

<b>Risk</b>	<b>Covid 19.</b> ..... School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<b>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</b>	Staff, students, or visitors and contractors who have underlying health conditions	<p>Those who are clinically extremely vulnerable or clinically vulnerable (those who had received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are allowed to return to work from August 1<sup>st</sup> as long as their work place is Covid secure.</p> <ul style="list-style-type: none"> <li>• Maintain 2 meter rule where possible</li> <li>• Practise frequent, thorough hand washing</li> <li>• Side to side working</li> <li>• When teaching 1 to 1 use a protection screen</li> </ul> <p>Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments</p>	<p>WS to discuss any concerns that individuals may have around their particular circumstances and reassure staff about the protective measures in place.</p> <p>Protective screen purchased for ELSA work</p>	WS	Sept 1st	√

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<p><b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus</p>	<p>Staff, children and cleaners</p>	<p>All surfaces, handles, toilets and shared equipment will be cleaned each day</p> <p>PPE will be worn by all cleaning staff</p> <p>Children will be reminded to wash hands, after arriving at school, after frequent touching of the face, blowing your of the nose, sneezing or coughing, before and after eating food.</p> <p>Clean surfaces frequently with detergent to prevent indirect spread e.g door handles, handrails, table tops, play equipment, toys, laptops. Resources will be frequently cleaned to reduce the risk of indirect transmission</p> <p>Additional deep cleaning of classrooms once a week by contract cleaners.</p> <p>Telephones, iPads and computers must be wiped after use and children /adults wash hands</p>	<p>Ensure we have enough cleaning solutions in each class and around the school</p> <p>Cleaning company to provide and advise their staff on protective measures</p> <p>Three extra hand washing sinks have been purchased for each year group to support with extra handwashing procedures</p> <p>Provide extra handwashing soaps and sanitisers in each classroom</p> <p>Wipes in every classroom will be provided</p> <p>Posters to be displayed around school to encourage good hygiene and hand washing</p> <p>Teachers to encourage good habits through songs and rhymes</p>	<p>WS/AP</p> <p>All staff</p>	<p>Sept 1st</p>	<p>√</p>

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		Photocopier will be thoroughly cleaned every day and wipes available to be cleaned after use				
<p><b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus</p>	<p>Staff, children and cleaners</p>	<p>Hand gel order in large quantities Extra soap dispensers and re-fills in each classroom Hands should be washed for 20 seconds</p> <p>Cough or sneeze into a disposable tissue or the crook of your elbow. Dispose of tissues in to a bin immediately and then wash your hands. Catch it-bin it-kill it</p> <p>Children handwash or hand sanitise on entry to school, before break, after break, before lunch, after lunch, using and any time they cough or sneeze</p> <p>Reminders how to wash hands properly – videos and posters</p> <p>Procedure agreed for children to wash hands so thorough hand washing</p>	<p>Washing hands posters replaced in all washing areas</p> <p>Recycled bins swapped so all tissues put in bin with lid</p> <p>Extra hand washing stations erected outside 3 year group classes</p> <p>Clear routines established by all staff SLT to monitor</p>	<p>All Staff</p>	<p>Sept 1st</p>	<p>√</p>

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<p><b>Risk of spreading the virus due to lack of clear site management procedures</b></p>	<p>Children, parents and adults</p>	<p>Discourage parents and carers from gathering at the entrances and mixing year group bubbles</p> <p>Children are only accompanied to school by one adult</p> <p>One way system introduced to drop off and collect children to limit number of people on site.</p> <p>Parents drop off and collection times will be supervised to minimise adult contact. A timetable will be issued to ensure we do not have pinch points or too many parents dropping off at the same time.</p> <p>Class doorways will be taped to discourage parents getting too close to the class door with a 2 meter semi-circle</p> <p>Parents are not allowed to enter the premises without permission.</p>	<p>Communicate to all staff and parents protocols for dropping off and collection</p> <p>Tape and signs to be displayed on paths and entrance points. One way system set up and daily monitoring by headteacher and one other member of staff.</p> <p>Timetable to be organised across year groups with 3 time slots</p> <p>Collection and Drop times to be spaced between 10 mins</p> <p>Inform Parents</p>	<p>WS /SLT</p>	<p>Sept 1st</p>	<p>√</p>

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<b>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b>	Staff	<p>Face coverings purchased if needed</p> <p>Follow instructions from Public Health re cleaning –</p> <p>Extra gloves ordered and PPE</p> <p>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</p> <p>Follow procedures in accordance with our school behaviour policy.</p> <p>Normal TLC behaviours may not be possible from teachers when children become distressed at drop off.</p>	<p>Inform parents</p> <p>Order disposable aprons</p>	<p>WS</p> <p>All staff</p>		√
<b>Risk of spreading virus due to contact of shared resources resulting in indirect transmission of the virus</b>	Staff, children and cleaners	<p>Tubs of resources for each year group – maths cubes etc not to be shared across year groups</p> <p>Resources washed /sprayed with disinfectant each night and left to dry if not same person/group using them the next day – musical instruments</p> <p>Tables, door handles and other surfaces cleaned every night</p>	<p>Children told to only use their own resources and not share.</p>	All Staff		√

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		<p>Lessons planned so resources are individual and not shared with other groups</p> <p>Resources on tables ready for lesson and not distributed within the lesson Children encouraged to wash hands / use hand gel before lessons and after each lesson</p>				
<p><b>Risk of spreading the virus due to lack of social distancing</b></p>	<p>Staff, children, parents and cleaners</p> <p>The DfE recognise that social distancing will not be possible with young children</p>	<p>Maintain 2m social distancing, where possible</p> <p>Put up signs to remind children and staff of social distancing guidance</p> <p>Avoid sharing workstations in PPA</p> <p>Use floor tape to mark areas to help everyone keep to a 2m distance</p> <p>All visitors by appointment only</p> <p>Children staying in their classroom year groups and accessing outside from classroom door. No mixing of year groups</p> <p>Limit children going to toilet to two a time where possible.</p>	<p>Remind all staff in staff meetings</p> <p>Monitor corridors to ensure children are keeping to the social distancing rules</p>	<p>All staff</p>	<p>Sept 1st</p>	<p>√</p>

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		<p>Agree instructions with children concerning going and returning to toilet</p> <p>Adult to monitor the corridor outside the toilets so to encourage there no more than two children inside at a time Allocated toilets for different year groups of children</p> <p>Hand gel used after toilet use Extra Signs in toilet re washing hands</p> <p>One way system for drop off and collection using barrier tape and signs to mark a one way system to reduce numbers of parents on site</p> <p>Adults social distance</p>				
<p><b>Risk of transmission when dealing with a sick or injured child</b></p>	<p>Staff</p>	<p>PPE must be worn if a child requires intimate care</p> <p>A face covering, visor and gloves should be worn and a distance of 2 meters maintained from any child or adult who is displaying coronavirus symptoms,</p>	<p>A supply of PPE is in medical room</p> <p>Each classroom to be given a pack of PPE</p> <p>The hall to have PPE</p> <p>Staff member to seek medical advice whether they are required to self-isolate if in the same room</p>	<p>WS/AP</p>	<p>Sept 1st</p>	<p>√</p>

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		<p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> <li>• <b>high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Most people with coronavirus have at least one of these symptoms.</p> <p>If anyone becomes unwell they will be sent home and advised to follow the Covid guidance. If a child is waiting collection they should be removed to the SEN area and isolated with an adult. The door should be opened. If they need to go to toilet then they must</p>	<p>as the ill child for a long period of time</p> <p>Depending on the child or adults situation, urgent medical attention may be required and the emergency services may need to be contacted</p> <p>Should a high number of children or staff become ill public Health advice will be obtained and the school may be closed without warning</p> <p>If advised that a member of staff or student has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the school will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or</p>			



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		<p>use the staff toilet and this should then be closed and thoroughly cleaned.</p> <p>Children with cuts, require the use of a haler, have prescribed medication and bumped heads etc will be sent to the medical room and only dealt with by CT or AP. Protective gloves and aprons to be worn.</p> <p>Children who have been given Calpol at home for the mildest of reasons should be told to stay at home for 48hrs in case the medication masks COVID symptoms.</p>	<p>precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p>If a parent/carer is required to sign a form (accident, medical etc.) this will be brought out to them</p> <p>First Aid Kit supplied in each classroom for use by that group only.</p>			
<p><b>Lack of social distancing in the classroom resulting in direct transmission of the virus</b></p>	<p>The DfE recognise that social distancing will not be possible with young children</p>	<p>Remove excess furniture to increase space if space to do so– all non-essential equipment placed away in boxes</p> <p>Staff are generally assigned to there classes and stay with these children throughout the day (<i>and on subsequent days</i>)</p> <p><i>Rules are consistently and regularly modelled and re visited</i></p>	<p>Remove any unnecessary items from the classrooms</p> <p>Remove soft furnishings</p>	<p>All staff</p>	<p>Sept 1st</p>	<p>√</p>

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		<p>(Include instructions how to line up, use of toilet, moving around the classroom etc)</p> <p>Children stay in the classroom or outside areas for majority of the day and not mix with other year groups</p> <p>Regular cleaning and disinfection of surfaces, objects and toys</p> <p>Regular hand washing</p> <p>Where possible all classrooms should be well ventilated with doors propped open to limit the touching of door handles and aid ventilation</p>				
<p><b>Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus</b></p>	<p>Staff and children</p>	<p>The playgrounds and field will be used for exercise, space and learning by one year group at a time</p> <p>Outdoor equipment can be used and must be cleaned or left 72 hours before another year group can use</p> <p>At playtimes children have allocated play area so no mixing of groups</p>		<p>WS</p> <p>All staff</p>	<p>Sept 1st</p>	<p>√</p>

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		<p>Playtime equipment must stay within year group bubble– hard surfaces and can be easily cleaned e.g. handles on bikes must be cleaned. Limit of one person to a bike.</p> <p>Games in PE must not involve contact sports and children should be encouraged to social distance</p> <p>Staff supervision throughout – actively encouraging and insisting on social distancing</p>				
<b>Risk of transmission of virus while using the hall</b>	Staff and children	Use of hall in year groups only. Any equipment must be thoroughly cleaned between groups.		staff	Sept 1st	√
<b>Lack of social distancing when eating lunch resulting in direct transmission of the virus</b>	Staff and children	<p>Lunchtimes will be staggered to ensure year groups no not mix.</p> <p>All children will have to wait until everyone has finished their lunch before leaving the hall. This will ensure the safety of all pupils and staff and no</p>	<p>This arrangement will be reviewed regularly and timings may be adjusted.</p> <p>Tables to be set up with 2 meter gap down the centre of hall.</p>	Senior Leadership Team and lunchtime staff	Sept 1st	√

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		<p>mixing of other bubbles passing in the corridor</p> <p>Year R and Year 2 will be on first sitting and be separated in the hall by a 2-meter gap.</p> <p>A rota will be in place to ensure that our lunchtime staff supervise the same year groups in the hall and during playtimes outside.</p> <p>The playgrounds will be split into three zones and each zone will be allocated to a year bubble to avoid any cross-contamination. The field will be rotated as no mixing of groups is allowed</p> <p>Play equipment will be provided per group.</p>	<p>Tables and chairs to be cleaned thoroughly after use.</p>			
<p><b>Lack of social distancing waiting to enter in morning resulting in direct</b></p>	<p>Staff, parents' children</p>	<p>Staggered drop off and pick up times for different year groups</p> <p>Pedestrian gate to left hand side (looking at school) to be used as entrance, right hand gate to be used as exit</p>	<p>This must be monitored by senior leadership staff every day.</p> <p>Headteacher and one other on gate and by school front door to ensure rules are being followed.</p>	<p>LA to mark out route and ensure markings are clear</p>	<p>Sept 1st</p>	<p>√</p>

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<p>transmission of the virus</p> <p><b>HIGH RISK</b></p>		<p>Markings on ground showing 2m distance.</p> <p>Children to wait with their parent in the playground to be asked in by teacher There will be cordon 2 meters around classroom door.</p> <p>Communication of procedures shared with all parents</p> <p>Parents collect from classroom doors and must maintain social distancing</p>	<p>As from 1/10/20 one member of staff sufficient to monitor gate but this will be kept under review</p> <p>Gate remains closed/shut and no parents allowed on site until staff member opens gates</p>	<p>WS and AP to ensure all parents and children follow strict social distancing</p>		
<p>Spread of Covid-19 from visitors into school</p>	<p>Staff and children</p>	<p>Ensure that pupils, staff or parents who have symptom or who are ill do not come into school</p> <p>All adult visitors who enter the building and children over 11 years will be asked to wear a face covering</p> <p>Visitor information protocol sheet available by signing in register and attached to this risk assessment</p> <p>Breakfast and after school clubs have their own risk assessments in place and are located in Getactive file in office. This provision will run with 2 bubbles - Early Years and Key stage one</p>	<p>Communicate to parents and visitors.</p> <p>All visitors into school must make an appointment</p> <p>Ensure cleaning of hands before and after entering school</p>	<p>SLT</p> <p>After school club</p>	<p>Sept 1st</p>	<p>√</p>

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<b>Spread of Covid-19 Coronavirus - Suppliers</b>	Staff, Students	<p>Where possible all deliveries should be prearranged with a time slot.</p> <p>Clear delivery instructions should be sent to suppliers.</p> <p>Clear delivery signage should be placed upon entry. Catering, Cleaning and Office staff to assist where possible with the drivers movements around site, maintaining the distancing rules.</p> <p>Where possible the delivery driver should leave the delivery in an isolated area for staff to collect and relocate.</p> <p>Entry gates to be closed at all times with sign showing school contact number and to call upon arrival for further instructions.</p>	Wash hands after unpacking deliveries	Headteacher Office Staff Catering Staff		√
<b>Emergency Evacuation</b>	All	<p>Should there be an emergency within the school where there is to be an evacuation, the usual protocols will still be adhered to and the groups will remain with their group adults.</p> <p>At the assembly points the NHS safe distance recommendation will remain in place.</p>	Emergency grab bags with PPE and first aid kit for each group to be available.	All Staff	Sept 1st	√

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		<p>Addendum to fire safety policy and procedures to be written and shared with all staff.</p> <p>Pupils and staff to carry out practise fire drill in the first week to ensure all parties know the procedure.</p>				
<p><b>Safeguarding procedures not being adhered to</b></p>	<p>Serious risk of harm to pupils and staff</p>	<p>Awareness of the possibility that some pupils will have disclosures to make.</p> <p>At least one DSL will be available on site every day.</p> <p>Continue to liaise with social services and outside agencies where needed.</p> <p>Also ensuring a DSL has been directly told so that immediate action can be taken if need be. In this instance mobile maybe permitted to be used within a bubble in order to communicate with DSL.</p> <p>Continue to attend core group meetings to ensure the safety of all pupils.</p> <p>Review regularly the safeguarding policy with any updates from the DfE.</p>	<p>Update safe guarding procedures in light of Covid-19</p>	<p>All Staff</p> <p>WS</p>	<p>Sept 1<sup>st</sup></p>	<p>√</p>

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		All lead teachers in each group to record concerns and disclosures.				
<b>Emotional distress of the staff – including anxiety</b>	Staff	<p>Sharing of support helplines – HCC and others</p> <p>Access videos, webinars and teaching materials, produced in partnership with charities, (Place2Be and Anna Freud) to support mental health for adults and children</p> <p>At least one SLT member of staff on site every day for staff to share concerns with and to randomly monitor lessons from a distance throughout the week to assess true behaviour patterns</p> <p>Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</p>	<p>Posters displayed in the staff room</p> <p>Monitoring work load</p>	<p>WS</p> <p>SLT</p>	Sept 1st	√
<b>Emotional distress of the children</b>	Children	Personal, social and emotional education will be top priority and we will provide children with the opportunity to rebuild friendships and social engagement and address any	Plan PSHE lessons for children to understand the situation around COVID-19	SLT and WS ELSA	Sept 1st	√



What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		<p>issues they want to talk about linked to COVID 19.</p> <p>Assemblies in the Autumn term will focus on children’s mental health issues through stories and activities.</p> <p>ELSA provision available for children who are struggling</p> <p>Well-being lessons and activities a high priority for the curriculum</p> <p>Awareness of pupils that may have suffered bereavement or severe issues whilst in lockdown.</p>	<p>Assemblies to focus on resilience and connectedness</p> <p>Dealing with anxiety and worries from children and parents</p> <p>Unexpected behaviour and family situations</p>			
<p><b>Additional risks of infection through aerosol transmission where singing, chanting and playing wind instruments takes place</b></p>	<p>Staff and children</p>	<p>Additional mitigations, such as sitting children 2 meters apart and side by side or back to back. Any singing lessons will take place outside until further scientific evidence is available</p>	<p>Limit singing to small groups and outside areas</p> <p>There will be no choir or performances until further notice</p>		<p>Sept 1st</p>	<p>√</p>

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<b>Additional risks of infection through sharing musical instruments</b>	Staff and children	Disinfect percussion instruments before use and between users. Children to hand wash or sanitise before and after use.		PK	Sept 1 <sup>st</sup>	√
<b>Risk of contamination through use of inhalers/spacers</b>	Staff and children	Each asthmatic child in school has their own inhaler and spacer in the medical room. These are stored in a separate plastic box for each child.				

Risk Assessor	Signature	Date
Responsible Manager W.Southgate	Signature	Date 20.8.20

# Southwood Infant School

Date 1.10.2020

## Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.	Hand washing		Ensure extra handwashing and wipes are in every classroom Set up extra handwashing units outside each Year group area	AP LA	3.9.20	3.9.20
2.	Hygiene		Make posters for toilets to remind children	All staff / WS	3.9.20	3.9.20
3.	Site management		Communicate control measures to parents Ensure all display signs and markings for social distancing are in place for new term	WS/LA	3.9.20	3.9.20
4.	Resources		Organise outside equipment for year groups	Staff	3.9.20	3.9.20

Responsible Manager W.Southgate	Signature	Date 3.9.2020
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**Southwood Infant school  
Covid-19 - Visitor Information**

**Keeping Our Community Safe**

Please note that visitors to Southwood Infant School are permitted strictly by appointment only, and only when your visit is essential.

Following advice from Public Health England, Southwood Infant School is mindful that the close quarters in which all of our children work within the School, require us to take all reasonably practicable measures to protect our staff, children and the community at large.

As Southwood Infant School continues to monitor the ever-changing information about Coronavirus (COVID-19), we respectfully request that all visitors adhere to the following procedures to help maintain a safe environment for Southwood School staff and students.

If you have entered the UK from any country not listed as safe on the transit corridor list you are required to follow the current quarantine rules and NOT enter

**If you are visiting our School with an appointment, please make sure that:**

- You sign in on arrival using the entry sign system.
- You wash and/or sanitise your hands when you arrive and as necessary during your visit
- You wear a mask or face covering in reception, corridors and other shared areas.
- You maintain a safe distance (at least 2 metre) from other people at all times

We have comprehensive processes in place to keep our community safe. The key points include:

- We have developed a clear protocol and provision in the event of a member of staff or student presenting with COVID-19 symptoms while at school. This includes clearly defined safe areas for isolation (SEN area) until an individual can safely travel home and cleaning the areas where the person has been during the day.
- We have put in place enhanced handwashing facilities. This includes the installation of outside sinks and lots of hand sanitisers at all external entry points and in key areas around the school.

## *Southwood Infant School*

Date 1.10.2020

- We provide disinfectant wipes in all classrooms, along with hand gel / santiser for use every lesson.
- We are asking all visitors to wear masks in reception, corridors and other shared areas. Masks are optional in classes as are face shields for staff.
- We have put in place posters across the site and verbal reminders from staff, to ensure good hand and respiratory hygiene.
- We have enhanced cleaning provision. All our cleaning personnel have received specific training on cleaning for Covid-19.
- Our children have been grouped in “year group bubbles”, to help minimise any unnecessary contact and enable us to track any close contacts quickly if need arises.
- We are enforcing social distancing: verbal reminders and posters are reiterating the messaging, classrooms and dining rooms have been laid out to ensure year group bubbles do not mix, and physical reminders such as line markings are in place along path ways to minimise inadvertent contact.
- We have staggered start and finish times to ensure parents are able to social distance and this is monitored daily by a senior member of staff.
- We have strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only.

### **How You Can Help Us:**

Limiting the spread of infection is everyone’s responsibility. You can help us to keep our community safe by:

- Washing your hands frequently, with soap and water for at least 20 seconds.
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- Staying at least 2m apart from other people, and encouraging your children to do the same.
- Staying away from School if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
- Actively engage with track and trace system launched on 24<sup>th</sup> September. Making sure your smart phone has been updated with the latest OS.
- Respecting and supporting all of the safety measures that we have put in place.

Thank you for your understanding in these unprecedented times.

Best Wishes

Mrs Wendy Southgate  
**Headteacher**

*Southwood Infant School*

Date 1.10.2020