



Stockton-on-Tees
BOROUGH COUNCIL

LEVENDALE SCHOOL Health & Safety Policy



Reviewed - <u>RBeadnall</u>	Date Sept 14	Reviewed - <u>RBeadnall</u>	Date Sept 15
Reviewed - <u>RBeadnall</u>	Date Sept 16	Reviewed - <u>RBeadnall</u>	Date Sept 17
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Chair of FGB: Date:

Introduction

The **Health and Safety at Work, etc Act 1974** (s.2(1)), states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.

At Levendale we believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of our pupils.

The aim, *“To provide a safe and healthy working and learning environment for staff , pupils and visitors.”*

The greatest problem in Health and Safety is, perhaps, keeping things in proportion - neither complacency nor alarmism is appropriate. A cautious, common-sense approach is likely to prove best, based on a clear understanding of agreed procedures and a professional concern for the safety of oneself, other staff, children, parents/guardians and visitors. We embrace and are committed to promoting the UNCRC, specifically Article 24.

Other essential references are:-

Levendale Primary COVID19 Sept2020 risk assessment (see Appendices)

COVID site entry/exit protocols (see Appendices)

School Visits Policy

Guidelines for School Visits

Safe Practice in PE

PE Guidelines

SBC Health & Safety Manual (electronic resources on Shared Area)

Make it Safe – Design & Tech.

Be Safe – Science

CLEAPSS – safety & Science

Safety in Practical Studies

Emergency Aid in Schools

All staff who have been trained by J D Training Solutions have a copy

Fire Drill

Posted all around school

All staff need to be aware of the advice they contain. Any future documentation referring to similar areas will be brought to the staff attention and it is the individual's responsibility to be aware and follow the guidance of such documents.

SCHOOL POLICY

The Health and Safety Policy of the school aims to comply with current regulations and any relevant guidance which may be issued from time to time.

ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY WITHIN THE SCHOOL

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall review and amend it, as necessary, on a termly basis with a Health and Safety Representative Report to the Resources Committee.
2. The Headteacher will have overall responsibility for the implementation and day-to-day management of this policy as detailed in the Health and Safety Manual.
3. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills, soon after new occupants arrive at the beginning of the school year, and repeated at least once a term and the results of these to be recorded in the Log Book and reported to the Governing Body. Notices are therefore displayed in every classroom or shared area identifying the appropriate procedures.
4. Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information.
5. Make arrangements for informing staff and pupils of relevant safety procedures by inclusion when appropriate in staff meetings/distribution or information to each member of staff. Other users of the school will be appropriately informed.
6. Ensure that regular safety inspections are undertaken termly, and audits are undertaken annually.
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the health and safety inspection or audit.
- 9 Report to the **Trust** any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The Governing Body will deal with all aspects of maintenance and report to the **Trust** any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them. Such issues will be encompassed in the school's Asset Management Plan once formulated.

10. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable. Ensure contractors and employees are reminded to always be alert to the school environment and to be aware of others working around them or passing by. Contractors will be alerted to the issues at pre-contract meetings.

11. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school.
12. Ensure all staff in the school share responsibility for health and safety by taking reasonable care to conduct their duties in a way that safeguards the health and safety of themselves, other staff, pupils, and visitors.
13. Risk Assessment is the responsibility of the Resources Committee and is delegated to the Headteacher on a day-to-day basis.

Duties of the Senior Management Team and Health and Safety Representative

It is perceived that under the direction and guidance of the Headteacher, the School's Senior Management Team and Health and Safety Representative will co-operate and assist in the management of health and safety by fulfilling the responsibilities outlined below.

1. Provide practical assistance in the implementation, monitoring and development of the safety policy within the school;
2. Monitor general advice on safety matters given by the LA/Trust and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school. In particular the COSHH file for the school, with appropriate assessments, should be regularly reviewed and updated termly to coincide with reporting arrangements to the Governing Body.
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
6. Assist in carrying out regular safety inspections of the school and its activities alongside the Health and Safety Governor, and make recommendations on methods of resolving any problems identified.
7. Ensure that staff with control of resources (both financial and other) give due regard to safety.
8. Co-ordinate arrangements for the dissemination of information, by inclusion, staff meetings, distribution to each member of staff and for the instruction of students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

9. Health and Safety related training courses undertaken by staff should be recorded in the Health and Safety Manual.

Responsibilities of staff towards pupils and others in their care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.
2. Be aware of and implement safe working practices, and set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
4. Provide written job instructions, warning notices and signs as appropriate.
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
7. Evaluate promptly and, where appropriate, take action on criticism or concerns expressed of health and safety arrangements.
8. Provide the opportunity for discussion of health and safety arrangements.
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.
11. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. No single adult should transport an individual child: there should be at least two children in need of transport before a single adult can privately transport children. Where this is not practical, two adults must be present at all times.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all employees

All employees have a responsibility under the act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the LA/Trust and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. Where in doubt they must seek immediate clarification from the headteacher.
4. Ensure that tools and equipment are in good condition and report any defects to the headteacher, Senior Management Team or Health and Safety Representative.
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
6. Ensure that offices, classrooms and general accommodation are kept tidy.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Headteacher.

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time-to-time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be informed and expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the School Brochure, website, Facebook page, SchoolComms system and smartphone app.

In order to fulfil this requirement, all staff should:

1. Know of any special safety measures to be adopted in their own working areas and to ensure that they are applied;
2. Observe standards of dress consistent with safety and hygiene;
3. Exercise good standards of housekeeping and cleanliness;
4. Know the correct procedures in respect of fire and first aid;
5. Refrain from interference with things provided for Health and Safety reasons;
6. Co-operate with others in promoting good Health and Safety practice;
7. Give clear instruction and warnings as often as necessary

IDENTIFICATION OF RISKS

1. OFFICES, STAFFROOMS AND STORES

Potential risks are associated with:-

- a) Lifting and carrying goods, equipment and materials.
- b) Packing and unpacking goods, equipment and materials

- c) Storing goods, equipment and materials
- d) Using or being in the presence of equipment operating on mains electricity e.g., computers, typewriters, other office machines, photocopiers, heaters, kettles etc
- e) Mains electricity outlet sockets, plugs and cables.
- f) Trailing leads and telephone cables.
- g) Other tripping and slipping hazards. e.g. defective floors or floor coverings, waste bins, low furniture, etc
- h) Unstable filing cabinets or furniture, defective equipment, doors, windows, furniture or fittings.
- i) Materials or decorations which are displayed above head height, on the walls or on glass surfaces.
- j) Using tools, scissors, knives, pins and drawing instruments.
- k) Using guillotines.
- l) Using or being in the presence of substances which are defined as being “hazardous to health” by pastes, powders, liquids, oils, gases, aerosols, sprays, fumes, dusts.
- m) Using steps/ladders

These risks can be minimised/removed as follows:-

- a) The lifting and carrying of goods, equipment and materials must be organised and carried out in order to prevent the member of staff being injured or causing risk to other persons during the course of lifting and carrying. Correct lifting and carrying procedures must be observed. If equipment is provided for such tasks it must be used and protective clothing which is provided must be worn.
- b) The safe method of packing and unpacking goods and equipment must be followed.
- c) Goods, equipment and materials must be stored in order to prevent them falling from the shelves and to prevent the contents from being spilled and creating a hazard.
- d) Electrical Safety –

The increasing use of computers, televisions, audio visual equipment, etc, necessitates increasing caution and health and safety awareness.

- 1 All mains operated equipment should be visually inspected regularly (each occasion of use would be best). Look especially for loose wires, worn insulation, and damaged plugs.
- 2 Where found to be defective, electrical equipment must be taken out of service and reported to the Headteacher/Deputy Headteacher as soon as possible on that day.
- 3 Always switch off when not in use. For maximum safety, remove the plug from wall when leaving classroom.

- 4 Secure trailing leads and cables to prevent tripping and slipping hazards.
 - 5 Staff should not attempt any electrical repairs, but should inform the Head teacher/Deputy Head teacher as the need for repairs to be carried out by a suitably qualified person.
- e) Other tripping and slipping hazards must be removed and/or be reported as quickly as possible. If there are wet floors as a result of cleaning operations, a warning notice must also be posted if there are defective floor coverings. Waste bins and low furniture must not be left in places where the risk of tripping over them or colliding with them can occur.
 - f) Filing cabinets must not become unstable or top heavy and materials must not be stored at a height which is unsafe. The drawers of furniture must be kept closed. Defective equipment, doors, windows, furniture or fittings must be reported to the Head teacher/Deputy Head teacher.
 - g) Materials or decorations which are displayed above head height or on the wall must not be hung from light fittings or near heat sources in order to reduce the risk of them catching fire. If materials or decorations are to be displayed above head height or on the wall, great care must be taken in assembling and dismantling the materials or decorations, and step ladders must be used. Great care must be taken where materials are displayed on glass surfaces to prevent cuts and abrasions.
 - h) Great care must be taken when using tools, scissors, knives, pins and drawing instruments. As standard practice only safe versions of paper cutters (i.e. rota-trims) are provided in this school.
 - i) Where substances are assessed as being “hazardous to health”, appropriate preventative or control must be in place.
 - j) Fire doors must be kept free of obstruction at all times.

2 CLASSROOMS AND OTHER TEACHING AREAS

Most of the potential risks which have been identified in (1) will also exist in classrooms and other teaching areas, and can be minimised as previously described.

In additions there are risks associated with:-

- a. Making, testing and flying things
- b. Food and hygiene
- c. Glassware
- d. Heating and burning
- e. Chemicals
- f. Electricity

- g. Living things
- h. Non-living materials
- i. Working out of doors
- j. Use of sharp pointed scissors and other implements
- k. Using, being in the presence of and storing substances which are defined as being “hazardous to health” by the control of Substances Hazardous to Health Regulations 1988. These can come in the form of pastes, powders, liquids, oils, gases, aerosols, sprays, fumes dusts.

These risks can be minimised or removed as follows:-

Advice relating to items (a) to (i) above is contained in the booklet ‘Be Safe’ and is essential reading for all staff.

(j) Scissors – in general, children can safely be permitted free access to ‘round-ended’ scissors, but ‘pointed’ scissors must be used only for specific purposes and under close supervision.

(k) Where substances are assessed as being “Hazardous to Health” appropriate preventative or control measures must be followed.

3. SCHOOL HALL, DINING AREA, FOYERS, TOILETS AND OTHER COMMUNAL AREAS

a) Some of the potential risks listed in section 1 and 2 overleaf will also exist in these areas, e.g. from electricity, slipping and tripping hazards, hazardous substances etc.

Risks are also associated with:-

- 1) Horseplay
- 2) Hurried movement around school
- 3) Glass doors and large glass areas.
- 4) Slipping hazards caused by the weather, wet floors or spilled food
- 5) Unhygienic conditions
- 6) Use of cleaning materials and disinfectants
- 7) Storage of P.E. equipment especially large apparatus

b) Some of the actions detailed in the other sections overleaf will be appropriate in order to minimise risks but staff should further assist by:-

1/2) Preventing pupils from running or indulging in horseplay and ensuring that, as children leave their classroom e. g. break times and lunch times, an orderly routine is followed. NO RUNNING is a major preventative rule.

3) Identifying and preventing contact with large areas of glass

4/5) Preventing access to an area until the floor is in a safe condition

4. PLAYGROUNDS AND PLAYING FIELDS

1) Identification of Risks

Over half of all injuries occurring to children at school happen in the playground. Most of these are from slips and falls, and most are caused by good-natured exuberance. However, there can be further risks from the following:-

a) Access and egress from cloakroom areas – this must be supervised by staff

b) Damaged playground and playing field surfaces

c) Damaged fences or gates

d) Broken glass

e) Unreasonable pupil behaviour

2) Risk Removal

Staff should be observant in noting damage or hazards and should make a report as soon as practicable to the Headteacher/Deputy Headteacher. The staff duty rota will ensure adequate supervision of playground activities, especially at break times. Play areas made dangerous by glass, tins, large pot holes, etc, must not be used until the hazard has been contained or removed. Children should not be allowed to climb onto, over or through the perimeter fence.

As standard practice:-

a) Football is permitted on the playgrounds and grassed areas adjacent to these.

If a football is kicked over the fence near the upper school play area, a pupil may retrieve the ball but must first ask permission, then use the gate to exit and be supervised as they recover the ball.

b) Unruly/dangerous play should be stopped. Games like bulldog, Last Man Standing etc, which are clearly of a dangerous nature, should not be permitted.

c) Hand stands/somersaults and any other games/activities of this type in the playground are to be discouraged at all times. These activities may be allowed on the grassed area when this is accessible, but the teacher on duty should be happy that the children are reasonably competent. Where concerns arise over the safety of children, the teacher on duty should intervene.

SAFETY IN P.E

In P.E., good teaching is safe teaching. The booklet 'Safe Practice in Physical Education' is recommended reading for all staff. Important points are:-

- a) Premises and equipment should be checked for safety before the lesson begins.
- b) Children should be taught the need for safety and warned against behaviour likely to cause a hazard.
- c) Attention should be paid to footwear, clothing and adornments i.e. jewellery/hair ornaments.
- d) Children should remove all jewellery before lesson begins. Ear-rings should be removed (or taped over if unable to be removed).

Swimming – Responsibility for the children's safety covers the time from leaving the school site and includes the duration of the swimming lesson and the return to the school site.

EMERGENCY SITUATION – Fire etc

Each classroom has a file labelled Emergency Procedures. Within each file is a very detailed description of exactly what should be done should we have an emergency situation.

An emergency situation in school which requires evacuation of the building will be indicated by a bell which rings CONTINUOUSLY. In the event of a continuous bell, the basic procedure will be for each teacher to see the children quietly and calmly out via the nearest fire doors and directly across to the designated assembly point (the KS2 playground, where each class will assemble for registration. All medication should be taken out in this instance in case the situation is such that the building cannot be re-entered.

Before leaving the building, ensure that the classroom door is closed, and the fire door, too, should be closed after the class has left. N. B. Certain teachers have responsibilities to check shared areas of school before leaving the building (check the school's Fire Procedure, available in each classroom and shared area).

A class in the hall at a time of emergency should leave via the hall fire doors and make their way directly to the assembly point.

Please make sure it is absolutely clear to the children that if they hear a bell which rings without stopping, they must stop whatever they are doing and follow your instructions. Children who may be in the library or toilet when the bell rings, should make their way quickly to their classrooms, and leave the building with their teacher and classmates.

N.B. AT NO TIME DURING THE DAY SHOULD THE FIRE DOORS IN CLASSROOMS BE LOCKED OR OBSTRUCTED

There are occasions where an emergency situation might arise but the course of action would be lockdown: refer to the Emergency Policy for details of this procedure.

ILLNESS, ACCIDENT AND REPORTING PROCEDURES.

Cases of illness or accident, if of a minor nature, will be dealt with in school by the application of simple treatments in line with standard First Aid procedure.

Where more serious illness or accidents occur, the matter should be referred to the Headteacher/Deputy headteacher, who will contact parents or arrange for additional treatment to be administered.

As a general rule, parents have been asked not to send medicines to school. The Head Teacher and Governors have agreed that where it is necessary for medication to be given during the day, parents must complete the **Administration of Medication in School** form and this will only apply to medication that has been prescribed by a Doctor. On no account should staff accept responsibility for administering medicines unless this has been completed.

N. B Under no circumstances should aspirin be given to children, unless prescribed by a doctor.

Occasionally a parent will request that his/her child stay in school during playtimes. The school's general policy is that children who are well enough to be at school are well enough to play out at break times, and adequate supervision cannot always be provided to allow children to remain indoors. In case of difficulties, letters/parents should be referred to the Headteacher – staff should not assume responsibility for allowing a child to remain indoors in an unsupervised situation.

All accidents resulting in a child or adult seeking hospital treatment directly from school must be entered in the Accident Book (~B1510) which is located in the School Office and these incidents reported to the Headteacher/Deputy Headteacher. Any instance of First Aid or simple treatment being administered to a child should be recorded in the smaller accident book in the first aid cupboard within the non-fiction library and the appropriate red slip sent home with the child to make parents aware.

Please note that the names and addresses of witnesses (even if they are pupils) may be required in the case of serious accident.

MEDICAL CONDITIONS

1. Infectious Diseases

Responsibility for all aspects of pupil health rests with the local district health authority (via school medical officers and school nurses).

Cases of some infectious disease are notifiable and defined periods of pupil exclusion may apply. All cases of infectious diseases should be reported to the Head teacher, who will see that appropriate action is taken. Public Health England's 'Guidance on infection control in schools and other childcare settings 2014' is used to determine any exclusion that may be necessary on medical grounds.

2. Asthma

As increasing number of children suffer from asthma and bring inhalers to school. Generally, their condition is well controlled and they know how to deal with it. However, should a pupil have an asthma attack, the advice is as follows:

- a. Keep calm. It's treatable.
- b. Let the child sit down on a chair, leaning forwards slightly: don't make him/her lie down
- c. Let the child take his usual treatment – normally an inhaler
- d. Wait 5-10 minutes.
- e. If the symptoms disappear, the child can go back to what (s)he was doing
- f. If the symptoms have improved, but not completely disappeared, alert the Head teacher/Deputy Head teacher. Parents will be sent for/another dose of inhaler will be administered).

If the attack is severe i.e. the child is breathless, has difficulty talking, has a high pulse rate/rapid breathing or is experiencing cyanosis (blue colouration to the lips and/or skin), send for Head Teacher/Deputy Head teacher at once. It is likely to require a 999 call at this point.

3. Head Lice.

Problems with head lice are more of a nuisance than a health risk but can be a cause of distress to parents/carers, pupils and staff.

Most health authorities agree that routine periodic head inspections are ineffective as a control measure. Where infestation is suspected or confirmed in school, our policy is to inform the parents of children in the class concerned without identifying the child or children in question.

A standard letter is issued from the school office, advising precautionary action or appropriate treatment as necessary.

4. Medical File

The child's contact information is kept on SIMS as well as in the data folders in the School Office and should contain information that is critical in relation to medical matters. The information also has the name and telephone number of the child's doctor.

STANDARDS OF HYGIENE

Where large numbers of people are in close proximity, there is an ever present risk of certain infectious diseases. The risk is always greatest among younger children. The risks of such outbreaks can be minimised by sensible hygiene precautions.

- a) High standards of personal hygiene should be encouraged.....wash hands after toilet/before meals, use soap and hot water, dry hands thoroughly.

- b) When dealing with bleeding or other spillage of body fluids, staff should:-
 - 1) Wear, disposable plastic gloves
 - 2) Cover cuts or broken skin with a waterproof or other dressing.
 - 3) Keep the area clear until the spillage is dealt with.
 - 4) Put soiled cotton wool or dressing into inside out plastic glove or a plastic bag and tie bag before disposal.

There are no well-documented cases of the AIDS virus being transmitted via saliva, urine or tears or during the course of normal social activity....the precaution outlined above should suffice.

PARTICULAR HAZARDS TO STAFF

On third of all staff injuries (and 80% of all serious injuries) result from slips, trips and falls. All previous advice relating to potential hazards (wet floors, loose carpets, unsuitable footwear, trailing leads, objects left in walkways, hurrying and inattentiveness) are especially relevant for staff safety. In addition, makeshift methods of reaching heights and inexpert use of ladders and steps are particular hazards.

Ladders and Steps

An all too common cause of injury in schools is the use of substitutes for ladders and steps (chairs, tables, chairs placed on tables etc)

Short step ladders are provided as standard throughout the school and should be used instead of 'makeshift' options.

Basic precautions include:

- do not over-reach
- keep both feet on the tread
- keep waist level below top of steps
- position steps at the right angle to work
- fully extend stepladders
- where possible, ask a colleague to be present with you in the area in which you are working on steps/ladders.

Large stepladders are kept by the Caretaker

SCHOOL SMOKING POLICY

School has a non-smoking policy and smoking is not permitted on any part of the school site. It is also discouraged within the immediate vicinity of the school site.

CONTRACTORS ON SITE

Where contractors are working on site, it is not necessary to warn them about dangers which they should know about (i.e. occupational hazards) but they must be told about any hazards that are peculiar to the site and about which they should be aware. The Caretaker, Head teacher, Deputy Head teacher or Administrator will normally ensure that this is done.

The Caretaker is responsible for ensuring that the cleaning contractor and employees observe health and safety requirements and that the premises are safe, with no risks to health.

WORK EXPERIENCE PLACEMENTS

Students on work experience are to be regarded as employees rather than visitors. As such, we should take all reasonable steps to safeguard their health and safety and see that they are not exposed to risks during their placement. In accordance with the Management of Health and Safety at Work Regulations (1999) a Young Persons Risk Assessment must be completed prior to the commencement of the experience and given to the school/parent.

As employees, however, they also have a responsibility for their own safety and for the safety of those others affected by their acts (or omissions) at work, and they should be made aware of this requirement i.e. asked to read this policy statement.

Specifically the Fire Procedure should be clearly explained, together with the procedures for notifying accidents (including the location of the accident book) and our First Aid Procedures. Where COSHH regulations apply, attention should be drawn to recommend safety procedures.

USE OF PRIVATE VEHICLES BY STAFF FOR SCHOOL PURPOSES.

Any member of staff who uses a private vehicle, on Council business, must have comprehensive insurance cover which includes use by the employee concerned for the business of the Council.

HEALTH AND SAFETY MEETINGS

In our school, the formality of a Safety Committee is unnecessary, and there is a value in all members of staff regularly considering Health and Safety matters. The following point should be noted as regular school practice.

- 1) Where there is any Health and Safety concern, take any action necessary to eliminate the immediate hazard, and report the matter to the Head teacher/Deputy Head teacher

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19). Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the 'COVID-19 secure' guidelines.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal. The risk of serious disease and death are unevenly distributed, the population groups at increased risk are:- older people, people with pre-existing health conditions, men, people from BAME communities.

Basic Principles.

The control measures follow the basic principles outlined in the DfE [Guidance for full opening – schools \(July2020\)](#) provided by government around people with symptoms staying at home, hand and respiratory hygiene, enhanced cleaning, engagement with NHS test and trace, maintaining social distancing to the maximum possible within the school layout. Those in a higher risk group will be considered specifically. A clear procedure will be in place in the event of person(s) displaying the symptoms within the school community and the application of self isolation for the case and household contacts.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed

- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Risk Assessment	COVID-19 re-opening arrangements for September 2020	
School	Levendale Primary School	

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Author:	Headteacher	Date:	14/7/20
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Quality Assurance Check by	John McCann Director of Finance and Operations	Date:	
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Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done Record when completed.
1. Community level of Risk (P31)	In the event of notification of 'local lockdown' or national lockdown being reintroduced, the school will close immediately.	Where the infection rate locally, is above 1, and the Council are advising their schools not to reopen, the Trust schools will close, in step with the Council.	CEO and Gold Command	Ongoing	
2. Prevention of Covid19 contamination (P6)	Clear guidance to parents and staff that those displaying the symptoms should not attend school, should remain at home, self-isolate and inform school.	Include advice and procedures for activity 2 and 3 in correspondence with staff, on website (and other comms channels) and guidance given to staff at the start of term.	Head	End of term	Letter to parents 13/7 Staff protocols sent out 8/7
3 Safely managing pupils / staff who display symptoms at school (P6-7) (P12 – 14)	People showing the symptoms of Covid19 in school (a new, continuous cough and/or a high temperature and/or has a loss of, or change in, their normal sense of taste or smell) must be sent home. They should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ . It sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	Written document of procedure and the space to be used to be recirculated to all staff Meeting Room used as isolation room while awaiting collection – if needing toilet, go to staff toilet (RB will then spot clean) A guidance note setting out the actions to be taken in the event of suspected case in school will be issued to all staff. Where a suspected case has occurred, staff and parents to be encouraged to immediately contact NHS 111 and request a test for: <i>the member of staff in the Bubble</i> <i>the pupil with the symptoms</i>	All staff Head responsible for informing	End of term	Staff protocols with this information included sent out 8/7 Revised in line with revised guidance August 2020. Distributed to staff 2/9/20

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done <i>Record when completed.</i>
	<p>If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>If it not possible to isolate them, move the student to an area which is at least 2 metres away from other people.</p> <p>PPE should be worn by staff caring for the child whilst they await collected, if a distance of 2m cannot be maintained.</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students. The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.</p> <p>Everyone involved must wash their hands thoroughly for 20 seconds with soap and running water or use hand</p>	<p><i>Where one or more members of a Bubble of pupils and staff, have suspected Covid19 symptoms, the whole group will be sent home and asked to self-isolate until a test result is known.</i></p> <p><i>Stockton Council advice that the test is not reliable in terms of negative results.</i></p> <p><i>If the person is tested and found to be positive (ie has Covid19) self-isolation will be for 14 days. The National Institute for Health Protection (0300 303 8596 – option 1) should be contacted, along with the Stockton Public Health Team and The 1590 Trust CEO plus Director of Operations. ‘Close contacts’ i.e. the entire class at primary level should self-isolate for 14 days and seek a test. The the other household members of the ‘close contacts’ do not need to self-isolate unless the pupil or staff member subsequently develops symptoms.</i></p> <p><i>If the person tested is found to be negative, self-isolation would continue for the 10 days. A return to school is possible after that point if the person is symptom-free (with the exception of an ongoing cough or anosmia (loss of taste/smell)) for the previous 48 hours. ‘Close contacts’ of someone who has tested negative should closely monitor for any symptoms of COVID-19 but should attend</i></p>			

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done <i>Record when completed.</i>
	sanitiser. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Should the symptomatic person be a staff member, they must self-isolate and their class/classes, workstation, desk, chair and other frequently used items within the School should be cleansed.	<p><i>school if asymptomatic.</i></p> <p><i>The households of persons who display the symptoms will be advised to self-isolate for 14 days.</i></p> <p><i>This procedure to be shared with staff and parents</i></p>			
3b Engaging with NHS Track and Trace (P12)	Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will work with schools in this situation to guide them through the actions they need to take.	The school will cooperate with NHS Track and Trace and the health protection team. Further guidance on how this will operate will follow when it is made available to the Trust.	Head	Ongoing	
4. Maintaining high level of hygiene – hand cleaning	Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.	Communicate expectations to staff and parents about cleaning and hygiene. All staff to advice and supervise children.	Head		Letter to parents 13/7 Staff protocol document 8/7

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done Record when completed.
(P7)	<p>All persons are to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc. This is to be built into the normal school routine.</p> <p>Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands (“catch it, bin it, kill it”)</p> <p>Persons encouraged not to touch their mouth, eyes and nose.</p>	<p>Guidance on cleaning non-healthcare premises available here .</p> <p>Frequent hand washing and drying – see guidance on hand cleaning. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> <p>Age appropriate posters will be displayed throughout the school to promote the key hygiene messages eg Catch it, bin it, kill it posters.</p>			
5. Enhanced cleaning programme (P8)	<p>The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.</p> <p>Advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Regularly touched surfaces should be cleaned regularly, this may include touch screens, door handles, desks, seats, light switches, toilets, sinks etc.</p>	<p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available here.</p> <p>Cleaning materials in each classroom for staff to use across the day as required.</p> <p>Windows kept open in all classrooms wherever possible.</p>	<p>All staff</p> <p>Cleaning team</p> <p>HT to use fogging machine in each classroom and communal area over the summer.</p>	<p>Ongoing</p> <p>All staff are familiar with our elevated cleansing regime as we have operated on that basis since March.</p>	<p>HT fogged all classrooms and communal areas, 5/8/20</p> <p>Cleaning team meeting 3/9/20</p>

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done Record when completed.
	Where possible, all spaces should be well-ventilated using natural ventilation.				
6. Minimise contact between individuals and maintain social distancing wherever possible. (P8 – 11)	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff.</p> <p>This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. The main purpose of the bubble is to reduce contamination and to support 'track and trace' when that is operational.</p> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing.</p> <p>Staff to minimise time spent face to face and/or within 1m of pupils. It is</p>	<p>All staff and pupils will remain within their designated bubble (small group) and not mix with others during the school day. However, some staff may need to work across bubbles within the school week to cover PPA/NQT release time and distancing is promoted as far as possible in these instances (appropriate to the age of the children). Additional hygiene (handwashing/sanitising) is in place when moving between bubbles. These arrangements are regular.</p> <p>Use of 'bubbles' of pupils and staff which will be self-contained remains the key control. The bubbles for the school are listed in Annex C. However, see above for exemptions.</p> <p>The bubble will operate for the full day to minimise the risk of contamination. They will not mix with other bubbles. Staff may need to work across bubbles as previously mentioned.</p> <p>Assemblies and mass events are suspended.</p> <p>A seating plan will be maintained to identify who may</p>	<p>Head to communicate plans to staff and parents.</p> <p>All staff to ensure their areas are ready for children to return.</p> <p>All staff</p> <p>HT/SMT</p>	<p>Before end of term</p> <p>Classrooms to be set up by September 2nd at the absolute latest. PD days on 17th July and 1/2 Sep to accommodate this.</p> <p>End of term</p>	<p>Letter to parents (staff copied in) 13/7</p> <p>Entry/exit protocols document reviewed, amended and shared with staff/parents 13/7 – revised version to accommodate families/children going out 16/7</p>

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done Record when completed.
	acknowledged this will not be possible on a consistent basis.	need testing in event of a case. Seating will be forward facing where possible. Each group using a separate outside door for entry to the classroom, manned by adult. Parents notified of which entrance to use. Staff outside at start of day and end of day to ensure families know where they are going. Staggered timings to reduce numbers of people at one time at start and end of school day. All staff to maintain social distancing from other adults, including the staff room.			V3 document shared with parents, staff and governors 2/9/20
6a. Outdoor learning space	Outdoor spaces may be utilised for lessons where practicable.	Boundaries set so bubbles do not mix when outdoor Rota in place for outside zones.	HT, all staff	End of term but reviewed regularly	Timings document circulated to all staff 8/7 and to parents 13/7
7. Safe provision of lunch (P22)	School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) .	Agreed with Catering team that all lunches supplied will be 'grab bags' (ie packed lunch) or family provided packed lunches. Hall to be used for lunches as per lunchtime protocol document: only two bubbles in at one time, side by side with appropriate distancing between different	Head Catering team	End of term but reviewed regularly. Tables ordered – arriving over	Meeting with LSAs – 10/7 Lunchtime protocols document in draft 13/7

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done Record when completed.
		bubbles. Use of separate entry/exit points for each bubble and clear routes to outside area to avoid overlap. Hygiene protocols agreed with LSAs for cleaning between sittings. Additional tables purchased at Governors' request to allow all children to sit side-by-side and not opposite each other.		the summer	Revised staff protocols to outline lunch protocol issued 16/7 and walked through individually with each staff member.
8. Use of Personal Protective Equipment (PPE) (P11- 12)	PPE should only be in circumstances of students receiving intimate personal care that already involves PPE Or if a student becomes unwell / symptomatic and needs direct personal care until they can return home. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example a student coughing, spitting or vomiting then eye protection should also be worn.	PPE available in each classroom, only to be used for circumstances listed. PPE supplies will be obtained for each school. 'Grab bag' containing PPE will be kept in each bubble so staff who may have to deal with an incident requiring coming into physical contact with pupils have immediate access to PPE to protect them. Used items will be carefully disposed of at the end of the incident and a new grab bag issued	Head	September 3 rd .	All PPE and cleaning boxes topped up by HT 2/9/20

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done Record when completed.
9. Vulnerable People (P18 – 20)	<p>Individuals who were considered clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>The guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>These staff should work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Clinically vulnerable are advised to follow the relevant guidance available for clinically vulnerable people.</p> <p>In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless you are in a support bubble) and robustly practising good, frequent hand washing.</p>	<p>Case by case review for those in a clinically extremely vulnerable groups. and clinically vulnerable groups.</p> <p>Where they can work in school and maintain social distancing, they will do so, if not work from home. For Primary schools, it is unlikely that it is possible to work in one of the bubbles and maintain social distancing.</p>	HT	n/a	<p>The only wo staff who were shielding clinically extremely vulnerable individuals have retired from school as of 31/8.</p>

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done Record when completed.
10. First Aid	<p>The school's first aid assessment will be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primaries.</p> <p>Appropriate PPE to reduce the likelihood of cross contamination.</p> <p>Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.</p> <p>Guidance for first responders available here</p>	<p>Consider pupil ratio, location of first aid provision, lunchtime supervision, and workforce understanding of dealing with a potentially symptomatic person.</p> <p>Each class to access to a first aid kit.</p> <p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p> <p>Advice from the St John Ambulance is available here.</p>	HT	September 2 nd . <i>Due to a restructuring of PPA time, there will always be at least one PFA staff in school at any given time.</i>	2/9/20
11 Updated Fire Management arrangements	<p>The premise fire risk assessment shall be reviewed and updated to include information on emergency evacuation procedures in line with safe social distancing.</p>	<p>This would include: -</p> <ul style="list-style-type: none"> • a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate. • a full discharge test of the emergency lighting 	HT –		Already done prior to reopening in June.

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done Record when completed.
	All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied.	system across the site <ul style="list-style-type: none"> • a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged • checking that fire escape routes are clear of any obstructions • checking that final fire escape doors are unlocked and operational • checking the operation of internal fire doors to ensure that they close properly • checking that automatic fire dampers, smoke venting and smoke extraction systems are operational. 			
12. Ensure statutory checks are uptodate	During the COVID-19 closure, statutory maintenance around lifts and lifting equipment, in law, should have continued, where practical. In reality, some statutory checks may have expired their 'due-by' date.	Duty holders, must therefore ensure that statutory inspections on :- <ul style="list-style-type: none"> • lifting equipment • pressure systems • fixed electrical systems [electrical installation condition surveys] • portable appliance testing • gas appliances, etc are 'in date' prior to the reoccupation of buildings. Employers must also consider whether equipment that has not been used for an extended period of time			All done prior to June reopening and all certificates are within date.

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done <i>Record when completed.</i>
		needs a statutory inspection even if one is not due.			
13 Review behaviour policy (P29)	The school shall review its pupil behaviour policy to ensure it accommodates COVID-19 incidents.	Use the Annex to the Government guidance on reopening Primary School as structure for an Annex to the school behaviour policy. Review and update for Sept opening.	Head	June 2020	Done
14 Individual pupil risk assessments	Consider pupils who have not previously required a risk assessed but who may now present with a risk : <ul style="list-style-type: none"> • pupils who need specific care, which cannot be delivered whilst ensuring social distancing • potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint. 	Keep under consideration off site / online provision for those pupils who are identified as a safety risk re violence/spitting/biting etc	Head	Ongoing	
15. Visitors impair the social distancing and	Signing in of all visitors, issuing badging and escorted on site	No visitors / parents allowed within the school buildings (other than in emergency)	Head	June 2020	Done

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done <i>Record when completed.</i>
safety measures of the school		Access by phone and email. Communication with parents on drop off and pick up arrangements: <ul style="list-style-type: none"> - one parent per pupil(s) - remain 2m apart - depart the area straight away - use the designated entrances for the class or year group - do not enter the school. 			
16. Control of Contractors impair the social distancing and safety measures of the school	Where contactors are required to attend site for emergency, cyclical and routine maintenance then the School's safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced. Control of contractors documentation should be updated and made available in preparation of the contractor attending site. Deliveries on site are to be organised to ensure minimal physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.		HT/Admin	Ongoing	Procedures already established as part of June reopening.

Activity to Manage (ref to page in Sept Dfe Guide)	Current Control Measures	Additional Control Measures <i>Any further control measures that the School will adopt?</i>	Action by who?	Action by when? <i>Give a deadline</i>	Done <i>Record when completed.</i>
17. Any site specific issues		n/a			

This Risk Assessment will be updated in light of new guidance, changing risk levels and experience.

	Name	Date	Comments
1 st review by			
Quality assurance check by manager / line manager			

Annex C. The Bubbles

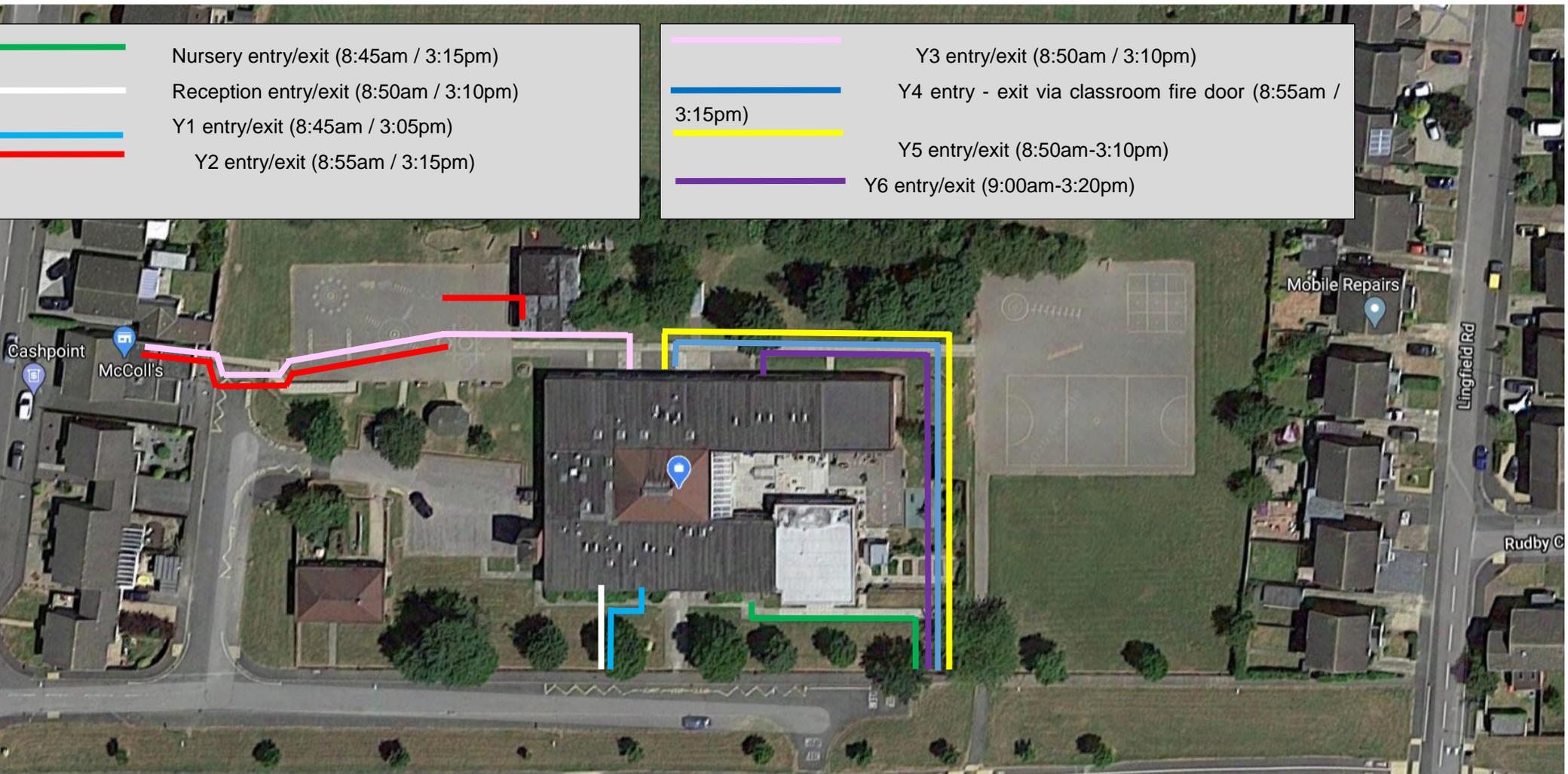
Having assessed the school site, using the Department for Education guidance on reopening schools these are the 'bubbles' that can be accommodated within Kirklevington Primary School.

A. Bubble (Assigned group / year / class)	B. Location (Classroom / teaching space)	C. Staffing (Staffing requirement and mix)
Nursery	Nursery classroom	1 teacher, 1 TA Reception TA helps cover PPA in this bubble on Tuesday afternoons
Reception	Reception classroom	1 teacher, 1 TA Nursery TA helps cover PPA in this bubble on Wednesday afternoons.
Year 1	Y1 classroom	2 part-time teachers, 1 TA
Year 2 Currently have Conyers P.E. teacher for part of Monday afternoons.	Y2 classroom	2 part-time teachers, 1 TA, 1 x 1:1 TA Y4 TA covers PPA on a Friday afternoon.
Year 3 Currently have Conyers P.E. teacher for part of Monday afternoons.	Y3 classroom	1 teacher (NQT), 1 TA + additional TA for PPA and a teacher for NQT release time Y1 TA covers PPA on a Friday afternoon. One Y2 teacher covers NQT release time in Y3 on Wednesday afternoon.
Year 4	Y4 classroom	1 teacher, 2 TAs One Y1 teacher covers PPA on Tuesday afternoons.
Year 5	Y5 classroom	1 teacher (0.8FTE), 1 TA
Year 6	Y6 classroom	1 teacher, 1 TA

Site protocols for entry/exit. Levendale Primary School – September 2020 v3

The entry arrangements to school will also be different and each bubble will enter school by a different entrance and/or a different time. We ask that parents and carers abide absolutely by these entry/exit protocols, especially timings. The entrance/exits and queueing points are all set up to operate on a staggered system – please make sure you are not entering the site more than five minutes prior to the admission time for your children. **For those parents/childminders who are bringing more than one child, please see the separate section at the end of this document for details of how we have tried to simplify the logistics for you.** Only one parent/carer per child or sibling group please. Y2/3 should line up on the KS1 yard at the appropriate time each morning; Y4/5/6 should line up on the KS2 yard at the appropriate time. Nursery, Reception and Y1 can enter the building once invited by their staff members. **Due to the Government guidance specifying that all children must have their full allocation of teaching time each day, we cannot admit siblings (or children from childminders) outside of the times specified below as we had been able to do during our limited re-opening.** Children/parents who have missed the entry time for their class **MUST** wait off-site until 9:10am then enter via the main entrance.

Please refer to the map to illustrate the routes that you should follow at all times: please note, as written above, Y2/3 and Y4/5/6 children should line up on the appropriate playground before being taken into school by a member of staff. Parents should remain on the playground, observing social distancing.



Nursery (Miss Waring/Mrs Allan)

Enter the school site via the KS2 playground gate and the school building via the Nursery entrance. Drop off is 8:45am on a morning or 12:15 on an afternoon; pick up at either 11:45am or 3:20pm.



Reception (Mrs Stonehouse/Ms Gardner)

Enter the school site via the main entrance gate and the school building via the main entrance. Drop off is at 8:50am on a morning; pick up is at 3:10pm from the main entrance.



Year 1 (Mrs McMullen/Mrs Whincup/Mrs Dawson)

Enter the school site via the main entrance gate and the school building via the Y1 cloakroom door. Drop off is 8:45am on a morning and pick up is at 3:05pm.



Year 2 (Mrs McFarlane/Mrs Kirk/Mrs Weston/Miss Kerwin)

Enter the school site via the KS1 playground gate behind the shop. Line up on the KS1 playground at 8:55am and staff will take the children into school all together. **Please ensure that the children come onto site and line up immediately.** Pick up is at 3:15pm from the classroom fire door.



Year 3 (Miss Markham/Mrs Smith)

Enter the school site via the KS1 playground gate behind the shop. Line up on the KS1 playground at 8:50am and staff will take the children into school all together. **Please ensure that the children come onto site and line up immediately.** Pick up is at 3:10pm from the cloakroom doors.



Year 4 (Mrs Butterfield/Mrs McBride)

Enter the school site via the KS2 playground gate and line up on the KS2 playground at 8:55am – staff will take the children into school all together. **Please ensure that the children come onto site and line up immediately.** Pick up is at 3:15pm from the classroom fire door.



Year 5 (Mr Abbott/Mrs Gullon)

Enter the school site via the KS2 playground gate and line up on the KS2 playground at 8:50am – staff will take the children into school all together. **Please ensure that the children come onto site and line up immediately.** Pick up is at 3:10pm from the cloakroom doors.



Year 6 (Mrs Carnelly/Mrs Loughran)

Enter the school site via the KS2 playground gate and line up on the KS2 playground at 9:00am – staff will take the children into school all together. **Please ensure that the children come onto site and line up immediately.** Pick up is at 3:20pm from the classroom fire door.



Childminders and parents with multiple children

We are aware that there are clashes with some year groups in terms of starting time as a result of a desire to avoid people with multiple children having to wait around for up to thirty minutes on a morning and afternoon. We have tried to resolve these by creating the protocols below. It is almost impossible to cater for all permutations of year groups, so if the particular combination of children you will have to drop off is not shown below, please contact us and we will see what we can do. **Please note that these protocols only apply to childminders/parents with multiple children. The access route along the rear of the school building is therefore not to be used as a thoroughfare UNLESS the year group permutations below apply to you.** Children who are lining up on the KS2 playground will do so further back than they usually would to allow for movement of adults along the left side of the playground nearest to the Early Years fence.

- Where siblings or childminder groups are in **Nursery and Y1**, the following protocol applies:
 - Enter via the KS2 playground gate as per the Nursery entry/exit protocol
 - Allow the Nursery-aged child to enter the building under the supervision of the staff member
 - Proceed to the Y1 entrance point (cloakroom fire door) to drop the Y1 child, observing social distancing

- Where siblings or childminder groups are in **Reception AND Y3**, the following protocol applies:
 - Enter via the main entrance gate as per the Reception entry/exit protocol
 - Allow the Reception-aged child to enter the building under the supervision of the staff member
 - Once all Reception children are in, the three Y3 children for whom this applies may enter the main entrance and will be taken over to the Y3 classroom by Levendale staff.
 - At the end of the day, the same Y3 children will be collected from the main entrance

- Where siblings or childminder groups are in **Reception AND Y5**, the following protocol applies:
 - The Y5 child can be dropped at the KS2 playground gate at 8:45am and should make their own way to the playground – they will then be supervised by Mr Beadnall (or another member of staff if he is unavailable) from that time until they are collected by the class teacher. They will be required to line up immediately, however, in line with the procedures already outlined.
 - The parent/childminder should then enter via the main entrance gate as per the Reception entry/exit protocol
 - Allow the Reception-aged child to enter the building under the supervision of the staff member
 - At the end of the day, collect the Reception children first then make your way to the Y5 collection point via the KS2 playground, observing social distancing.

- Where siblings or childminder groups are in **Y2 AND Y4**, the following protocol applies:
 - The Y4 child can be dropped on the KS2 playground under the supervision of Mr Beadnall (or another member of staff if he is unavailable) a few minutes early (they will be required to line up immediately, however, in line with the procedures already outlined) then the parent/childminder should walk down the rear of school to the KS1 playground for the Y2 child to line up with their class.
 - At the end of the day, collect the Y2 child first, then the Y4 child, entering via the McColls gate then walking up the rear of school, exiting the site via the KS1 playground again. **All social distancing protocols must be observed at all times.**

- Where siblings or childminder groups are in **Y3 AND Y5**, the following protocol applies:
 - The Y5 child can be dropped on the KS2 playground under the supervision of Mr Beadnall (or another member of staff if he is unavailable) a few minutes early (they will be required to line up immediately, however, in line with the procedures already outlined) then the parent/childminder should walk down the rear of school to the KS1 playground for the Y3 child to line up with their class.
 - At the end of the day, collect the Y3 child first, then the Y5 child, entering via the McColls gate then walking up the rear of school, exiting the site via the KS2 playground. **All social distancing protocols must be observed at all times.**
 - **PLEASE NOTE THAT THESE ARRANGEMENTS COULD CHANGE WITHOUT WARNING – PLEASE COMPLY WITH ANY REQUESTS MADE BY LEVENDALE STAFF.**

18.5.20