

## COVID 19 – SEPTEMBER OPENING 2020 – UPDATED March 2021

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be advised to do so for at least 10 days from the onset of symptoms, and to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The family room will be used for this (PPE equipment has been stored in there ready for use). The window of the room should be opened to allow for ventilation. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Staff or families of children who exhibit symptoms will be signposted how to get tested, We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p>	<p>Headteacher</p>	<p>7<sup>th</sup> September</p>	<p>Risk Assessment created with staff, shared with KLP and governors – Updated Jan 21</p> <p>Home School Agreement created with all staff</p> <p>Home/School Agreement emailed to parents and discussed with each parent in person or over the phone.</p>

Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:

- Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or
- The driver and passenger will maintain a distance of 2m from each other; or
- The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so

A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following [decontamination guidance](#).

If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local Emergency Planning department on Emergency Planning Team: [emergency.planning@kirklees.gov.uk](mailto:emergency.planning@kirklees.gov.uk) - Office hours 01484 221000 (ask for emergency planning) out of hours 07773 334999 (schools use ONLY)

The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.

To help with this, records will be kept of:

- The pupils and staff in each group
- Any close contact that takes place between children and staff in different groups

Close contact means:

- Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:
  - Being coughed on,
  - A face-to-face conversation, or
  - Unprotected physical contact (skin-to-skin)

		<ul style="list-style-type: none"> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Infection Prevention and Control Team: 01484 221000 ext.75296 Email: <a href="mailto:infection.control@kirklees.gov.uk">infection.control@kirklees.gov.uk</a></p> <p>Spring Term 2021 Staff now have access to Lateral Flow Tests which are performed at home twice a week. This is a voluntary scheme which staff can opt into or out of at any point. Tests packs are stored in the office and Claire Hanson will keep a log of who has taken tests and results. Results are to be reported to NHS and then each individual must inform school of their result.</p>			
<p><b>Contact with coronavirus when getting to and from school</b></p>		<p>Everyone will be encouraged to walk or cycle 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 <a href="#">government guidance</a>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups potentially being given different times</li> <li>• The protocols for minimising adult to adult contact. There will be specific entrances and exits for each group. Social Distancing markings will be clearly marked on the ground in the event of a queue.</li> <li>• That only one parent/carers should attend</li> </ul>	<p>Headteacher</p>	<p>7<sup>th</sup> September</p>	



		<ul style="list-style-type: none"><li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li></ul> <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. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. Once they've arrived at their destination and need to take the covering off, they'll follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has one that's unsafe to wear.</p>			
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided. Hand sanitiser is available at each entrance for staff to use on themselves or with pupils.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"><li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use anti bacterial hand sanitiser to cover all parts of their hands</li><li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li><li>• Be encouraged not to touch their mouth, eyes and nose</li><li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li></ul>	<p>Headteacher</p> <p>Bursar to monitor hand sanitiser</p> <p>Caretaker to monitor soap supplies, paper towels etc.</p>	<p>7<sup>th</sup> September</p>	<p>Ground marking at all entrances</p> <p>Parents not coming into building</p> <p>Children hand sanitising on way in and then washing hands supervised after register.</p> <p>Hand hygiene at set points during the day.</p>



		<p>Pupils will be encouraged to learn and practise these habits in lessons.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Staff working with children who aren't able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant will be permitted to use gloves and a face shield. .</p> <p>Face shields will be provided for all staff. All staff to wear a face shield between 8.15am and 3.45pm when moving around the building e.g. corridors, classrooms, staffrooms. This is due to most rooms being too small to allow for 2m distancing, particularly corridors. Face shields must be cleaned with antibacterial spray after each session. Using the face shield when nursery is in session is the decision of each member of staff.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>			
<p><b>Spreading infection through contact with coronavirus on surfaces</b></p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> </ul>	<p>Headteacher</p> <p>Caretaker – Kirklees cleaning staff for allocated areas and surfaces. Caretaker to monitor and keep good stock of all Kirklees recommended cleaning products.</p>	<p>7<sup>th</sup> September</p>	<p>Following Kirklees cleaning guidance sent on 1<sup>st</sup> June</p> <p>Deep clean by caretaker and cleaner before opening</p> <p>Reduction in play equipment on offer limited to plastic or washable toys (cleaned between groups)</p>



- Computer equipment (including keyboards and mouse)
- Sports equipment
- Hard toys
- Telephones
- Outdoor play equipment

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.

Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials e.g. a bag of changes of clothes and a named water bottle.

Areas of the school that are used by pupils will be cleaned thoroughly. Surfaces will be wiped down and toilets cleaned between groups by staff. A full clean of classrooms, offices and corridors will be cleaned before the start of day.

Areas of the school not in use will be shut off to make cleaning more manageable.

Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.

Malleable equipment e.g. dough will be removed from communal use. Small amounts which are then discarded or individual names pots are permitted with supervision. Handwashing will take place before and after activity. Indoor sand removed also in line with current childcare guidance. Water play with detergent in (bubbly water) available for children to play in.

Any indoor resources shared between age groups (2s and 3-4s) will be:

- 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

Staff cleaning equipment and resources (toilets and surfaces between groups). Remove items from shelves to allow all surfaces to be cleaned.

No shared malleable (dough) on offer.  
All equipment washed and sterilised between groups of children.  
All shelves and toilet areas cleared before next group.

		<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>Any resources seen to be near/in a child's mouth will be put to one side to be thoroughly cleaned at the end of the session.</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"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <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 <a href="#">decontamination guidance</a>.</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>			
<p><b>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</b></p>		<p>As a maintained nursery school we acknowledge we have a large number of very young children. When looking at the size of our groups we have taken into account the following</p> <ul style="list-style-type: none"> <li>• Young children's inability to social distance</li> <li>• Staffing ratios</li> <li>• Rooms and number of staff available</li> </ul> <p>Children in the nursery will be kept in consistent groups based on their age groups while adhering to the usual staffing ratios. Funding permitting we aim to keep the following three groups separate.</p>	<p>Headteacher</p>	<p>7<sup>th</sup> September</p>	<p>January 2021 – we are open to all (as government guidance states) however we have lower numbers due to parents choosing to keep children at home.</p> <p>We are aiming to keep the 3 groups running in the morning and 2 in the afternoon to keep the groups small.</p>



The 2 year old room will form one group with their own toilets. This will be less than 30 children.

The 3 years olds will form 1 group with their own toilets. This will be no more than 26 children.

The 3-4 year olds will form 1 group with their own toilets. This will be no more than 39 children.

While staff are consistent to groups, some staff work with different groups of children in the morning and afternoon making them exposed to up to 65 children.

Some staff may be asked to cover another group or session e.g. lunch due to staff absence.

Lunchtime cleaning of toilets and frequently used surfaces will take place where the space will be used in the afternoon. The full day children will be in the same space as the mornings and afternoons.

Lessons that involve singing, chanting, shouting will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated).

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.

**If we're in local restriction tiers 3 or 4, or during national lockdown:** We will not host performances with an audience.

For physical activity, outdoor play will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.

Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from 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>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 will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</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> <p><b>During national lockdown:</b> If we don't have enough staff to implement the necessary protective measures around groups, we will speak to the local health protection team for advice. If we are told we need to temporarily stop on-site provision, we will inform our LA and discuss alternative arrangements for vulnerable children and children of critical workers.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will stay within their cohort during inside play with access to their own rooms. The 3-year-old children will access the same outdoors at the same time supervised by adults. Children will not go into each other's rooms during free flow.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have separate entrances to avoid too many pupils being in one place at the same time. In addition to this we have a flexible drop off and pick up at the start and end of the day for half an hour to limit the rush of the drop off. This decision has been made to support out families taking older siblings to other settings where a staggered system is in place.</p> <p>Movement around the school site will be kept to a minimum using the following procedures:</p>	<p>Headteacher</p>	<p>7<sup>th</sup> September</p>	

- Drop boxes outside each classroom for the transferring information between the office and classrooms
- Phones will be used in each room to transfer messages
- Resources from the office will be requested by staff rather than staff getting their own

Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.

All shared rooms, such as dining hall will be kept to a smaller capacity and different groups will be sat separately. They will be cleaned between each use.

Toilet use will be managed to avoid crowding. A set of toilets is available to each group, these will be managed by the key adults in the room. Children will be reminded of the toilet on an individual basis not given to a group to avoid lots of children wanting the toilet at the same time.

There are no more than 4 people permitted to enter the staff room at one time and they must keep a distance.

The family room and community rooms will be set up as work rooms for people to nursery nurses to complete PPA and with laminator and paper cutter rather than in the staff room or office. This will minimise the number of people in the office.

There are to be no more than 2 people in the office at one time.

Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.

Visitors from Locala, EYSEN or other schools will be permitted when this is essential to the progress or transition

		<p>of the child. These visits will preferably take place in separate rooms where possible or when the number of children in the main room is reduced.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Any children who are accessing additional hours e.g. before 8.30 or after 3.30, will go to the 2 year old room to access their day care provision. Where possible the 2's and 3's will be kept in separate areas during this time.</p>			
<p>Spreading infection due to the school environment</p>		<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards.</p> <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>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> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• 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</li> <li>• Rearranging furniture where possible to avoid direct drafts</li> </ul>	<p>Headteacher</p>	<p>7<sup>th</sup> September</p>	

	<p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <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"> <li>• 3.5m<sup>2</sup> per child for children under 2 years old</li> <li>• 2.5m<sup>2</sup> per child for 2 year olds</li> <li>• 2.3m<sup>2</sup> per child for children aged 3 to 5 years old</li> </ul>			
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Headteacher	7 <sup>th</sup> September	
Individuals vulnerable to serious infection coming into school	<p>All staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Kirklees HR guidance will be followed and staff will have access to the employee risk assessment toolkit if they feel they need to assess their risk, this can then be brought to the head teacher to mutually decide if a personal risk assessment is needed.</p> <p>If an employee identifies as part of the BAME community, they can meet with the head teacher to talk through how best to keep safe and if an individual risk assessment is required or wanted by the member of staff.</p> <p>If an employee is pregnant, they will have their own risk assessment.</p> <p>Risks assessments will be reviewed termly or more frequently if needed.</p>	Headteacher	7 <sup>th</sup> September	<p>This was covered with staff during the Summer term, it will be revisited during INSET day.</p> <p>It will be covered with parents on the phone or at the transition meetings.</p>