

## **Health and Safety report for: Return to School Precautionary Measures in relation to the COVID-19 pandemic**

Date of report:	15.05.20
Reviewed:	28.05.20
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This report is part of the document: 2 - RISK ASSESSMENT FOR COVID -19 and must work in conjunction with it

### What Gatehouse has done since lockdown:

- Put a risk assessment in place to support staff in keeping our environments safe.
- Kept parents updated as and when necessary
- Kept abreast of any developments
- Kept a record via our School Nurse which was effectively monitored and managed, using the guidance from Public Health England, of any pupil/staff activity that may have put others at risk, providing we were given the correct information
- Followed Government guidance on cleaning
- Followed Government guidance on social distancing
- Followed Government guidance on group sizes
- Followed DfE guidance related to return of school

### What Gatehouse has implemented further

- Closed the school to all pupils that were not Key Worker children at 3.30 on Friday 20th March 2020, with SLT, a small team of teachers/TAs and our School Nurse attending school during the last week of term
- Since school has returned from Easter holidays, a team of un-furloughed TAs as well as the PE department, SLT, and the SEND department have been looking after the children of key workers and children on the SEND, as well as vulnerable pupils. This has been on a 3 weekly rota. After 3 weeks there has been a handover to the second team of TAs who will replace the first
- Offered and promoted the use of masks, gloves and aprons to staff (PPE)
- Allow children to wear own PPE
- Take the temperature of all present in the building in the morning, adult and pupils
- No external people have been invited into the school

### What Gatehouse expects from staff upon their return to school:

- We offer and promote the use of PPE
- To have temperature checked
- To wash hands upon arrival to school and offer hand gel for all classes and key areas
- To practise social distancing (2m where possible), markers in key places around the school
- Remove all soft furnishing and store away
- Have all materials cleaned/sprayed daily
- Give each child its own set of pencils/ruler/rubber and anything they might need on a daily basis
- To use the Staffroom to make a beverage only and adhere to 2m distancing (markers on the floor)
- Enter the staffroom via the main door and exit via the door leading to the SEND department in order to create a one way system
- No gatherings are to take place in the staffroom
- No more than 8 adults are allowed on the balcony outside the staffroom (the only area in the staffroom where staff may take their breaks) and social distancing will need to be observed
- The three classrooms on the Year 5 level are to be used for taking breaks with a maximum of 15 adults at one time in one room (the rooms are 5M, 5R and 4G)
- The 5R room has a microwave machine if staff need to heat any food. **This room needs to be LOCKED at all times when empty.** The key is hanging on a hook in 4G, on the wall behind the door
- To practise healthy hygiene rules and wash hands regularly, every 20 minutes, and to use hand sanitizer
- Teachers are advised to set a timer to help remind the children and staff to wash their hands and/or to use hand sanitiser
- Children's hand washing is to be managed by the staff taking the group and they should send the children in no more than pairs during lessons as we want to avoid the loos becoming busy during break times
- The Upper Junior girls' loos by the Year 6 classrooms will be a hand washing station for staff, boys and girls and not to be used for any other purpose
- To ask Lee to replenish the hand sanitizer when needed
- To have an awareness of the impact we pose on each other to practise healthy hygiene rules and social distancing
- To ask colleagues and pupils to keep to a 2m distance from you and each other where possible (no one will be judged for asking someone to move away further but even better if we don't put ourselves in a situation where we might be asked)
- Clean your surfaces regularly, ask Lee for extra supplies when needed

- Teachers and TAs should make sure they wash their hands and surfaces, before and after handling pupils' books and to wear gloves
- Don't use materials/toys that are hard to clean
- Manage the pupils' visits to the loo during your lessons so that there are fewer pupils in the loos at one time
- Not to teach the group on the carpet area (PE mats instead)
- Not to send homework and reading books for the first week. This will be revised weekly
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#### What Gatehouse expects from pupils:

- To wear own clothes and not school uniform so that clothes can be changed daily
- To follow the advice sent out by the Mrs Korbay regarding arrivals and collection times
- To practise social distancing (2m where possible)
- Children need to respect the markers outside the loos and on the stairs
- Not to gather in the loos, 2 children at a time, following the 1 in 1 out rule
- To use the same table/desk as much as possible
- Not to sit on the carpet in groups
- To bring their own drinking bottle
- To wash hands upon arrival to school
- To have their temperature checked upon arrival to school
- To practise healthy hygiene rules and wash hands regularly, every 20 minutes, and/or to use hand sanitizer
- The Upper Junior girls' loos by the Year 6 classrooms will be a hand washing station for staff, boys and girls and not to be used for any other purpose

#### What Gatehouse expects from parents:

- To use the one way system to arrive and depart from school
- To keep to the staggered drop off and collection times
- For one carer only to drop off and collect pupils
- For Year 6 parents to stay outside the school gates in the morning
- To inform the school if a member of their household is unwell or has symptoms of Covid 19
- To inform the school if they have travelled back from abroad, including the Republic of Ireland and Northern Ireland. An isolation period will be required before the child/children can return back to school if they have travelled between the 18th May and the 1st June.

#### Illness record since lockdown:

Gatehouse school has been open to Key Worker children since the 23rd March 2020 (1st day of school lockdown) and to a number of TAs, teachers and SLT.

A minimal number of illnesses have been recorded and none were Covid 19 related. They were mainly gastric issues and affected 1 child and 2 members of staff, unrelated.

This is the lowest number of illnesses recorded at Gatehouse.

We continue to monitor closely how we practise good hygiene and have handwashing stations, hand sanitizer and social distancing practices in place.

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Health and Safety Adviser

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