



Greenside Risk Assessment

COVID-19 AT GREENSIDE RISK ASSESSMENT

Written by: Michael Levy	Position: H&S Liaison Officer	Date: 01.06.20	Reviewed / updated by SLT following any changes	Date for Review: 01.06.21	<i>You should review this risk assessment if you think it is no longer valid, e.g. following an incident or any significant changes to the hazard / changes to government policy</i>
Approved by: Dave Victor	Position: Head Teacher	Date: 01.06.20	Head Teacher Signature:		

This risk assessment is based on HCC Covid-19 school risk assessment model. It has been adapted to specifically reflect Greenside School as a Severe Special Needs School. The SLT have made numerous decisions around the Covid-19 virus, provided staff with on-going evolving documents (to reflect any government changes), liaised with parents and identified how Greenside will look and operate during this period. Reasonable steps to adhere to social distancing measures have been put in place as much as practicably possible taking into account the nature of Greenside's learners. No-one displaying symptoms are allowed in school.

What are the Hazards/Risks?	Who may be harmed	Control Measures (What are you doing already?)	Anything needed to help manage this risk?
Individual risk factors	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> Greenside have been sending out health / circumstances online questionnaires for parents and staff to complete to assess needs All staff and learners who have underlying health conditions to be discussed with the Head teacher prior to them entering the school. Extremely vulnerable persons are shielding themselves, following their specific medical advice Staff / learners who live in a household with someone who is extremely clinically vulnerable should speak to the Head. Existing Individual Health Care plans in place for learners to be reviewed. Clear message sent to parents that learners should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Staff to mention to SLT / school nurse immediately upon any symptoms <p>Staff</p> <ul style="list-style-type: none"> Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain current social distancing guidance. Consider if these staff are able to work from home (supporting remote education etc.) Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable 	<p>Head to liaise with those shielding</p> <p>Care plans to be reviewed</p> <p>Reminders to parents. Staff to be vigilant for symptoms</p> <p>Head / Deputy to review all staff risk assessments & update existing ones accordingly</p>



Greenside Risk Assessment

<p>Suspected case whilst working on Greenside</p>	<p>Staff, Learners & visitors</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • If a person displays symptoms of coronavirus : high temperature (37.8 or more) or a new continuous cough, they should: - • Ensure School nurse / SLT / Head are notified. Staff go home immediately. Learners promptly taken to Isolation room (Music Room) whilst waiting parent collection and self-isolate. Open a window for ventilation. Staff to wear correct PPE and 'social distance' – SLT / 111 to provide staff with self-isolation instructions and consider all those that may have come in contact. • See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions • Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. All staff aware of protocol for sick learners. • Symptomatic staff should be excluded for 7 days from when symptoms started • Staff who has a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance <p>Testing</p> <ul style="list-style-type: none"> • As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the school. Head to use the government Employer Referral Portal 	<p>Staff to be vigilant</p> <p>Staff to be fully aware of isolation room</p> <p>Parents reminded of procedure</p> <p>Site staff to follow thorough clean advice – wearing PPE</p> <p>School send information of the Government Employer Referral Portal 02.06.20</p>
<p>Deliveries & Waste collection</p>	<p>Staff, Learners & visitors</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • Do not approach delivery staff, allow packages to be left in a safe place. • Hands are to be thoroughly washed after handling all deliveries or waste materials. • Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). 	<p>Reception staff to be vigilant</p> <p>Site team / SLT to monitor</p>



Greenside Risk Assessment

<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p>	<p>Staff, Learners & visitors</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • All staff and learners to maintain current social distancing guidance in line with PHE guidance as far as reasonably possible. Greenside has set out clear guidance for staff. • Phased increase in number from June 8th. SLT Identified likely numbers of learners returning and staff resource. Introduction of different entries & exits. • Learners split into small, consistent groups and kept in that same group throughout the day with the same staff assigned to that group. Greenside has 4 main areas in school – Primary, Seniors, Woodlands & Barnwell Bungalows. Additionally - offices area without regular learners. • Reduction in contact situations. No assemblies, events / school fairs, school trips, etc. (Consider potential for leavers assembly to be held externally with adequate spacing, virtual assembly etc.) • Hiring and lettings suspended or risk assessments on delivery required from providers, suspend if controls are not as robust as the schools / social distancing cannot be maintained. • Afterschool clubs currently suspended. • Lunch breaks to be staggered – learners remaining in their area. Staff to exit & enter school via their designated areas. • Welfare facilities are provided which contain suitable levels of soap and paper towels. • Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. • All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use alcohol hand sanitiser if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance. Learners taught to do this or assisted as appropriate. • Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels. • Tissues provided for classrooms. Staff to request replacements as needed. Staff / learners to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Learners sent home upon displaying symptoms. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	<p>Posters throughout school as a reminder</p> <p>Guidance to be reviewed following any changes</p> <p>Staff spaces set up – one in each area.</p> <p>Emma has made hand washing signs</p> <p>Site staff to ensure supplies are sufficiently stocked</p> <p>Bins lids not to be touched</p>
--	---	---	---



Greenside Risk Assessment

		<ul style="list-style-type: none"> • Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. • All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. • All staff and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance. 	<p>Signage throughout school</p> <p>Communication from SLT to home</p>
<p>Access to & from school</p>	<p>Staff, Learners & visitors</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • Staggered start and finish times to reduce congestion and contact at all times. Parents aware of changes and allocated times. • Monitor site access points to facilitate social distancing – different entrance / exit points used to reduce congestion or decrease to enable monitoring. • Parents taught to remain away from entrances and ensure social distancing is followed. • Minibuses continue to be used to bring the learners to school and take them home – spaced out seating on the minibuses • Minibus bays have a gap between them to ensure they are spaced out for arrivals and pick ups • Footfall at entrances significantly reduced due to measures put in place of different entrance /exit routes • All entrance / exit doors/gates to be manned at all times they are open (as these lead to the carpark with moving traffic). A member of staff to ensure they remain in place to ensure full learner safety is maintained. <p>Visitors</p> <ul style="list-style-type: none"> • Only essential visitors are allowed onto the school site. • Ensure all visitors / building users are aware of expectations. They must follow social distancing, use of sanitiser on entry and adhere to any restrictions on accessing parts of the building. • Signage in reception regarding good hygiene. <p>Staff</p> <ul style="list-style-type: none"> • On arrival all staff are also required to use the sanitiser provided in reception. • Staff are told to remain at home if displaying any symptoms and contact the school on the absent number and follow normal absent policy. 	<p>SLT to ensure each gate is manned for safety</p> <p>Communication to parents</p> <p>STL to monitor. Social distance signage displayed</p> <p>SLT to monitor</p> <p>Reception to control the lobby space to ensure visitors remain apart</p> <p>Ample supplies of sanitiser</p>



Greenside Risk Assessment

<p>Proximity of learners / staff</p>	<p>Staff, Learners & visitors</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • Limit the number of persons in each room/area to reduce contact - following current social distancing guidance in line with PHE guidance as far as reasonably possible. SLT have assessed and decided the limit for each room or learners & staff. • Outside space is encouraged to be used as much as possible. • DfE advice states primary aged children cannot be expected to social distance; due to being a severe special needs school this is the same throughout age ranges. However steps have been implemented to reduce risk as much as possible and staff told to social distance as much as possible. Learners are kept within their small class group. • HCC (May 29th document) “recognises children with special educational needs, present behaviours that are challenging to manage in the current climate. It will be impossible to provide the care that some children and young people need without close hands-on contact. In these circumstances, staff need to increase their level of self-protection, such as minimizing close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces” • Staff performing personal care tasks are told to wear PPE – guidance from the school nurse (email 18.05.20) – Mask, gloves and apron (washing hands before & after) – everything disposed of immediately in the bin after use. Staff told they should not be wandering around wearing PPE. • Greenside has a number of PPE available for staff in reception and in the 4 areas of the school. Greenside has sufficient supplies of wipes and antibac gel. • ‘Unnecessary’ equipment has been significantly reduced in classrooms and communal areas. H&S walk 02.06.20 to ensure storage is secure and away from heat sources. No equipment is stored in electric cupboards or boiler/plantrooms. Staff will be reminded via email. • Rooms to be kept as ventilated as possible (opening windows) or via ventilation units. Cleaners have requested staff to open windows. Staff can use paper towels to open windows to reduce another ‘touch’. • Staff to follow social distancing guidance in staff rooms. 4 separate staffrooms have been set up with a coded lock (one in each area). Staff told to bring their own mug. <p>Meetings / 1-2-1’s / training</p> <ul style="list-style-type: none"> • Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain current social distancing guidance; or via electronic means (Microsoft Teams etc.) 	<p>SLT to make decisions on partial closure / closure to be made in event of insufficient staff to supervise the groups.</p> <p>Social distance signage throughout school</p> <p>Stock monitored by SLT</p> <p>The area named liaison person will ensure supplies are sufficiently stocked</p> <p>SLT to monitor, staff to be vigilant</p> <p>Staff to open windows as much as possible (particularly in warm weather)</p> <p>The area named liaison person to ensure supplies remain stocked up</p>
---	---	--	--



Greenside Risk Assessment

		<p>Offices</p> <ul style="list-style-type: none"> • Staff have their own office / space. • Office staff encouraged to remain in their office as much as possible and stand at door if they need to communicate in person. • Communication by telephone where possible. <p>Corridors</p> <ul style="list-style-type: none"> • Significantly reduced footfall in corridors • Separate areas in place and everyone taught to stay in their designated areas – this reduces the footfall throughout school • Staggered lunchtime in place. <p>Changing rooms / bathrooms</p> <ul style="list-style-type: none"> • PPE for personal care in place – 1 learner at a time in a bathroom • Swimming pool only communal changing room - significant limitation of learner bather loads in order to maintain social distancing. <p>Toilets</p> <ul style="list-style-type: none"> • Designated toilets for staff and learners <p>Play areas outside</p> <ul style="list-style-type: none"> • Learners to wash hands before using outside equipment • Opportunities for outside play is encouraged, however attempts are still made to keep different class groups apart. Each area in the school has a designated play area to prevent potential mixing between areas. • Staff to encourage social distancing as far as is reasonable (particularly between classes). • Equipment used should be cleaned between groups of children people using it, and that multiple groups do not use it. 	<p>Posters reminding about social distance in place</p> <p>Signage in place. Staff taught movement restrictions.</p> <p>Separate pool risk assessment to be written.</p> <p>Staff to ensure hands are washed before using outside play equipment & upon re-entering the class / area</p>
<p>Travel off site</p>	<p>Staff, Learners & visitors</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • Travel is only required for essential purposes only. • No public transport use except designated transport to & from school. 	
<p>Premises safety</p>	<p>Staff, learners</p> <p>Wider safeguarding / safety risks</p>	<ul style="list-style-type: none"> • All 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing remain in place, legionella controls, servicing of equipment, PAT testing etc. • Ensure all key services are operational. Staff reminded about key hygiene – email 03.06.20 • Water circulation / flushes have remained in place during reduced school operation. • Ensure key fire doors are not being compromised / wedged open (on single directional routes etc.) 	<p>Caretaker to perform fire alarm checks within personal working hours</p> <p>Staff reminded about H&S</p>



Greenside Risk Assessment

Face Coverings	Staff, learners Spread of COVID 19	<ul style="list-style-type: none"> Government advice is that a face-covering does not need to be worn while exercising, in schools or in work places such as offices (stated on HCC H&S revised document 29th May 2020). Face mask worn for close contact such as personal care or first aid. 	Staff informed by SLT & Greenside nurse team regarding PPE guidance from the school nurse (email 18.05.20)
Contact Points Equipment use, printers, workstations	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> Cleaning regime in place with a named member of staff regularly cleaning and disinfect common contact surfaces throughout school – including hand rails, photocopier, door handles, access number codes etc. Office staff to regularly clean phones, desks, keyboards – especially if a different user follows <p>Activities and Resources</p> <ul style="list-style-type: none"> Re-plan lessons / activities to avoid shared resources – art supplies divided throughout school to reduce the need to unnecessary travel to different areas of the school Toys / equipment used monitored by staff and cleaned at the end of the school day Limit practical work in DT, science. Classes and corridors made as minimal as possible to reduce items being touched Communal computers areas and school library currently unused. School keys – key holders to ensure hand washing before touch and after using them – laundry key included in this process. 	Staff taught to minimise unnecessary touch Supplies monitored to ensure ample stock Staff reminded about cleaning Library closed off Emailed all involved 03.06.20
Emergency Procedures (Fire alarm activations etc)	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Social distance signage at every evacuation meeting point to remind staff as much as possible. Fire Marshalls to assess risk to see if greater social distancing can be implemented as much as possible by spacing classes out. Planned fire drill during June 2020 	Procedures to be reviewed & taught to staff Signs in place
Contractors	Contractors, Staff, Learners & visitors, Spread of COVID 19	<ul style="list-style-type: none"> Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe social distance between themselves and others following current guidance. Contractors are to wash their hands/use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / planned building works. Site inductions are to be carried out following current social distancing principles. School to seek confirmation of the contractors method statement / risk assessment. 	Covid-19 guidance for contractors to be written Supplies monitored Sharon or SLT to seek information from contractors company for planned work



Greenside Risk Assessment

<p>Cleaning</p>	<p>Staff, Learners & visitors</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • A cleaning regime will be implemented throughout the school, ensuring that frequent contact points, e.g. door handles, taps, flush handles, light switches, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly. • Thorough cleaning of rooms at the end of the day. Staff to clean used items like toys etc. the learners have played with. Reduced equipment used in classes encouraged. <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces should be cleaned using standard cleaning products and disposable cloths / paper towels throughout the day. • For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). • See PHE advice the COVID-19: cleaning of non-healthcare settings guidance • Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. <p>Cleaners informed regarding their covid-19 expectations</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • Any cloths and mop heads used must be disposed of as single use items. • Hand towels & hand wash are to be checked and replaced as needed by site / cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school / contract cleaners are to be used. 	<p>Staff to monitor what learners use throughout the day & clean at the end</p> <p>Alex to write a cleaners guidance</p> <p>Caretaker assessed Suma-bac and informed cleaners who use & fill up the bottles</p> <p>SLT / site team to remember 72 hours before thrown into normal skip</p>
<p>Lack of awareness of PHE / school controls</p>	<p>Staff, Learners & visitors</p>	<ul style="list-style-type: none"> • Posters will be displayed in the reception, welfare areas and in suitable places around site. 	



Greenside Risk Assessment

	Spread of COVID 19	<ul style="list-style-type: none"> Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. 	
Moving & Handling	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> See Proximity of learners / staff. Staff to be informed how best to perform any moving & handling adaptations or tasks that minimise risk Cleaning all equipment used between learners 	Moving & handling guidance to staff required to used increased handling
Books	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> No class books used – due to shared risk. A book could only be used if it is individualised to a learner and bagged with their name on for their own use. Library and story bags currently not used 	Staff to ensure library is not used
Class set-up	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> No teddies, blankets or bean bags – these cannot be cleaned correctly/easily Reduce items of contact within the class – minimal items used (store items away). Shared items – pens, stapler, scissors, and paint brushes. Staff to think about how to manage items like this in the class for learners and staff. Remember items should not be ‘shared’ Class risk assessments (in class H&S Files), staff in the room to follow, but following SLT guidance’s and this risk assessment for Covid-19 adaptations or changes – these are the most current risk assessments regarding use in classrooms. 	<p>Staff to ensure activities are thought of to avoid ‘sharing items’</p> <p>Teachers to ensure still in date</p>
Staff unfamiliar to learners medical needs	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> Pool medical chart which clearly indicates every medical need for each learner (checked for any updates May 2020 with school nurses) given to Dawn Brown in May to ensure all staff are aware. Nurses on site. Nurses to provide inhalers to reduce potential of cross area mixing. 	Staff to be made aware of learner medical needs - SLT to ensure staff are aware (medical chart emailed 05.06.20)
Sensory Items – sand, water play, corn flour, playdough etc	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> No shared water / sand play Any sensory play such as sand, playdough, corn flour must be individual use only. This must not be shared between learners. Items not bagged up with a name for a 2nd use must be binned after use. 	Staff to ensure no sharing happens
ICT use	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> Communal computer areas not used. Learners should not share ipads or computers without full cleaning between use. Touch screens - one learner at a time. Screen cleaned before a different learner uses it. 	Staff to manage & be vigilant
Transition of new learners	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> Greenside is preparing for new learners to join the school. School closed for regular learners 2nd & 3rd July to allow a smooth transition without the risk of other learners on site 	SLT to plan for unnecessary ‘touching’ of equipment and toys
Safeguarding & Clothes	Staff, Learners & visitors	<ul style="list-style-type: none"> Greenside recognises that some learners may wear the same clothes / resources daily due to individual needs and circumstances. 	



Greenside Risk Assessment

	Spread of COVID 19	<ul style="list-style-type: none"> • Reduced contact may result in staff missing any safeguarding matters. Staff reminded to remain vigilant. • Safe guarding personnel on site, staff are taught to report any concerns regarding cleanliness. • Any items borrowed must be washed before reused on a different learner 	<p>Staff to be vigilant</p> <p>Any 'tried on' items to be washed before returning to spares box</p>
Well-being	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> • SLT to ensure staff well-being to monitored and understand staff anxiety levels will differ and even hidden. • Staff to support each other and recognise different levels of confidence/anxiety – any staff who are concerned about a colleague should mention to SLT or a member of the De-brief team. • Learners well-being should be monitored by teams and mention to SLT any concerns 	SLT to monitor
Food / Snack Times	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> • Communal food technology room unused by different groups. • Staff to unsure they are fully aware of any potential food allergies. • Staff to wash hands before any food preparation. Areas to be made clean before and after use. • No shared snacks – example, no bowl of shared crisps or a plate of toast for learners to take from 	<p>Staff to be aware of allergens</p> <p>Staff to plan how food / snacks will work in their room</p>
Provision of first aid	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> • It is accepted that current social distancing guidance cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum. First Aiders guidance in place 01.06.20 email. • First aider told to use open space / outside as much as possible & only get close to the casualty if they or the adult they are with cannot do something themselves. • PPE worn if close contact – mask (or shield), gloves, apron – to be put on in the area & removed in the same area then disposed of in the bin. • Staff must not wander around wearing PPE • Nurses on site to control learners medication – liaising with staff as appropriate. • School nurses have full PPE in the event of a serious emergency such as CPR being required. 	PPE 'ready to go' packs made up – located in reception – first aiders informed.



Greenside Risk Assessment

Provision of personal care	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> • See section Proximity of learners / staff relating to staff performing personal care tasks are told to wear PPE – guidance from the school nurse (email 18.05.20) • Additional PPE available if required whilst working with individuals who require more contact. Individual risk assessment to be considered based on nature of tasks particularly if there is a risk to the eyes, coughing, spitting, vomiting then eye protection should be worn. • Goggles available for staff. 	Individual risk assessment may be required relating to behaviour / more detailed care.
Behaviour - steps	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> • Greenside behaviour team to assess individual learners needs and write any individual plans as necessary. • Staff all taught Herts Steps – Staff to be made aware of guidance during Covid-19 • Expectations are reduced for learners, staff taught to avoid situations of heightened tension • Staff to be made fully aware of any behaviour triggers and current behaviour plans in place. 	Behaviour team to assess individuals Steps team to provide guidance to staff
Kettles / Staff Spaces	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> • No kettles to be used in classrooms – only in staff only spaces in a locked area. • Staff to take in own mugs • Staff to clean items used that are shared / wash hands before and after use 	Staff must ensure locks on doors are engaged
Storage	Staff, Learners & visitors Spread of COVID 19	<ul style="list-style-type: none"> • Items in storage must not compromise fire equipment or procedures or put at levels of dangerous height. • No storage near heat sources, such as heaters, lights, boilers • No blocking potential escape routes – clear paths at all times. No blocking fire doors 	Staff to ensure their area is safe and items correctly stored
Fridge temperature checks	Staff, Learners & visitors	<ul style="list-style-type: none"> • Staff should still be checking fridge temperatures in their classes. • Class staff to ensure they know where the sheets are to complete – ask class teacher / lead if unknown. 	Class teachers / leads to ensure someone using their class is checking these daily
Personal items	Staff, Learners Spread of COVID 19	<ul style="list-style-type: none"> • Staff encouraged to only bring in necessities and wear minimal or no jewellery. • Learners discouraged from bringing in items from home, this is very individual – some learners may need to part of their routine or for comforting reasons. • Home / school books not being used 	Communication with parents



Greenside Risk Assessment

Swimming Pool	Staff, Learners Spread of COVID 19	<ul style="list-style-type: none">• Pool has remained circulating and monitored throughout. Planned re-open 1st or 6th July to enable chances to see how things can work ready for September.• Separate pool risk assessments and plans to be decided and written following HHC/government advice and pool governing bodies. All pool procedures / risk assessments to be reviewed / updated.• Social distancing to remain for the time being during current Covid-19 – Michael to identify learners. Assessing confidence, independence, safety and ability. Learners grouped into phases or return following guidelines from external bodies.• Chlorine prevents infection / virus spread. Processes of cleaning needed between users.• Access to and from the pool to be fully thought through. Staff informed of plan.• PPE, particularly personal care will be assessed.	
----------------------	---	--	--