less, dance, walk up and down stairs, clean your home or have a clear out, or a digital clear out!
- Keep your mind stimulated – read, listen to podcasts, watch films, do puzzles and jigsaws, but limit your intake of news if this is upsetting you.
- Find ways to relax and be creative, eg DIY, arts and crafts, yoga, listening to music, exploring new recipes.
- Try to stick to your normal sleeping and waking schedule.

10 Accessing further support

Check what is on offer from your employer. You may be able to access free, confidential wellbeing or counselling services.

Help and advice

[The Education Support Partnership](#) supports the mental health and wellbeing of education staff in schools, colleges and universities. Call the helpline on **08000 562 561**.

Some staff, particularly leaders, will sadly need to offer support to children who have lost a loved one or who have a family member who is seriously ill. [The Charity Winston's Wish](#) provides guidance and resources for schools.

[Mind has published useful guidance on coronavirus and wellbeing](#)

[Government advice is here](#)

[The NHS has published helpful tips for staying at home](#)

[Contact details for Samaritans](#)

The NEU AdviceLine is currently operating by email only. If your query is not addressed in the coronavirus or advice section of our website, email us at advice@neu.org.uk.

[Mental Health First Aid \(England\)](#) includes resources for working at home.

If your symptoms don't improve, contact your GP surgery. GPs are still offering telephone and video consultations throughout the coronavirus crisis.