



Nurturing & growing together

5	M	M	H	H	H
4	M	M	M	H	H
3	L	M	M	M	H
2	L	L	M	M	M
1	L	L	L	M	M
0	1	2	3	4	5

Impact

Key to Matrix	
Severity	Likelihood of harm
1. Negligible	1. Improbable
2. Minor Injury	2. Possible
3. Major Injury	3. Occasional
4. Single Death	4. Frequent
5. Multiple Death	5. Certainty

Star Primary School - Coronavirus (COVID-19): Risk Assessment Action Plan full opening Autumn 2020	
Assessment conducted by: Lisle von Buchenroder	
Date of initial assessment : September 2020	
Date of next review: Weekly review	
Amended 4th January 2012 - LvB	This risk assessment reflects the local setting and context of the school. This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
	For further reference, https://www.gov.uk/government/latest?departments%5B%5D=department-for-education
Coronavirus (COVID-19): guidance for schools and other educational settings <u>Details on phased wider openings NEW FOR JULY</u>	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support
Implementing protective measures	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
Information for parents	https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers

Pupils, families and Premises							
Area of concern	Hazard Description	Who might be harmed and how	initial risk	Control measures to minimise risk	Residual Severity	Residual Likelihood	Residual Risk Rating L,M,H

Entry and exit to school premises	Ensuring the Drop off and Pick up is safe for all parties.	Children, staff parents and visitors to the school premises. Risk of transmission increases and impacts on community health and wellbeing along with pupil attendance.		<ul style="list-style-type: none"> ● We intend to reduce the contact our families have with the wider community by amending the start and finish times and introduce new processes for drop-off and collection arrangements. ● The school day will begin at 7.50 and finish at 2.05/10. ● Staggered dismissal - An optional additional hour per day for the 'recovery rainbow club' will be offered with an expectation that 50% will be dismissed at 2.05/10 and 50% at 3.05/10. There will be no large gatherings of adults or children in the playground. ● Entrances and exits allocated to year groups. ● Allocated waiting areas for parents as outlined in link below. ● https://docs.google.com/presentation/d/1xU8NLJ14Rbg0KAKavGf0FogeirFQWk4V-1hSCKvATcw/edit#slide=id.p ● Year N, R and 1 - Staff to be ready on the door for drop off and collection. Precise opening and closing of doors to prevent gathering of parents in the playground. ● Year 2 and 3 teachers ready to line up pupils in the pupils area on the field allowing staggered entrance to school. ● Year 4, 5, 6 will walk to class independently. Staff allocated zones to encourage safe distancing during entry. ● Parents are encouraged by SLT and ADMIN staff at all times to socially distance themselves in the outdoor spaces. Signage to support this. ● All benches/seats/ to not used by families. ● To support understanding, <u>Correspondence packs to parents sent digitally and by post outlining measures new measures-</u> Parent QA.docx Parents must not arrive early or late and will be challenged by the SLT and ADMIN team. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to. To protect teachers, there will be markings on the floor outside the music room, and two year 1 rooms without fencing Parents/carers waiting in the playground for pupils to be dismissed is minimised. Children are called to be dismissed by the bubble teacher 	3	3	
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				<p>as parents enter the playground green gate if possible. To reduce the risk of transmission between families, parents will not need to wait for long periods of time.</p> <ul style="list-style-type: none"> ● Parents are to be encouraged to walk to school where possible and only one parent will be encouraged on to the school grounds. ● Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through info email or call school. If they have queries about the day or they can call to make a phone appointment. ● During January 2021 lockdown, only lower floor rooms with eternal exits will be used (better ventilation). Parents will enter through main gates on Star lane and Exit through EYFS gate. 			
Minimising risk of infection	Decreasing chance of infection across the whole school	<p>Children, staff parents and visitors to the school premises.</p> <p>Risk of transmission increases and impacts on community health and wellbeing</p>		<ul style="list-style-type: none"> ● In line with government guidance we will create class bubbles. ‘Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.’ The school building allows additional space for more classrooms allowing more bubbles. Years R,N,1,2,3,6 will now have 4 classes, of 23 max chn. ● Years 4 and 5 with a maximum 30, year N will be a year group bubble. ● The small school footprint will only allow year group bubbles to mix at break times. Class bubbles can not be maintained at break times. We have minimised the risk of year groups mixing only during outdoor play. ● During dining in the hall for lunch, children will not mix as there is sufficient space for one year group at a time. (see below) ● During January 2021 lockdown, KW and Vul children to have dinners in class, staggered playtimes and lunch. all staff to wear masks even within bubbles (Unless exempt) ● Middays will be assigned to specific bubbles. 	4	3	

<p>Movement around the school</p>	<p>Emergency procedures- Fire evacuation during Covid</p>	<p>Children, staff parents and visitors to the school premises.</p>		<ul style="list-style-type: none"> ● In the event of evacuation pupils and staff to follow the 'COVID evacuation plan.'- ● https://docs.google.com/document/d/1LCgTDWhT8pdW68f7FxDGvGtpKCgXWiktlbzRRMawLZ8/edit ● To be shared with all staff, pupils and visitors to the setting. New evacuation plans placed in all locations across the school. Class bubbles to have new lining up points on the field. ● Fire alarm practice to be completed monthly. Social distancing to be adhered to at assembly points where possible by adults and children. During exiting of the building, priority is to evacuate. Social distancing may not be adhered to during exiting of the building. 			
<p>Movement around the school</p>	<p>Lunches</p>	<p>Children and staff. Increased risk of transmission when large groups gather and bubbles mix.</p>		<ul style="list-style-type: none"> ● To minimise the mixing of bubbles and reduce large gatherings in the lower hall a strict lunch rota will be introduced. ● Year N - will have hot lunch delivered and be eaten in setting. ● Year R - Will collect hot lunch from the hall and eat in class. Dessert delivered. ● Year 1 - Will collect a hot lunch from the hall and eat in class. Dessert delivered. ● Years 2,3,4,5,6 - Will be on a two weekly rota initially, one week hot lunches, eaten in the hall, other week packed lunches/hot packed lunches eaten in class. ● The risk of infection is reduced by limiting the amount of children in the hall, only 3 year groups per day. Each having a completely separate sitting, with time for a clean before the next year group arrives. Strictly one year group at a time in the lower hall. ● attach link to timetable ● Pupils to be supervised during washing of hands in class before and after lunch play. It is the 'bubble' teacher's responsibility to ensure that it is strictly adhered to. ● There will be no communal storage of packed lunches and drinks bottles during this time. Chn will be encouraged to bring their own water. Water will be available to all children at lunchtime. 			

				<ul style="list-style-type: none"> ● During hot lunches in the hall all children will be facing the office area, children sit on one side of the table, minimising the risk of face to face transmission. ● Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. ● During January 2021 lockdown, only 4 bubbles in operation. Staff to ensure children are spaced within bubbles. Only single use of toilets to avoid mixing. Separate playtimes and lunchtimes to operate within zones. There will be no cross mixing of bubbles 			
Movement around the school	Movement between spaces	<p>Children, staff and visitors.</p> <p>Increased risk of transmission when large groups gather and bubbles mix.</p>		<ul style="list-style-type: none"> ● Arrival at school - Both stairwells used as 'up stairs' to initially support the movement of children up through the school. ● Once in class, To minimise the risk of infection, the one way system is in effect, stairwells are changed to 'up only' on the office side of school and 'down only' on EYFS side of school, the only exception is during an evacuation. There is no two way traffic in the school apart from hall spaces. To minimise risk, staff will lead children on either side. ● If possible staff may use external routes at the back of the building to move around the school. ● Reminders in the form of posters and markers will be in effect. ● It will be the office's responsibility to share the one way system and evacuation procedure with visitors to the site. 			

Learning spaces	Distancing and minimising of infection risk in classrooms	Children, staff parents and visitors to the school premises. Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> ● To minimise the risk of transmission the following actions will be in place. ● Years R,1,2,3 and 6 will have no more than 23 children in class (4 classes for a cohort of 90) ● EYFS will be encouraged to partake in more outdoor learning activities. ● Year 1 has access to their own outdoor space to facilitate less chn in the classroom. ● Windows and doors will be open in all classrooms. ● Air conditioning is not to be used in any spaces. ● Desks all facing forward to reduce the risk of spreading the virus through respiratory droplets. No carpet use in years 1, 2, and 3 to minimise movement and allow for maximum space in class. ● In reception and Nursery we have deemed it not possible for desks to be lined up. We will continue to use tables and the carpet in EYFS as the curruriruum can not be successfully facilitated without these areas. Measures will be in place to reduce carpet time sessions across EYFS. ● Unnecessary furniture removed from rooms to allow space for lining up and movement around the room. ● Allocated seating for each pupil along with individual wallets for daily resources. ● Area for the teacher to use and move freely, no less than 2m away from the nearest child. ● Space near the doorway for the senior leader to enter the classroom and observe practices. ● Washing station at class sink, with posters, hand soap antibacterial wash and wipes. To be reinstated daily by site supervisor and premises manager. ● During January 2021 lockdown, KW and Vul children will be given individual trays with resources. All devices to be disinfected at the end of day and returned to charging trolleys. 			
Ventilation in all school spaces	Risk of infection increases if poor air	Children, staff parents and visitors to the school premises.		<ul style="list-style-type: none"> ● To minimise risk of infection and keep a good air flow every effort should be made to have good general ventilation including opening windows and doors where 			

	flow.	Risk of transmission increases and impacts on community health and wellbeing		<p>possible. This is to be actioned daily by the premises manager.</p> <ul style="list-style-type: none"> Do not use recirculating air conditioning units, including fixed units and temporary units No fans to be used - The use of fans can pose a transfer risk Consider an increase in heating in the autumn term where necessary to keep temperature high. Classroom doors should be open when possible, external classroom doors to the playground or outside areas should also be open were possible. Due to an additional issue with the school heating system, January 2021 it is more essential to maintain good ventilation and keep the rooms sufficiently heated. Rooms must be ventilated in the morning before children come in. Once children are in, adults are conscious of room becoming stuffy. Doors to be opened periodically to clear air particles. Windows and doors can remain closed, but for no longer than 30/40 mins in one go, then should be opened for at least 10 minutes. 			
Frequently used spaces in school	Pupil toilets	<p>Children, staff parents and visitors to the school premises.</p> <p>Risk of transmission increases and impacts on community health and wellbeing</p>		<ul style="list-style-type: none"> Designated toilets for middle and top hall pupils on each floor. Signs on doors with class names on to minimise risk of infection. Signs in all washing areas of step by step procedure for washing hands. Cleaning regime (eg, touch points, locks, toilet seats) in place throughout the day. Paper towels, soap available and topped up throughout day Children are encouraged to put the seat down when flushing. One child per class to use the toilets during lesson time. Staff to go through induction with pupils. 			

	Play times and equipment.	Children, staff parents and visitors to the school premises. Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> ● To minimise mixing of bubbles, break times to be staggered across the whole school. ● Year groups have allocated play spaces in their year group bubbles. ● Older pupils, year 3 upwards, to be encouraged to social distance and have non contact play during these times. ● No activities when a whole year group is playing to avoid avoid cross transfer (eg. Not having throwing and catching games) ● If a class bubbles playing then they can have their own class equipment, if cleaned thoroughly at the end of the day. ● During January 2021 lockdown, duty person and dinner ladies to ensure no more than two children in toilets at any one time to ensure social distancing is possible ● During lunchtimes, staff ensure they are socially distanced from each other, wearing a mask if possible unless they are eating. Staff do not sit directly opposite each other. 			
Management of suspected cases	If a child in the setting becomes unwell.	Children, staff parents and visitors to the school premises. Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> ● If a child in the setting becomes unwell, there is a strict course of action. This can be found in more detail here. First Aid During COVID 19 (June 2020) ● In brief - If a child has a continuous cough, fever/high temperature (37.8C or greater), loss of, or change in, sense of smell or taste (anosmia), this could also be diarrhoea then these guidelines will be followed. ● Any pupil/staff member who displays signs of being unwell must call the office who will notify Lisle/DHT via class phone and follow the isolation procedures. First Aid During COVID 19 (June 2020) A PPE pack will be delivered to the designated 'Assessment space'. ● The designated 'Assessment space' are as follows; - Bottom hall/snug area - middle hall/counselling room - top hall/ICT hub- EYFS/story room. After assessment, if 			

needed, the child will be escorted to the isolation space, back of the community room.

- Pupils displaying symptoms of coronavirus must not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A bubble member/or admin member will escort them to the isolation space. If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of infection, eye protection should also be worn (a face shield.)If tolerated the child should place a mask over their nose and mouth.
- Unwell pupils who are waiting to go home are supervised in allocated areas shown above where they can be at least two metres away from others. Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. Admin to notify the premises manager immediately.
- Admin will track the timeline of the pupils illness, advise on the correct test to get and keep in contact so ca update the HT as to the progress of the testing and result. see [First Aid During COVID 19 \(June 2020\)](#) for more details on admin role.
- In line with government advice: If the adult or child is confirmed as having COVID-19, the Headteacher will contact PHE and LA. Then LA team to conduct a rapid investigation and will advise the school on appropriate action. The may include the rest of the class bubble advised to self-isolate for 14 days. This may involve isolating more bubbles if more cases are confirmed. In line with new government guidance regarding 'Track and Trace', if a member of staff or pupil is notified that they have been in contact with a confirmed case then they should follow advice, they may be asked to self isolate immediately for 14 days since having direct contact with a confirmed case, or be asked to take a test. Staff must

				notify the school of advice and outcome. Admin to track cases.			
	A child arrives at school unwell before entering the class.	Children, staff parents and visitors to the school premises. Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> This could be because there are clear visible symptoms, e.g coughing, sneezing, sweating, complaining of illness. All symptoms should be taken seriously. If a child enters school, and the parent has left and is showing symptoms then the measures above should be taken - isolate, and to be sent home. Children are not to be sent to the office or medical room. Parents are advised to get a test for the child and update the school. Admin team must follow up. If the parent is still with the child the bubble teacher can ask about illness and gain advice from SLT During January 2021 lockdown, duty staff to assess children informally while parent is present by asking: <ul style="list-style-type: none"> Does the child have any covid symptoms today? Has anyone in the house showed any symptoms since yesterday? 			
	A child needs first aid	Children, staff parents and visitors to the school premises. Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> It is still likely that requirements for first aid cover will be reduced as higher risk activities are avoided. All guidance and changes to current first aid procedures can be found in the attached document, this includes, when and how to wear PPE, how to administer first aid at a distance, changes to the guidance on out of date first aid certificates. How to do CPR during COVID. 			
Behaviour	Possible amendments to current plan	Children, staff parents and visitors to the school premises. Risk of transmission increases and impacts on		<ul style="list-style-type: none"> Individual risk assessment plans for individual children who have shown past challenging behaviours. School behaviour policy to be amended in light of risk of infection when in proximity to children. Amended Behaviour policy found in following file. Risk Assessment and Policies During January 2021 lockdown, a non contact behaviour policy to be followed unless absolutely necessary. children who seek physical contact for regulation to be 			

		community health and wellbeing		taken to Zend room during Jan lockdown. Staff to wear PPE if appropriate.			
SEN pupils and facilities in school	Seeking sensory touch	1:1 SEN ASD students and their allocated TAs, teachers, and peers		<ul style="list-style-type: none"> ● To facilitate the needs of SEN pupils seeking sensory touch activities, staff are advised to wear an apron, gloves, face shield, use frequent hand sanitiser, and prepare chn with social stories. ● Play time to be structured and encourage social distance games. ● ZEND room resources to be disinfected after each session 			
	Dysregulation	SEN SEMH students, teacher and TA Working with the individual student		<ul style="list-style-type: none"> ● If a child is deregulated and as a last resort needs physical guidance to help settling, PPE should be worn if the staff members deems appropriate. ● PPE should be made available. ● During January 2021 lockdown, outside spaces to be used as much as possible to try and regulate children. going for a walk around the site or using outdoor play facilities. 			
	Change of Nappies	SEN Students in reception,nursery, year 2		<ul style="list-style-type: none"> ● When dealing with intimate care then the intimate care policy should be adhered to with the addition of PPE. ● PPE must be disposed of immediately, notifying the premises manager where it has been disposed of. ● Social stories for pupils will support chn's understanding of this. 			
	SENSORY room	Children, staff. Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> ● 2 sensory rooms in use across school ● Only 2 adults and 2 students in at one time in the Sensory room. All resources to be cleaned before and after each use. Adults to wear gloves and face shields. Only gym ball, and large individual toys will be available for use. Lego and duplo to be used in the individual sensory boxes. These will not be available in the sensory room. All small sensory toys that can cause transmission due to unhygienic 			

				<p>handling and difficult to clean will be removed from the sensory room. Play dough will no longer be used as a sensory tool until the risk of transmission is no more. Sensory resources to be used only for the individual children they have been allocated to. Sensory toys to be sanitised before every use. Close monitoring of this by class teachers and TAs.</p>			
<p>Protecting children and adults during wrap around care.</p>		<p>Children, staff parents and visitors to the school premises.</p> <p>Risk of transmission increases and impacts on community health and wellbeing</p>		<ul style="list-style-type: none"> ● Breakfast club - To stop the mixing of bubbles, which could increase the risk of infection, there will be no breakfast club on offer. School will begin at 7.50 each day, therefore providing the care children need who regularly attend breakfast club. ● Breakfast club could pose a transmission risk as breakfast club staff work in different bubbles throughout the day. ● To support families, vulnerable families receive breakfast packs delivered to their home, breakfast also available in class for vulnerable chn. ● Food bowls and items to be washed by child, supervised by staff. ● Sherpa kids - To support our working families and help the community get back to work we will run Sherpa kids (SK will provide own risk assessment) ● School will try to keep the SK bubble as consistent as possible. ● During Jan 21 lockdown there will be no wraparound provision and no breakfast club 			

Concerns specifically for staff								
Area of concern	Hazard Description	Who might be harmed and how	initial risk	Control measures to minimise risk	residual Severe ity	Residual Likelihood	Residual Risk Rating L,M,H	
Supporting staff wellbeing	Poor mental health and anxiety will impact on ability to work and keep themselves and others safe during new Covid.	Staff Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> To support well-being and transition for staff - From June 1st, staff were reintroduced to the working environment on a rota basis. Most staff worked in school for 2.5 days per week. Staff were accustomed to the risks assessment and measure that were put in place to minimise risk of transmission. To further support transition for staff - From 22nd June all staff have been in school, with 2.5 days contact time with children, with 2.5 non contact days to prepare teaching spaces in line with risk assessment. During this time, all staff have time to practice their commute, work in bubbles, learn to adhere to social distancing measures, use PPE, evacuate the building and have flexible start and finish times. MHFA team available over email and phone throughout the day. HR manager in contact with shielding, 'yellow' and 'red' at risk staff to facilitate bespoke returns to work. Staff briefings over Google meet to address changes and support transition back to work. No additional meetings, projects or workload during summer term. All staff encouraged to leave building by 3.30pm. During Jan 21 lockdown staff will work on a rolling rota basis with low ratios. Staff will be encouraged to leave the site by 2:30pm 				
Staff facilities		Staff Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> Toilets will be cleaned daily. Signs will be checked daily. The staff room will not be used by staff to eat food, refreshments can be collected. Staff will be asked not to congregate in groups and adhered to a 2m distancing rule. Staff facilities will be cleaned regularly ensuring hand sanitizer is available. Option for staff to bring in their own plates, cutlery and 				

				<ul style="list-style-type: none"> commuter cups. There will be no communal cooking resources. ● Staff are asked to wipe the microwave after each use. ● Emergency exit door open to ventilate space. ● All staff to wear masks in all communal spaces and bubbles unless exempt. 			
Vulnerable staff		<p>Staff</p> <p>Risk of transmission increases and impacts on community health and wellbeing</p>		<ul style="list-style-type: none"> ● Yellow category and Red category staff have been in contact with HR manager throughout shielding. Yellow and Red staff will attend work in September full time. Staff encouraged to complete keeping in touch days during July, Risk assessment completed for each individual for red staff if requested. ● HR manager completed return to work and school tour before commencing role. ● The HT and HR manager will pay attention to changes to guidance for extremely vulnerable staff. HR manager to use guidance flowchart to assess further risks. ● Staff will work from home wherever possible and be expected to support online learning and live sessions 			
		<p>Equality access, BAME, Shielding staff</p> <p>Risk of transmission increases and impacts on community health and wellbeing</p>		<ul style="list-style-type: none"> ● Emerging data shows that a higher percentage of BAME individuals have died from covid 19. The Head Teacher and HR manager will pay attention to specific worries and concerns and offer to carry out further RA's to reassure staff. ● To minimise some risk, there is potential for adults to work with older children, explore PPE that would make staff feel more protected, consider flexible start and end times for staff commuting on public transport. ● Offer to triage BAME staff using risk variables, starting with the shielded list, then put all variables together coming through pre-existing conditions such as asthma, diabetes, hypertension, age, ethnicity, gender (sex), pregnancy, risk from transport travel, allergies, etc 			
Staff shortages		<p>Staff and pupils</p> <p>Risk of transmission increases and impacts on community health</p>		<ul style="list-style-type: none"> ● A teacher is ill with non covid illness? In the event of an adult not being able to attend the setting for a non COVID reason then there are currently adequate adults in the school to cover to ensure that children receive a high quality education. All measures will be put in place by the HR manager and Head teacher to ensure that adults do not need to take time off for appointments/other reasons during contact time. 			

		and wellbeing		<ul style="list-style-type: none"> • All measures will be taken to ensure a class has a qualified teacher. This may be a member of the senior leadership team or a SENCo that will take the role of class teacher. In the very unlikely event that there are not sufficient teachers available in school due to other bubbles isolating, then as a last option parents will be notified that the children cannot attend school for that day and they should continue with remote learning. • In the event of an adult not attending due to confirmed COVID then we will follow the 'pupil/adult is tested and has a confirmed case of coronavirus' procedure previously mentioned. 			
Staff usage of PPE.		Staff Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> • Reference to PPE in the following situations means: fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons, eye protection (for example a face visor or goggles) • As stated in the current guidance, 'PPE is only needed in a very small number of cases': 'children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms'. • If PPE is not used correctly or not disposed of then there is the possibility of increased risk of infection. All PPE used during Intimate care, during suspected covid cases or any first aid is to be disposed immediately. The Premises manager is to be notified of the location of disposed PPE and the bin is to be changed immediately. Staff are reminded that cloth face coverings, if used, need to be washed at the end of the day. • Face masks must: cover both nose and mouth, not be allowed to dangle around the neck, not be touched once put on, except when carefully removed before disposal, be changed when they become moist or damaged, be worn once and then discarded - hands must be cleaned after disposal, Worn surgical masks should not be touched during the day to reduce risk of 			

				<p>infection. All worn gloves must also be disposed of at the end of the day and not reused.</p> <ul style="list-style-type: none"> For guidance on how to put on/take off PPE click link. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf 			
Risk of infection in the school office and administrative spaces	Parents arriving at the front desk with queries.	Staff Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> Parents to be requested not to use the school office for enquiries. All enquiries to be made over the phone or via info@star. This is communicated in a correspondence pack. In exceptional circumstances parents are called into the office and asked to wait two metres behind the front desk on floor transfers, one parent a time. If the enquiry can be dealt with over the phone a member of the admin team will call the family. Screens in place to protect staff. 			
	Photocopiers in the office.	Staff Risk of transmission increases and impacts on community health and wellbeing		<ul style="list-style-type: none"> Office manager to allocate printers to team members. Printer buttons to be cleaned after use. 			
	Use of phones	Staff		<ul style="list-style-type: none"> Team members are allocated a phone for use during the day. Phones to be cleaned at regular intervals through the day. During January 2021 lockdown, admin and SLT phones will be diverted to their mobiles while working from home. 			
	Deliveries	staff and visitors		<ul style="list-style-type: none"> Contactless delivery from companies at all times to reduce risk of infection. Communication must be made via the intercom on the main gate and then through the hatch once the courier has entered the playground. No entry to school building if possible, deliveries left outside. All outer boxes and packaging must be disposed immediately. If a particular delivery for a member of staff arrives they are to be notified of delivery via email and a 			

				contactless handover at main school reception is to occur.			
	Contractors			<ul style="list-style-type: none"> ● Contractors follow their company guidelines as well as adhere to school procedures. ● Contractors risk assessment to be required and checked before allowed on site. ● Premises manager to engage with companies prior to commencing work to retrieve and assess the risk assessment. ● Contractors to sign in at the office adhering to social distancing measures. Contractors required to wear PPE if the premises manager deems possible risk of infection to be high. e.g working in areas where children/adults will be present in rooms/ classrooms. ● Contractors wait in the playground for relevant members of staff to meet them. ● No contractors to gather in the reception waiting area. Contractors to be on site when the premises manager is present. 			
	Office space			<ul style="list-style-type: none"> ● No school staff to enter the office, all communication through email if possible. ● Calls can be made to the office from class rooms regarding children falling ill as per 'sick child procedure above' 			
	Main school photocopier			<ul style="list-style-type: none"> ● The photocopying room and resources room is closed to all members of staff. ● All correspondence to the Resources manager is via email or phone. ● All printing will be done by the resources manager. Items to be emailed, then printed then a non contact drop off to bubble. ● No worksheets to be handed to the resources manager and then copied. 			