

Wallace Fields Infant School and Nursery



Health & Safety Policy

Wallace Fields Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Reviewed: September 2020

Next Review: September 2021

Wallace Fields Infant School is proud to be a part of Inspiration Academy Trust.



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Document History

Date	Version	Amended By	Comment (e.g. reason for version change)
16.11.15	1	Ceri Jewell	Annual policy review
08.01.15	2	Katie Muir	Added in named first aiders and named Governor with responsibility for Health and safety
08.09.17	3	Katie Muir	Policy review, updated first aiders, chair of governors.
13.09.18	3	Ceri Jewell	Updated first aider list etc.
11.06.19	3	Tara Cooke	Updated H&S Governor to J Albert
18.09.19	4	Ceri Jewell	Annual policy rewrite, update and review, following check with Strictly 4s on legislation & policy updates, Inc. updating first aiders and responsibility levels.
03.10.2019	4	Tara Cooke	Updated School Transport Section 24
02.06.2020	4	Tara Cooke	Updated Pandemic/Coronavirus Section
10.07.2020	4	Tara Cooke	Appendix added for Covid 19
08.09.2020	5	Collette Pasley	Updated First Aiders

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This policy statement supplements the general statements of policy issued most recently by Surrey County Council and obtainable via SCC website.

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 1: Statement of General Policy on Health, Safety and Welfare

The Governing Board & Head teachers of Wallace Fields Infant School & Nursery:

1. Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors
 - Act in accordance with the general health H&S policy of Surrey County Council
 - Require all managers, in the school community, to act in accordance with School H&S policy and procedures, and require the same of persons that they supervise and take responsibility for
2. The Governing Board & Head teachers will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition
 - A safe working environment
 - Safe systems of work
 - Safe plant and equipment
 - Safe access and egress to all areas of the school
 - The safety of articles and substances for use at work and in school
 - Sufficient Instruction and Training Supervision
3. In support of the above, the Governing Board & Head teachers will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Board & Head teachers of Wallace Fields Infant School &

Nursery.

1. The Governing Board

The Governing Board approves the H&S Policy of the school and monitors its successful implementation. The Governing Board further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Board will specifically:

- 1.1 Include Health and safety targets in the School Improvement Plan;
Targets may include:
 - Provision of facility for health and safety purposes
 - Reductions in accidents/incidents
 - Training for Governors/staff, and revision of policy/procedure
- 1.2 Nominate a Governor (H&S) as an H&S link between the Governing Board and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Board accordingly.
- 1.2 Be informed and updated of Strictly 4S H&S Policy, and receive advice and support from relevant Officers of Strictly 4S or Advisers acting on their.
- 1.4 Ensure that H&S is an agenda item on full Governing Board termly meetings, and receive a termly H&S report from the H&S Governor at this time. This report should include information on:
 - Progress of the H&S targets in the SIP
 - Accident/incident analysis
 - Relevant H&S information received from Strictly Education or its Advisers
 - Suggestion on future H&S initiatives
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above. To be reviewed annually with Strictly Education policy.

2. Headteachers

As Senior Managers for the premises, and of all on & off site school related activities, the Headteachers is responsible for the day to day management of H&S. The Headteachers will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteachers will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant

persons.

- 2.2 A process for risk assessments is applied within the school;
- All appropriate areas/activities are covered, (as per “core” Risk Assessment schedule attached together with any risks identified as specific to the school).
 - Appropriate control measures are implemented and that Assessments are monitored and reviewed as necessary.
- 2.3 Appropriate staffing levels for safe supervision are in place.
- 2.4 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - First Aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g. PE equipment
- 2.5 An adequate analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteachers H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling
 - Working at heights
- Any further specific H&S training identified by staff 1:1 and performance reviews as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.

- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 A termly H&S report is provided to the Whole Governing Board from the Health & Safety Governor.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly. (Collette Pasley)
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy (Tara Cooke Business Manager) is suitably instructed to take day to day responsibility for H&S in the absence of the Head teachers.

The Headteachers may delegate functions to other or single members of staff (e.g. an H&S Coordinator is tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteachers will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteachers

The Deputy Headteachers will take on the above responsibilities in the absence of the Deputy H&S Lead.

4. Line Managers

Managers in charge of Curriculum Areas/Key stages/Staff are responsible to the Headteachers for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

- 4.2 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteachers, and a report to the Headteachers is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteachers informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures, in particular the Emergency Plan
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Premises Manager

The Premises Manager is responsible to the Headteachers/Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteachers, paying particular attention to the building structure, services, access to/from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S Co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator /Deputy

The Headteachers may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteachers accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteachers where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteachers of any deficiencies.

- 7.3 Carrying out, with the Headteachers and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for half termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteachers of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteachers any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware
- 8.3 Report all accidents/Incidents in accordance with the school's procedure
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons
- 8.6 To follow all relevant codes of safe working practice and local rules
- 8.7 To report any unsafe working practices to their Line Manager

9. Health and Safety Committee/Staff consultation

As a school we do not have a formal Staff Health and Safety committee. As we are a small school we expect any staff concerns or queries regarding Health and Safety to be brought to the Headteachers, Premises Manager, Business Manager or H&S Governor attention through written or verbal dialogue on an ongoing basis. The role of the H&S Coordinator and/or the line management process should be the first port of call for H&S issues or concerns. H&S defects should generally be processed through a maintenance reporting system, which can be found [here](#).

Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Access Control/Security

Arrangements for processing visitors, protecting the site, emergency procedures are reviewed regularly. We have secure access school doors, InVentry signing in systems, colour coded badges and a telephone security process at the front reception.

Accident Reporting, Recording & Investigation

Minor accidents are recorded in the Playground Accident Books by Office staff and member of staff on playground duty. More serious accidents are recorded on serious injury form (By Collette Pasley) which can be found in the first aid folder in the first aid area. Serious accidents are reported online, via the Surrey County Council Incident Reporting Website and, if necessary to the Health and Safety Executive. The school business manager follows up any incidents/accidents to ascertain whether any action needs to be taken to prevent future occurrences.

First Aid Process due to COVID

As the pupils are now in their bubbles, first aid is dealt with directly by the Class Teacher or Assistant Teacher in their class room.

Any serious head injuries would continue to be recorded on the serious head injury form and reported on Oshens.

All medication including both Auto Injectors are held in the classrooms currently and taken by the Assistant Teacher / Class Teacher to the playground when the children go outside.

Due to COVID we do not have medication in the First Aid Room to minimise bubble exposure.

1. Asbestos

The SBM (Tara Cooke) is responsible for the Asbestos Survey Record, which is kept in her office. When building works are planned, she ensures that contractors have sight of the survey. In the event of accidental disturbance of asbestos the area would be sealed off by an Asbestos Specialist company. A re-inspection survey is carried out annually

2. Contractors

All contractors must have appropriate levels of expertise and insurance. The Business Manager is responsible for agreeing Health and Safety arrangements with contractors, for carrying out appropriate risk assessments and monitoring contractors' working methods.

3. Curriculum Safety [including out of school learning activity/study support]

Risk assessments are carried out by the teacher in charge of an activity. The SCC guidelines for educational visits are followed and Collette Pasley who is in charge of educational visits has had the appropriate training as EVC / Evolve.

4. Drugs & Medications

See WFIS First Aid Policy [here](#) and Administration of Medicine Policy [here](#)

5. Electrical Equipment [fixed & portable]

Electrical items are inspected annually by the Premises Manager and any defects reported to the SBM . Portable appliances are tested annually by the Premises Manager, and fixed wiring tests are carried out every 5 years by Surrey CC's preferred contractor., the test certificates being kept in the SBM's office. Staff are made aware through our staff policies that any personal electrical items bought in to school have to be PAT tested.

6. Fire Precautions & Procedures (and other emergencies)

A fire risk assessment was carried out in 2019. This is reviewed annually as well as in the event of any changes to the building structure. The Business Lead and the Premises Manager have been on the appropriate fire risk assessment training. Fire drills/Lockdowns are carried out termly. Fire fighting equipment is tested annually by an external company. The fire alarm call points and bells re tested weekly on a rolling programme and the Fire Alarm system is inspected annually by an external company. Emergency lighting is tested half yearly. See fire and routine Record Book.

7. First Aid

Office staff, some support staff and some teachers receive first aid training. Retraining takes place every three years. First aid boxes are kept in the first aid area and in the Nursery and are restocked by the office staff. See first aid and administration of medicines policy. Appointed First Aiders are displayed

on the First Aid Board.

The School's Trained first aiders are:



Wallace Fields Infant School and Nursery First Aiders Are

Contact Name	Location	Contact Number
Collette Pasley	School Office	Ext 204 Expiry 03/10/2021
Tara Cooke	School Office	Ext 203 Expiry 03/10/2021
Hannah Barron	Shining Stars Nursery	Ext 310 Expiry 03/10/2021
Alison Golding	KidsQuest	Ext 303 Expiry 03/10/2021
Nicola Richens	Rockets & KidsQuest	Ext 206 Expiry 18/04/2021
Hanna Botting	Shining Stars Nursery	Ext 310 Expiry 03/10/2021
Sorcha Piercy	Rockets	Ext 206 Expiry February 2023
Megan Steeper	Butterfly Class	Ext 305 Expiry 03/10/2021
Maria Townsend	Bumblebee Class/KQ	Ext 305 training rebooked Sept



Pupils medication is located in their classrooms



Due to COVID our playground pink bumbag is not in use – please ensure you take pupils Auto Injectors with you when your group are moving locations (for example playtime, PE)



Please ensure you read our First Aid Policy

Please ensure you are familiar with the above details

The Governor with the responsibility for Health and Safety is: Jon Albert

8. Glass & Glazing

All glass in external windows and doors is to the required safety standard.

9. Hazardous Substances

No hazardous substances are used for the curriculum. Only cleaning products recommended for use in educational establishments are used and the Premises Manager and cleaners are trained in the use.

10. Health and Safety Advice

The school buys in to the Health and Safety element of the Strictly Education Service Level Agreement and the finance manager and business manager uses both its extensive website and staff to obtain advice as necessary.

11. Housekeeping, cleaning & waste disposal

The Premises Manager and the Cleaning Team are responsible for ensuring that the school is kept clean. Broken Glass and other sharp objects are wrapped in newspaper and placed immediately in the rubbish collection bins. The Premises Manager clears paths of snow and ice and spreads salt and grit when necessary.

12. Handling & Lifting

The Premises Manager is trained in manual handling. Staff should not attempt to lift any articles or substances that they are not comfortable with, but should instead seek assistance from the Premises Manager or other colleagues, and make use of any available suitable equipment, e.g., the school has a sack barrow which staff can use when necessary.

13. Jewellery

The advice in Surrey Schools' Health and Safety Manual is followed. The Surrey manual no longer exists and this section should explain the school's policy. Particularly for earrings in PE or swimming.

14. Legionella Risk Assessment/Water temperature monitoring

It is a statutory requirement that a risk assessment is carried out every 2 years. Routine water temperature monitoring is carried out on a monthly basis and logged appropriately by Premises Manager.

15. Lettings/shared use of premises

Restrictions on use of areas and equipment are laid out in our lettings policy and terms and forms and conditions for hirers. The lettings officer ensures that the premises are in a safe condition for a letting. Where the PTA organises a fundraising event, it is treated as a letting. They are responsible for any risk assessments, licences etc. with evidence being supplied to the school from external providers.

16. Lone Working

Staff who work alone include the SLT, Teaching staff, Premises Manager and Office staff. The school's security arrangements ensure that intruders cannot access the buildings. The Premises Manager is advised not to carry out high risk activities when he is alone on site.

17. Long Term Evacuation Plan

See Emergency Plan [here](#). There is an emergency arrangement with Wallace Fields Junior School that the school would temporarily relocate there in the evacuation required it.

18. Maintenance / Inspection of Equipment

A full list of the maintenance and inspections the school carries out are found [here](#). Also see fire record book kept in the Finance office.

19. Monitoring the Policy

Governors carry out half –termly inspections of the school premises during which they examine the accident books.

20. Pandemic

In the event of a pandemic, such as Coronavirus, additional H&S measures may be required. Refer to the [Covid Protective Measures Policy](#) for full guidance. [Click here](#) to access policy

21. Personal Protective Equipment (PPE)

Premises manager is provided with suitable equipment such as gloves, masks where appropriate.

22. Playground Safety

The school employs full time teaching assistants in every class who also carry out the role of lunchtime supervisor, alongside the Premises Manager. They supervise the children eating their lunch, supervising children's play at playtime and lunchtimes in the playground and school field. Play equipment is inspected annually as part of Surrey Commercial Services buyback which the school buys into. Any recommendations following the inspection are carried out by the Premises Manager or the Business Manager.

23. Reporting Defects

Hazards are reported to the Premises Manager or the Finance & HR Manager who will assess the necessary action to be taken in any situation

24. Risk Assessments

The Business Lead arranges for risk assessments to be carried out by appropriate staff and keeps a record of such assessments. Risk assessments are reviewed when necessary. Collette Pasley is responsible for ensuring all trip risk assessments / internal workshops and PTA Event risk assessments are in place prior to events.

25. School Transport

On occasions, the use of private cars for transporting small numbers of people may be required, either taken by a teacher to a local school for a lesson or the sports team being taken by parents/carers to an away sporting match.

- All volunteer drivers must read this policy
- All drivers must have a full and valid driving licence for the class of vehicle they own and be free of any motoring convictions, and be willing to present their driving licence for inspection if requested
- All drivers must adhere to the Highway Code
- All drivers must have fully comprehensive insurance when carrying children. Members of staff are asked to check that their car insurance covers business use, which will then allow them to transport pupils in their own private cars

- All vehicles must conform to all legal requirements
- Each child must be restrained by a seat or lap belt and no child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion
- Parents must supply booster seats for their child if under 135cm tall and have given permission for them to travel in a staff/other parents' cars for a school organised event. It is the driver's responsibility to see the seat is used
- All adults should be minimum 2:1 with a child or group of children unless it is their own child/children
- The teacher in charge will ensure that permission has been obtained from the parent to ensure that all parties are fully informed of the transport to and from events

26. Smoking

No smoking is allowed on school premises

27. Staff Consultation

Responsibility for Health and Safety comes under the remit of the Health and Safety Governor, the Premises Manager, the Finance/HR Manager and the Business Lead. Appropriate staff share in the formulation of policies concerning health and safety and. On a day to day level, are encouraged to bring any suggestions/concerns to meetings or the finance manager

28. Staff Health & Safety Training and Development

All new members of staff are supplied with a copy of the school's Health and safety Policy in their induction pack. The mentor or buddy of a new member of staff ensures that they are aware of any health and safety matters particularly concerning their job role.

29. Staff Well-being / Stress

There are discussions regarding staff's well-being on an informal basis as and when necessary. It is also a subject for discussion at staff's appraisal meetings. We buy into an employee assistance scheme via HR/Occupational health which is sent termly to staff and advertised in the staff room. In addition all new members of staff go through health screening to ensure their needs are met when joining the school.

30. Supervision [including out of school learning activity/study support]

Children are supervised from when school starts at 8.50 am (from 7.30 onwards for pupils attending the wrap round care club, KidsQuest), until they leave school at the end of the day 3:15/6.30pm by Teachers, Assistant Teacher, Office staff, Premises Manager, students or volunteers, all of whom have been appropriately checked by the Disclosure and Barring Service. See educational visits policy for ratios for school trips.

31. Use of VDU's / Display Screens

Office staff are asked to complete a VDU/display screen self-assessment and

are encouraged to take appropriate breaks from their computer screens. Any defects in work stations or health concerns are raised with the finance manager

32. Vehicles on Site

The nature of the school site means that vehicles cannot be segregated from pedestrians. The car park is for use of staff only apart from if a parent has a disability and is allowed to park, where safe to do so, on the premises when dropping off and collecting children. Delivery vehicles are asked to avoid drop off and collection times.

33. Violence to Staff / School Security

All visitors are directed to report to the school office via the main entrance, which has access control via a buzzer and intercom, and are then asked to identify themselves and sign in. All exterior doors are kept locked shut during the day, where practicable. There is secure fencing around the school, the gates to which are kept locked during the school day. Staff are informed of the requirement to report any incidents of verbal or physical abuse.

34. Working at Height

The premises manager has had training on use of steps and ladders and staff are aware of the restrictions and recommendations through school memos.

35. Work Experience

The deputy head is responsible for organising and supervising work experience students within the school, including relevant induction arrangements. Students attend for a pre-visit where their attention is drawn to health and safety and safeguarding matters. Where appropriate, tutors visit the work experience students for monitoring purposes.

Appendix to Health & Safety Policy (From September 2020) Measures to be adopted when school reopens to all pupils during Covid 19

Task	Additional Comments
Make sure you have the right number of staff in attendance every day to cover any essential staff roles you've identified	See a list of the staff of you need in every day if working with a reduced cohort of pupils
Check that parents are following your rules on drop off and pick up	If parents aren't following guidelines: <ul style="list-style-type: none"> • Appoint staff member(s) to supervise drop off and pick up, if parents aren't following your social distancing measures • Remind parents of their time slots for drop off/pick up (if applicable)
If parents are coming to school to pick up free school meals, check that they're following social distancing and hygiene measures	Follow any markers put on the ground for parents to stand on, or cones to keep people distanced On arrival, using any soap and water or alcohol-based hand sanitiser
Make sure pupils and staff are removing and storing/disposing of face coverings correctly before they enter school	See the government's advice on this here
Make sure pupils and staff are using the correct entrances and following one-way systems (where applicable)	One way system implemented June 2020
If you have staggered timings, make sure class groups are going to break and lunch during their time slots	Organised break and lunch times accordingly
Have teachers open windows at the start of the day and shut them at the end of the day	Yes windows open during the day

Task	Additional Comments
Make sure everyone is washing their hands with soap and water for at least 20 seconds frequently across the school day	In particular: After coming into school After sneezing or coughing Before and after handling or eating food After going to the toilet
Check that signage remains in place and is undamaged	For example, signage for: <ul style="list-style-type: none"> • One-way systems • Hand washing • Drop off/pick up procedures
Make sure premises/cleaning staff refill supplies of hygiene and cleaning products around the school	For example: <ul style="list-style-type: none"> • Soap • Hand sanitiser • Tissues • Disposable hand towels
Update class groups to reflect any change in pupil circumstances	For example if: <ul style="list-style-type: none"> • Parents of pupils in eligible year groups have now decided to send their child back to school • A pupil is returning to school after a period of self-isolation
Update staffing rotas to reflect any change in staff circumstances	For example if staff: <ul style="list-style-type: none"> • Have had to self-isolate or are ending their self-isolation • No longer have caring responsibilities so can come into school
Check with staff to find out if social distancing measures are working in practice,	give feedback on how well things like drop off/pick up, breaks, lunchtimes and one-way systems are working
If necessary, replenish back up supplies of hygiene and cleaning products	Premises Manager to monitor

Daily cleaning

Task	Additional Comments
Clean and disinfect frequently touched objects and surfaces	Done regularly throughout the day, including surfaces like: <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles

Task	Additional Comments
	<ul style="list-style-type: none"> • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys (you shouldn't have soft toys in school during coronavirus as they're hard to clean) • Telephones
Empty bins used for tissues	Done regularly throughout the day
Clean and disinfect mop heads	When cleaning an area where a symptomatic person has been, use disposable mop heads
Clean and disinfect tables between lunch sittings of different class groups (where applicable)	Lunch in classrooms
At the end of the day, clean used classrooms (and other areas used for teaching)	Cleaning Schedule

If there's been a **suspected case of coronavirus in school**, we will need to arrange for more thorough cleaning.

Go to the last section of [how to approach cleaning](#) to get further advice and a checklist for deep cleans