

**RISK ASSESSMENT**
**Premises:** Wickersley Partnership Trust

**Activity and/or Environment to be assessed:** Covid-19

**Assessor:** Lee Rushforth/Andy Jessop

**Date:** 13<sup>th</sup> May 2020

**Review Date:** 28<sup>th</sup> May 2020

Key (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (Could occur/Possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (death)	Likelihood x Severity = Rating	1-6 Low Risk = Monitor 8-12 Medium Risk = Monitor, review & reduce risk where possible 14-25 High Risk = Further action required

*“Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces) ... Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.” DFE.*

*PLEASE NOTE: HEADTEACHERS WILL ADAPT THE GENERIC WPT RISK ASSESSMENT TO MEET THEIR OWN SPECIFIC PRIMARY/SECONDARY SCHOOL CONTEXT AND WILL ASSIGN DAILY RESPONSIBILITIES TO STAFF (END OF COLUMN).*

*THE RISK ASSESSMENT WILL BE KEPT UNDER CONSTANT REVIEW BY ALL TRUST/SCHOOL LEADERS TO ENSURE THE SAFETY OF ALL EMPLOYEES AND STUDENTS AND RESPOND TO ANY CHANGES IN NATIONAL AND LOCAL GUIDANCE.*

**ALL ASPECTS RATED AS HIGH RISK (4/5)**

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/Recommendations	6. Completed by (DATE) 7. Responsibility (NAME)
			L	S	Score	Risk		
Spread of Covid-19 (Coronavirus)	E YP P C V EM	<b>PREVENTION</b> <b>Hand washing</b> Hand washing facilities with soap and water are available in all toilet areas.	4 / 5	4 / 5			<b>Hand washing</b> Staff, pupils and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Also reminded to catch coughs and sneezes in tissues - Follow ‘Catch it, Bin it, Kill it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the site/classroom, along with pedal bins with lids for the disposal of tissues (wherever	On going

		<p>Guidance on hand washing can be found at the below link;  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p><b>Cleaning</b>  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods.</p> <p><b>Hand sanitiser</b>  Hand sanitiser dispensers are located throughout all schools and are refilled regularly.</p> <p><b>Social distancing</b>  Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England - this will determine the number of students that each room can accommodate.</p>				<p>possible) which will be ‘doubled bagged’ when emptied. Contact Lee Rushforth – 30cm high approx.. £15/£20 each depending on supplier and availability.  Hand washing remains the main method of preventing the spread of the virus.  Students will be provided with regular handwashing demonstrations and frequent reminders from posters (updated and in-line with the latest guidance and advice) strategically placed above each sink.</p> <p>Site staff to make sure toilet areas are always stocked with soap and that washing facilities are available. Toilets to be cleaned frequently and checks made hourly. Site manager at the start and end of the day and staff member/cleaner during the day. Additional cleaning time by will be created through pre-negotiated flexibility in working hours of cleaners/caretakers and additional allocated cleaning time in each school, wherever possible.</p> <p>Drinking fountains will be taken out of use.  Air conditioning units are NOT to be used until national guidance is issued regarding their safe use. These will be disconnected until further notice.</p> <p><b>Cleaning</b>  Rigorous checks will be carried out by site managers/caretakers to ensure that the necessary procedures are being followed.</p> <ul style="list-style-type: none"> <li>• Clean ‘frequently touched surfaces’ after each session (as the same students are using the same work space each day the frequently touched surfaces will be cleaned at the start, middle and end of the day).</li> <li>• Soft play and soft furnishings removed in EYFS.</li> <li>• Prop open internal doors to reduce contact</li> </ul> <p><b>Hand sanitiser</b>  Schools must make sure they always have stocks of hand sanitiser. Requests for more stock can be made to the Trust Facilities Manager, Lee Rushforth, <a href="mailto:Lrushforth@wickersleypt.org">Lrushforth@wickersleypt.org</a>.</p> <p><b>Social distancing</b>  Staff, pupils and visitors to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.  Parents encouraged not to access the site wherever possible.</p>	
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Suspected case whilst on site	E YP P C V EM	<p><b>CONTAINMENT</b></p> <p>If a member of staff/student develops a high temperature or a persistent cough while on site.</p>				<p>School will have a designated room available to isolate students until they can be collected.</p> <p>The area the student/staff member was working should be made 'out of use' and deep cleaned. Making sure the cleaning team wear all the appropriate PPE (gloves, aprons, disposable mask) while cleaning.</p> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>• Should be immediately moved to a room on their own. (If a member of staff needs to stay with the pupil they should make sure they keep 2 meters apart, wear a disposable mask and gloves)</li> <li>• Make the student aware they should cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• Contact the parent/carer to collect student immediately.</li> <li>• They must then follow the PHE guidance on self-isolation and not return to school until their period of self-isolation has been completed.</li> <li>• Emergency PPE response packs;</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Return home immediately</li> <li>• Avoid touching any surfaces</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• They must then follow the PHE guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>	28 <sup>th</sup> May 2020
Multiple COVID-19 infections on site	E YP P C V EM	In the case of multiple COVID-19 infections, schools will contact Public Health England and initiate guidelines and advised protocols				<ul style="list-style-type: none"> <li>• Send students/staff home</li> <li>• Instigate a deep clean</li> <li>• Once the deep clean has been conducted re-open school</li> <li>• Students/staff with no symptoms can return to school immediately</li> <li>• Students/Staff with symptoms will self-isolate for 7 days</li> </ul>	As required
Access / egress to site	E YP P C V EM	<p><b>PREVENTION</b></p> <p>All none essential visitors to site must be stopped and the number of people entering site must be reduced to a minimum</p> <p>Ask all staff, visitors and pupils to wash/sanitise their hands on entering and leaving site.</p>				<p>Make sure all none essential visitors to site are cancelled until further notice.</p> <p>Introduce staggered start and finish times to reduce congestion and contact.</p> <p>Put signs up to remind all staff, visitors and pupils to wash or sanitise their hands on entering and leaving site.</p> <p>Put up signage to notify people that there should only be one visitor in the reception area at a time AND instructed to practice social distancing</p>	28 <sup>th</sup> May 2020

		<p>Only allow one visitor in the main reception area at once and makes sure you allow plenty of space between people waiting to enter the reception area.</p> <p>Reception desk must have some sort of protective window/PVC so they can still communicate safely with pupils/visitors.</p>			<p>measures – 2 meter markers outside of school reception.</p> <p>Any reception areas which do not have adequate protection shall have PVC screens erected to protect staff working on the reception desk, these will be installed prior to schools re-opening.</p> <p>No queuing at School reception - only one person at a time to approach the reception desk.</p> <p><b>Parents/carers</b></p> <p>Stagger start and end times for different year groups.</p> <p>Asked parents/carers NOT to enter the school site unless absolutely necessary. Although, this may be difficult with the hand-over of younger children (EYFS). Asked to drop their child just 'off-site' (wherever possible), NOT to congregate at school gates.</p> <p>Schools, wherever possible, operate a one-way system on and off the school site and parents/carers maintain self-distance on the playground.</p> <p>2m markings on the playground will enable parents to maintain social distancing.</p> <p>Access each zone from separate entrances (wherever possible).</p> <p>All children to be encouraged to walk to school alone (with an adult where necessary).</p> <p>Additional signage – no entry, one way, floor markings, clearly identifiable routes etc</p>	
Zoning and classroom	E YP P C V EM	<p><b>PREVENTION</b></p> <p>To minimise contact with other adults/students (social distancing) in the shared areas and classroom in order to reduce the risk of virus transmission</p> <p>AND</p> <p>Allow contact tracing should there be an outbreak of COVID-19</p>			<p><b>ZONE ALLOCATION</b></p> <p>Staff and students will be allocated to a specific 'yaer group' zone. Staff and students will remain in their allocated zone and will not go anywhere else in the school building.</p> <p><b>Classroom</b></p> <p>Students discuss and understand new procedures; zones, classroom organisation, toilets, lunchtime routine etc ... *see WPT leaflet and animation.</p> <p>Each zone has separate entrance/exits and toilets.</p> <p>Students bags, coats and lunchboxes kept in classroom.</p> <p>Students to use own labelled water bottle provided by prents/carers. Cleaned and returned daily. Not left on site.</p> <p>Reduce class sizes in any one classroom to 15 students or less, whilst maintaining social distancing (ie: maximum capacity of a classroom). HTs will set the limit to match individual circumstances.</p> <p>Remove all unnecessary classroom furniture.</p> <p>In EYFS remove all soft toys and soft furnishings.</p> <p>Remove sand and water play resources, plus malleable materials from EYFS.</p> <p>Seating plans for students in place will enable 'track and trace' to take place, should an outbreak occur.</p>	28 <sup>th</sup> May 2020

		<p>Students and staff move safely around the zone to sustain social distancing.</p>				<p>Students have own equipment and learning packs labelled and available on desks – NO sharing! With the exception of EYFS.  Classrooms will be well ventilated (open doors and windows).  Secondary – In practical subjects (art, music, dance, drama), the theory elements of the course/subject will initially be the primary focus.  Limit outdoor resources in EYFS as much as possible and outdoor equipment that is used must be cleaned daily.  No access for students to IT equipment (unless a consistent supply of alcohol wipes are available) OR students are able to work on equipment which others will not use (own chrome books or designated IT facilities for a particular group eg: Y12 Computing)  Wherever possible, teachers, of all but the youngest children sustain social distance, by attempting to ‘teach from the front of the room’.  PE lessons will be planned to minimise the use of equipment and will focus on active exercise and maintaining social distancing. Any equipment will be limited and will be easily cleaned at the end of each session. Virtual competitions will be held.  Contact with physical resources should be kept to a minimum. Staff should minimise contact with children’s work books, so students marking their own will be encouraged.</p> <p><b>Toilet</b>  Students access the toilet one at a time and not during lesson time (wherever possible). External toilet door wedged open (if not a fire door) wherever possible. Staff/support staff will carefully monitor student movement.  Additional hand sanitiser will be available in toilets (see ‘Hand sanitiser’ section)  Staff and student toilets, wherever feasible, will be separate/apart</p> <p><b>Lunchtime</b>  Lunchtime staggered for different zones.  Grab-bag lunches delivered to a ‘central point’ ready for collection by a member of staff from each zone. Students eat in their classroom.  Staff will supervise the students whilst they eat their packed lunch in their allocated zone and will then, on a staggered rota, access the staffroom to eat, whilst maintaining appropriate social distancing.  Playground activities, led by PE team, maintain social distancing on the playground at lunchtime. Supervised by staff throughout, who actively encourage social distancing if necessary.  Students wash hands upon re-entering the building after break/lunchtime.  Frequently touched surfaces are wiped clean (with appropriate cleaning products) after each session eg; desks, chairs, doors, sinks, toilets, light switches, bannisters.</p> <p><b>Staff</b></p>	
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Review availability of teaching staff	E. YP.	<b>PREVENTION and DELAY</b> Teachers not fully informed of their role and responsibilities, following the partial re-opening of school				<p><b>PREVENTION</b></p> <p>Regular bulletins, emails, briefings will update staff on the situation.</p> <ul style="list-style-type: none"> <li>• Staff fully informed of COVID-19 risk assessment and procedures (infection control)</li> <li>• Staff fully informed of their duties</li> <li>• Staff fully informed of the latest guidance and advice</li> </ul> <p><b>DELAY</b></p> <ul style="list-style-type: none"> <li>• No classes will be brought together in event of staff shortage and an additional teacher/classroom supervisor will be allocated to a zone for the purposes of cover</li> </ul>	
Support staff	E. YP.	<b>PREVENTION, DELAY AND CONTAINMENT</b> Key support staff lack awareness of expectations and procedures eg; kitchen staff, site managers, cleaners etc ...				<p><b>PREVENTION</b></p> <ul style="list-style-type: none"> <li>• Kitchen staff, caretaking and cleaning staff informed of risk assessment</li> <li>• For PFI schools – copies of risk assessment for site staff to be signed off by school.</li> </ul> <p><b>DELAY</b></p> <ul style="list-style-type: none"> <li>• Deep cleaning of kitchen preparation area and all zones used</li> <li>• Cleaning staff to use PPE worn daily and disposed of safely</li> </ul> <p><b>CONTAINMENT</b></p> <ul style="list-style-type: none"> <li>• Catering/Site/Cleaning supervisors to inform Headteacher of any staff displaying signs of COVID 19</li> </ul>	

						<ul style="list-style-type: none"> <li>• Staff to isolate following government guidance</li> <li>• If cases within the kitchen - kitchen to be closed and deep cleaned. Alternative lunch arrangements to be made with catering provider and Trust as a last resort.</li> </ul>	
Office based administrative staff	E YP P C V EM	<b>PREVENTION</b> To minimise contact with other adults (social distancing) in the office spaces in order to reduce the risk of virus transmission				<b>PREVENTION</b> Administration staff MUST; <ul style="list-style-type: none"> <li>• Maintain strict social distancing measures</li> <li>• Practice strict hygiene measures in particular handwashing</li> <li>• Not share desks, resources, telephones, computers etc ...</li> <li>• Communicate via email (wherever possible). Use walkie-talkies where available.</li> <li>• Alcohol hand sanitisers will always be available</li> <li>• Frequently touched areas will be cleaned, with appropriate cleaning products, on a more regular basis eg; photocopier, keyboards, desks etc ...</li> <li>• Staff, wherever possible, will be encouraged to work from home to reduce the number of employees on site at anyone time.</li> </ul>	
Mental Health	E YP P C V EM	<b>Mental Health/Emotional distress</b> School leaders will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.				<p>Regular communication of mental health information and open door policy for those who may need additional support.</p> <p>Staff are encouraged to raise concerns about workload, physical teaching and the continuation of online student learning for those students who have not returned to school.</p> <p>Staff encouraged to raise concerns about students and staff failing to comply with all elements the adopted risk assessment.</p> <p>The Trust has a number of support options available to all staff and families through the Westfield Health scheme incl.</p> <ul style="list-style-type: none"> <li>• The Big White Wall</li> <li>• 24 hour advice and information line</li> <li>• Access to a 1:1 counselling service</li> <li>• 24 hour telephone or web based GP consultation</li> </ul> <p><a href="https://www.westfieldhealth.com/">https://www.westfieldhealth.com/</a></p> <p>In light of the greater impact of Coronavirus on Black and BAME communities, schools will pay an increased attention to the welfare and well-being of students and employees from those communities.</p>	On going



		<p><b>STAFFING CONCERNS: VULNERABLE STAFF: ADVICE</b></p> <ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home.</li> <li>2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</li> <li>3. 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.</li> </ol>				<p><b>For up to date guidance - See Appendix A – Coronavirus ... Returning to work – education sector document (Irwin Mitchell)</b></p> <p>Headteachers will conduct a risk assessment to inform up to date staffing availability levels for all aspects of the school day, including breaks and lunchtimes – taking into careful consideration the vulnerability of staff (Point 1 to 3).</p> <p>In the light of current circumstances pregnant women and those from protected characteristics groups will continue to work from home.</p>	
Student Conduct (Ignoring social distancing, spitting, coughing)	E YP P C V EM	<p><b>Role of classroom teacher and senior leadership team</b></p> <p>All staff, including the Senior Leadership Team, will relay the adjustments to the school discipline policy during the phased reopening of schools.</p> <p>All students must adhere to the policy at all times.</p>				<p><b>PREVENTION</b> <b>School discipline policy</b></p> <p>The school behaviour policy will be adapted in line with the most recent DFE 'behaviour principles'/guidance and will take into consideration the <b>changes</b>;</p> <ul style="list-style-type: none"> <li>• Routine and expectations eg; school gates, playground, lunchtimes</li> <li>• School hygiene rules</li> <li>• Students moving around the school site</li> <li>• Use of toilets</li> <li>• Maintaining social distancing; classroom, corridors, playground</li> <li>• Expectations if students feel unwell</li> <li>• Use of equipment/resources</li> <li>• Rules about coughing and spitting towards any other person</li> <li>• Rewards and sanctions</li> </ul>	

					<p>The school discipline policy will be adjusted to ensure we abide by the measures outlined in this risk assessment</p> <p>The changes in the behaviour policy will be communicated to parents/carers and students in advance of schools re-opening.</p> <p>Behaviour management support will be available from members of SLT who will be available to help individual staff should extra assistance be required with individual students.</p> <p>Individual risk assessments that take into account the new circumstances will be reviewed or new one's instigated on specific students by members of the SLT. These will be judged on a case by case basis eg: students who may be prone to violence or in need of physical restraint. A reduced timetable or to continue learning remotely from home will be considered.</p> <p><b>Any student who ignores the measures outlined in this risk assessment and compromises the safety and wellbeing of staff and/or students will be removed from the lesson and sent home immediately after contact is made with parents/carers. This may involve a student ignoring ('purposefully and wilfully disregarding') social distancing instructions and/or deliberately spitting or coughing at another student or member of staff.</b></p> <p>(Secondary) There will be no sanction room during the phased reopening of schools. Each zone will have a designated member of the Senior Leadership Team and in the event of a conduct issue they will be on call to remove any student causing concern.</p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></p>	
Premises checks – prior to re-opening	E YP P C V EM	<b>Site safety</b> As a number of school sites have been temporarily closed for a few weeks, a series of health and safety checks will be made by site managers/caretakers to ensure the health and safety of employees and students			<p>The following list is not exhaustive and weekly routine safety checks have continued during the lockdown period. Site managers/caretakers will;</p> <ul style="list-style-type: none"> <li>• Ensure the quality and safety of the water supply eg; flushing systems, checking for leaks ...</li> <li>• Test alarm systems etc ...</li> <li>• Check appliances eg; fire door mechanisms, gas supply, emergency lighting etc ...</li> <li>• Check for rodent activity</li> <li>• Ensure cleaning of premises with particular attention paid to 'frequently touched surfaces' – if a school has been partially open then a full deep clean should not be necessary</li> </ul>	

						<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak-re-opening-after-a-lengthy-closure">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak-re-opening-after-a-lengthy-closure</a>	
Fire evacuation plan	E YP P C V EM	<b>Fire safety</b> Fire/emergency evacuation plans will be reviewed and modified in light of the new procedures for employees and students				<ul style="list-style-type: none"> <li>• Additional fire practices/rehearsals</li> <li>• Headteachers will review escape routes/fire exits for each hub (see Lee Rushforth)</li> <li>• <b>The students will leave each hub immediately through their nearest, dedicated fire exit. The immediate safety of students is paramount and takes precedence over social distancing procedures</b>  <b>Students will return via their allocated entrance back into the school</b></li> <li>• Staff will accompany the students to the fire assembly point</li> <li>• Fire assembly points will have additional markings (2 m apart) to ensure social distancing of employees and students</li> <li>• Children must maintain 2m distancing when congregating at their allocated fire assembly point.</li> <li>• Both staff and students will be informed in advance of the procedures</li> </ul>	
KEY DOCUMENTATION: <a href="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">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</a>							