

AIM: To create and maintain a clean and hygienic school and classroom environment to reduce and minimise the risk of infection for staff and pupils at Primrose Hill Primary School.

How this will be achieved:

1. A full and comprehensive 53 page Risk Assessment has been completed prior to the phased re-opening of our school. Input on this was received by Senior Leaders, Governors, the school's own H&S officer and our staff. The school has also completed the Checklist document recommended by the trade unions. These RAs are reviewed daily and updated each week.
2. All classrooms and school areas have now been deep cleaned in preparation for the return of children and staff.
3. All classroom and school areas to be used by returning staff and pupils have had all extra and unnecessary furniture removed. Furniture which cannot be removed has been taped off to stop people from using it. Each child and member of staff will know which is their desk and chair upon returning to school. Soft furnishings will not be used or shared.
4. Cleaning hours have been extended to ensure that school is clean and ready for opening each day. The full cleaning team (6 cleaners) are now in school from 6am until 8am, Monday to Thursday (an increase of 2 cleaners each day, and a total increase of +24 cleaning hours over the 4 mornings). In addition to this, cleaning staff will also work an extra hour each on Friday to provide a deeper clean of all areas).
5. School has been zoned off to ensure that no more than three bubbles are able to use this area. Staff and children will be told that these rules must be adhered to. Children are not allowed to use the central staircase area of school. Walkie talkies are placed in all rooms to help with communication.
6. Each bubble has been allocated its own toilet block/room. No other pupil must use this toilet facility, and only one pupil at a time must be allowed out of the room to use the toilet. When this happens, the second member of staff allocated to that bubble should supervise corridor movement.
7. Playtimes and outside break times have been created to prevent bubbles from interacting with each other. Each bubble has its own start and end of day times. Separate gates and entrances have been allocated to bubbles to ensure that the risk of large numbers congregating in one area is kept to a minimum.
8. Caretaking hours have been re-configured to allow bins to be emptied during the school day. New bins have also been purchased just for the storage of used tissues.
9. Each classroom has its own wipes and sprays for use if needed. Each classroom has its own supply of antibacterial liquid soap, paper towels and hand sanitiser. Main office areas have large hand sanitising stations and equipment to clean contact points, such as light switches, door handles etc. A sneeze guard has been installed to further protect office staff.
10. The main office will be closed between 8.45am and 9.30am. This is to stop parents coming in large numbers to the front of school. Markings on the floor outside of the school door show where parents must stand and wait; these are 2m apart. Large signage reminds all visitors, staff and pupils about these rules; these signs are spread all over the school – inside and outside.
11. All staff working in school will be required to sign a document each day to state that they are fit, healthy and have no symptoms of COVID-19. Parents have been told not to send their child in to school if they are feeling unwell for ANY reason.
12. Staff who are to take charge of a bubble will receive face to face training led by the Headteacher. Returning welfare staff will receive face to face training from the Deputy Headteacher. This helps ensure that everyone understands the policies and procedures in place and knows what role they have to play.