



COVID 19 Risk Assessment

September 2020 – Updated Nov 2020

To help keep us all safe, staff, pupils and visitors will

- Wash hands at regular intervals throughout the day for at least 20 seconds with soap and water
- Cover mouth and nose with a tissue or into the crease of your elbow if you cough or sneeze
- Put used tissues in a lidded bin and wash hands.
- Where possible to maintain social distancing guidelines (2m)
- Reduce movement across school
- Stay within bubbles where possible
- Avoid close contact with people who are unwell
- Practice government guidance outside of school, to reduce transmission of virus into school.

To help keep us all safe, staff, pupils and visitors will not

- Enter the school premises if you are experiencing COVID symptoms – **High Temperature, New continuous cough, Loss/Change of taste/smell**
- Enter the school premises if you have been in close contact with someone who is showing symptoms of COVID
- Enter the school premises if you have been contacted by NHS Test & Trace
- Enter the school premises if you have had a **POSITIVE** test result

Any queries please see
ACO/CLTN/FEL

Risk Assessment – Milton School COVID – 19

RA Completed by: FEL	Job Title: Systems Leader & Manager of Whole School Projects	Site Covered: Milton School Storey Street, Swinton	Update frequency: Rolling reviews in line with Government Guidance	Date Completed: September 1st 2020 Reviewed – Nov 6 th 2020
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Risk	Who might be at risk?	Existing Control Measures	Who?	Additional Control Measures
COVID – 19 / Coronavirus Transmission of COVID-19 – potentially leading to illness	All staff, pupils, visitors, contractors anyone on the school site	<ul style="list-style-type: none"> Daily checks are made with the Government online guidance Signed up to updates from GOV.UK for guidance relating to schools and COVID Updated guidance is distributed and communicated to the school community 	All staff, SLT, DHSO	<ul style="list-style-type: none"> To stay updated on the latest government guidance https://www.gov.uk/coronavirus To stay updated on the latest guidance relating to educational settings https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Queries relating to COVID-19 in schools can be discussed via DfE Coronavirus helpline 0800 0468 687 or dfecoronavirushelpline@education.gov.uk Read guidance and information provided by Milton School Ask SLT / DHSO if you are unsure about any guidance sent out
COVID-19 – Transmission Pupils/Staff/Visitors Transmission of COVID-19 – potentially	All staff, pupils, visitors, contractors anyone on the school site	<ul style="list-style-type: none"> Anyone displaying COVID-19 symptoms not to come onto the school site 	All pupils, staff, visitors, SBM	<ul style="list-style-type: none"> Pupils and staff to be assigned into 'bubbles' to reduce close contact on the school site. Bubble sizes have been reduced to minimise impact on pupils learning in the event of a positive case Pupils to wear masks when not in the classroom Staff to have personal bottle of hand sanitiser

<p>leading to illness</p>		<ul style="list-style-type: none"> • All school site users to be aware and follow the current guidance • All staff, pupils, visitors to wash their hands at regular intervals throughout the day • Staff to wear masks when moving around the school site • Visitors to wear masks when on the school site • Pupils are encouraged to wear masks when not in the classroom • Social distancing to be maintained where possible • Regular reminders of the Catch It, Bin It, Kill It using lidded bins provided around school • Social distancing in the classroom • Staggered breaks and lunchtimes • Lunchtimes have now split into 4 sittings • Windows and doors open in classrooms and offices for ventilation • Avoid unnecessary staff gatherings • All meetings within school to be conducted virtually 		<ul style="list-style-type: none"> • Each staff member completes a daily diary of interactions outside of their bubble to help with tracing • PPE to be available in each classroom in packs • Staff to contact SGO if they require any additional PPE or to replace stock • PPE provided on entry into school for visitors and staff • All school users to wash their hands at regular intervals for 20 seconds with soap and water. Remembering the importance of proper hand drying. • To wash hands: <ul style="list-style-type: none"> Before leaving home On arrival at school After using the toilet After breaks/sporting activities Entering a new classroom/work area Before and after eating any food (inc snacks) Before leaving school Arriving at school • Staff to supervise handwashing of pupils if required to ensure adequate handwashing is taking place e.g. soap/water, 20 seconds • Pupils to remain seated where possible throughout the lesson • Desks to be forward facing and pupils sat side by side where possible • Pupils/staff to wear coats, extra jumpers in classrooms offices • Regular fogging of classrooms, offices, extended learning areas • Staff to clean classroom resources at regular intervals and at the end of the day <p>Staff are to implement these measures as far as they are able, whilst ensuring pupils are kept safe and well.</p>
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<p>Pupils with symptoms whilst at school Transmission of COVID-19 – potentially leading to illness</p>	<p>All staff, pupils, visitors, contractors anyone on the school site</p>	<ul style="list-style-type: none"> • Staff to be aware of and recognise key COVID-19 symptoms in pupils • The government guidance must be followed if pupils show the following: <ul style="list-style-type: none"> • A new or continuous cough • A high temperature • A loss or change to their normal sense of taste/smell • Pupils displaying symptoms moved to Isolation room Reading Room windows to be open at the start of day for ventilation • Staff to stay with pupil and to wear PPE and maintain a safe distance of 2m if safe to do so. • Collect thermometer from office to take a temperature (staff member with pupil to take temperature) • SLT to be informed of result and a decision will 	<p>All staff, pupils, parents /carers</p>	<ul style="list-style-type: none"> • Regular communication to parents/carers about symptoms and not to send pupils to school if displaying any of the key symptoms <p>A new or continuous cough A high temperature A loss or change to their normal sense of taste/smell</p> <ul style="list-style-type: none"> • To regularly check government guidance on https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ • Use the NHS 111 Online https://111.nhs.uk/covid-19/ • NHS Coronavirus in Children https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/ • Staff to be aware of how to put on and remove PPE items, handouts in the Isolation area and/or https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • If two or more pupils need to access the isolation room then a 2m distance must be maintained if safe to do so • Any pupil with symptoms, FEL must be informed via the COVID email address with date, time, class, temp, parent collection Y/N • Cleaning supplies to be available in Reading Room at all times • Daily fogging after suspected cases in isolation room and classroom

		<p>be made to call home or return to class</p> <ul style="list-style-type: none"> • Area to be sanitised and cleaned by member of staff on duty supervising pupil • Parents/Carers to be emailed letter with guidance relating to testing and self-isolation • FEL to send 'Potential Case Letter' to parents/carers of pupils in the class/transport of pupil that has been displaying symptoms 		
<p>Staff with symptoms at school Transmission of COVID-19 – potentially leading to illness</p>	<p>All staff, pupils, visitors, contractors anyone on the school site</p>	<ul style="list-style-type: none"> • Staff to be aware of and recognise key COVID-19 symptoms in themselves and colleagues • A new or continuous cough • A high temperature • A loss or change to their normal sense of taste/smell • Staff member to go straight home to self-isolate and book a test • Area where staff member has been working to be sanitised ASAP • Cleaning team to be made aware to 	<p>All staff</p>	<ul style="list-style-type: none"> • Book a test on the first day of your COVID symptoms • Staff to go home and self-isolate, this includes members of your household. 10 days for staff member, 14 days members of the household • Book a test via https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name • Follow guidance at https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/ • Coronavirus helpline 119 • Keep in touch with your line manager • Once you have a test booked school must be informed • An email to be sent to COVID on receipt of your test result. Next steps then to be discussed • The email must be the official response from your COVID test, text/email • Fogging by SRD to be completed in any areas affected

		complete a deep clean in the area		
<p>A positive test result pupil/staff Transmission of COVID-19 – potentially leading to illness</p>	<p>All staff, pupils, visitors, parents/carers</p>	<ul style="list-style-type: none"> • A positive confirmation email to be sent via email to school • All members of the identified bubbles and to be made aware via Email, text, Epraise • Members of the pupils' transport bubble to be made aware • Staff/pupils to continue to self-isolate • If a member of your household tests positive, you must self-isolate for 14 days 	<p>All staff, Pupils, Parents Carers Transport</p>	<ul style="list-style-type: none"> • If during school time AM, arrangements to be made to send pupils & staff home • If during PM, SLT to decide whether transport to be called earlier • CTO to liaise with transport • Guidance to be taken in consultation with LGB, ICAT, LA, PHE & Government guidance • If you are symptomatic you must self-isolate for 10 days from the first day of the symptoms (showing symptoms) • If you are asymptomatic you must self-isolate for 10 days from the day you had the test (not showing symptoms) • Stay updated with any changes to government guidance https://www.gov.uk/coronavirus • Staff to send work home for pupils via Epraise and continue online learning via Teams lesson • Staff teams to complete regular wellbeing calls/video calls with pupils during the self-isolation period (3 times a week) • Any safeguarding concerns to be reported to ACO/CLTN immediately • Staff to complete tasks directed by line manager or class teacher during the period of self-isolation • You do not need to get a test unless you start to show symptoms of COVID, this is due to the incubation period of the virus • If a member of your household tests positive, you will need to self-isolate for 14 days, even if your result returns negative due to the incubation period of the virus • If all members of your household receive negative results you do not need to self-isolate apart from if you were informed to by NHS Test & Trace, or you feel unwell with symptoms of Covid-19

				<ul style="list-style-type: none"> • If you are self-isolating you must not have any contact with anyone from outside your household • do not go to work, school or public places – work from home if you can • do not go on public transport or use taxis • do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home • do not have visitors in your home, including friends and family – except for people providing essential care • do not go out to exercise – exercise at home or in your garden, if you have one <p>This is in line with the Staff Code of Conduct adhering to government guidance</p>
<p>Symptoms / Positive results for Households Transmission of COVID-19 – potentially leading to illness</p>	All staff, pupils, visitors, parents/carers	<ul style="list-style-type: none"> • If a member of your household is displaying COVID-19 symptoms you must self-isolate for 14 days from when the symptoms started • You must inform school as soon as possible 		<ul style="list-style-type: none"> • If you are contacted during the school day, call your line manager to let them know • Stay in touch with your line manager and keep them updated • Your line manager will let you know your work expectations • You do not need to get a test unless you start to show symptoms of COVID, this is due to the incubation period of the virus
<p>Contacted by Test and Trace NHS Transmission of COVID-19 – potentially leading to illness</p>	All staff, pupils, visitors, parents/carers	<ul style="list-style-type: none"> • If you're told to self-isolate by NHS Test & Trace because you have come into contact with someone who has coronavirus, you will need to: • Self-isolate for 14 days from the date you were last in contact with that person 		<ul style="list-style-type: none"> • Inform school as soon as possible • People you live with do not have to self-isolate if you do not have symptoms • People in your support bubble do not need to self-isolate if you do not have symptoms • You do not need to get a test unless you start to show symptoms of COVID, this is due to the incubation period of the virus

		<ul style="list-style-type: none"> Do not leave your home for any reason Do not have visitors in your home Try to avoid contact with members of your household as much as possible Send on a copy of the email/text from Test & Trace to COVID email 		
<p>Pupils Arriving/ Departing School via Minibus Transmission of COVID-19 – potentially leading to illness</p>	All staff, pupils, visitors, parents/carers Transport, Escorts, Drivers	<ul style="list-style-type: none"> Staggered start/finish times Start times / drop off: 0830-0840 Finish times/ pick up: 1430-1440 	All staff, pupils, visitors, parents/carers Transport, Escorts, Drivers, CTO	<ul style="list-style-type: none"> Staff who meet and greet on the pavement to wear face masks (contact with parent/carers/escorts) Minibuses to arrive at their allocated times If the bus lane is full, minibuses to wait in Queen St Car Park and follow directions from staff Pupils can disembark when staff arrive their minibus At the end of the day pupils wait at their assigned cone on the front yard until their bus arrives Any issues to be reported to CTO/FEL
<p>Pupils Arriving/ Departing School via Taxi Transmission of COVID-19 – potentially leading to illness</p>	All staff, pupils, visitors, parents/carers Transport, Escorts, Drivers	<ul style="list-style-type: none"> Staggered start/finish times Start times / drop off: 0840-0850 Finish times/ pick up: 1440-1450 	All staff, pupils, visitors, parents/carers Transport, Escorts, Drivers	<ul style="list-style-type: none"> Staff who meet and greet on the pavement to wear face masks (contact with parent/carers/escorts) Taxis to arrive at their allocated times If the bus lane is full, taxis to wait in Queen St Car Park and follow directions from staff Pupils can disembark when staff arrive their taxi Any issues to be reported to CTO/FEL
<p>Pupils Arriving/ Departing School with</p>	All staff, pupils, visitors, parents/carers	<ul style="list-style-type: none"> Staggered start/finish times Start times / drop off: 0850-1500 	All staff, pupils, visitors,	<ul style="list-style-type: none"> Staff who meet and greet on the pavement to wear face masks (contact with parent/carers) Parent/carers to arrive at their allocated times

<p>parents/carer or walking Transmission of COVID-19 – potentially leading to illness</p>		<p>Finish times/ pick up: 1450-1500</p>	<p>parents /carers</p>	<ul style="list-style-type: none"> • Parents/Carers encouraged to wear masks if getting out their vehicle to drop off/pick up pupils • To use the bus lane to drop pupils off on the correct side of the road • To drive up Storey Street, to reduce congestion • Encouraged not to park on pavements or side of the road for the benefit of all school users and local community • Any issues to be reported to CTO/FEL
<p>Staff Entry/Exit in School</p>	<p>All staff, pupils, visitors, parents/carers</p>	<ul style="list-style-type: none"> • Staff to enter through main door, sign in using contactless badge • Maintain social distancing when collecting pupils from transport 	<p>All staff</p>	<ul style="list-style-type: none"> • Sanitise hands using hand gel provided at the desk • Maintain a 2m distance from any other staff member when signing in/out • Door to be wedged open during 0800-0830 & 1500-1515 to reduce contact for staff members -Office staff open/close • Staff should be promoting and encouraging social distancing to all school users
<p>Visitors to school Transmission of COVID-19 – potentially leading to illness</p>	<p>All staff, pupils, visitors, parents/carers</p>	<ul style="list-style-type: none"> • Visitors to confirm at the office that they are not displaying the key COVID-19 symptoms • A new or continuous cough • A high temperature • A loss or change to their normal sense of taste/smell • All visitors must be approved by the Principal/Vice Principal • Any meetings to be conducted via Teams or in a socially distanced space 	<p>All staff, pupils, visitors, parents /carers</p>	<ul style="list-style-type: none"> • Visitors to school are to call the school office on 01709 570246 when they arrive (due to limited access via the car park) • Signage to be displayed on the school gates reinforcing the message not to enter if they are displaying signs of COVID -19 • A new or continuous cough • A high temperature • A loss or change to their normal sense of taste/smell • Signage to reinforce the 2m social distancing guidelines • PPE provided at the Main Office • Business Support Team to maintain regular cleaning of the sign in display screen and telephone • Business Support Team to regularly clean main door contact points using the spray provided • If suitable open the main door to promote ventilation in the reception area

				<ul style="list-style-type: none"> The office glass window to be closed to reduce transmission, the phone on the table to be used if required
Emergency / Fire Evacuations	All staff, pupils, visitors,	<ul style="list-style-type: none"> All school users to follow the fire evacuation procedure Social distancing to be maintained at all times where possible 		<ul style="list-style-type: none"> A staggered return to the buildings when safe to do so All pupils and staff to wash hands on the return the classroom / work area Fire/evacuation protocols to be followed Evaluation to be conducted with additional COVID-19 precautions included
Around school – Pupils, staff and visitors	All staff, pupils, visitors, parents/carers	<ul style="list-style-type: none"> All school users to adhere to social distancing guidelines 2M Follow the identified one-way system in school Stay within their 'bubbles' Wear masks when moving around school 		<ul style="list-style-type: none"> Signage around school to promote social distancing Staff should encourage and promote social distancing to all school users Lunchtimes and Wellbeing walks are staggered to reduce contact between groups Hand sanitising and/or washing to take place when entering a new area/classroom/workspace
Wellbeing walks and lunchtime playtime	All staff, pupils	<ul style="list-style-type: none"> Wellbeing walks to take place on the front and back yard in assigned bubble groups Lunchtimes breaks to be taken on the front and back yard in assigned group bubbles 		<ul style="list-style-type: none"> All classes to have designated wellbeing walk times in their bubbles, supervised by staff All pupils and staff to follow the one-way system when completing the wellbeing walks Bubbles to be split over lunchtime to reduce congestion on the playgrounds Bubbles have been made smaller to reduce transmission Outdoor play items to be wiped down/sanitised after each use Contact sport is not encouraged, to try and maintain social distancing
PE Lessons	All staff, pupils	<ul style="list-style-type: none"> All PE lessons to take place outside where possible No changing rooms to be used No showers after PE 		<ul style="list-style-type: none"> Staff members to inform parents of timetable for PE Lessons to be adapted if required to take place outside. No swimming lessons

		<ul style="list-style-type: none"> • Pupils to come in suitable clothing for PE • All windows to be open in hall if PE must take place inside 		
<p>Lunchtimes</p> <p>Transmission of COVID-19 – potentially leading to illness</p>	All staff, pupils,	<ul style="list-style-type: none"> • Pupils to eat lunches in their bubbles in the hall • All staff in the hall to wear PPE • School catering staff follow the guidance shared by the Local Authority 		<ul style="list-style-type: none"> • All pupils and staff to wash hands before & after eating food • Tables / eating areas to be sanitised before use. • Tables/chairs to be sanitised in between sittings • PPE to be available for staff to help with lunchtimes • Kitchen staff to ensure the kitchen is COVID-19 prepared e.g. signage, additional handwashing products
<p>Toilets</p> <p>Transmission of COVID-19 – potentially leading to illness</p>	All pupils, staff, visitors	<ul style="list-style-type: none"> • Toilets are deep cleaned at the end of each day by the cleaning team • All staff should check the toilet before and after a pupil uses it • Pupils to use the toilet/changing area one at a time 		<ul style="list-style-type: none"> • Increased cleaning throughout the day by the cleaning team • Staff to be provided with sanitising spray/wipes to use after a pupil uses the toilet • Staff to check/remind/supervise pupils about handwashing • Hand gel to be applied when back in the classroom • Signage to be displayed in toilet areas to promote good hygiene
<p>Meetings</p> <p>Transmission of COVID-19 – potentially leading to illness</p>	All pupils, staff, visitors, parents / carers	<ul style="list-style-type: none"> • Meetings to be conducted via Teams/Zoom wherever possible • Only essential meetings to take place face to face. 		<ul style="list-style-type: none"> • Face to face meetings if required to take place to be in a room with windows open, and to ensure social distancing between attendees • Where possible numbers are to be kept to a minimum to reduce transmission
<p>First Aid</p> <p>Transmission of COVID-19 – potentially leading to illness</p>	All pupils, staff, visitors,	<ul style="list-style-type: none"> • Pupils, who require first aid or intimate care will continue to have all needs met • Staff to wear PPE if the event of administering 		<ul style="list-style-type: none"> • Wash hands before/after administering first aid to a pupil/staff member • Any items soiled to be disposed of or stored safely until it can be collected/sent home. Parents/carers to be informed • Following normal recording procedures about administering first aid/intimate care

		<p>first aid or intimate if required</p> <ul style="list-style-type: none"> • Staff who require first aid will have first aid administered maintain social distancing if possible 		<ul style="list-style-type: none"> • Ensure parents/carers are contacted
<p>Administering Medication</p> <p>Transmission of COVID-19 – potentially leading to illness</p>	All pupils, staff	<ul style="list-style-type: none"> • Pupils who require medication will continue have their needs met following the standard procedures 		<ul style="list-style-type: none"> • Unless symptoms are presenting, no additional PPE is required unless at pupil/staff request • Social distancing to be maintained where possible to reduce contact
<p>Teaching and Learning</p> <p>Transmission of COVID-19 – potentially leading to illness</p>	All pupils, staff	<ul style="list-style-type: none"> • Pupils numbers will be the class/year group for that classroom • Home/School diaries to be completed on Epraise to reduce items coming into school • Rooms are to be kept clean and tidy to ensure regular cleaning can take place • Tables and chairs to be forward facing, with pupils sat side by side • Windows to be opened at the start of the day and closed when pupils have left to maximise ventilation 		<ul style="list-style-type: none"> • Staff/pupils not to cross each other coming through doorways • Signage in class to promote at least one-meter distancing where possible • Regular handwashing of all pupils and staff • Pupil seating plan to be displayed in the classroom and updated on Epraise • Pupils/staff to wear coats extra jumpers if required • Staff to use Epraise to send messages home to parents. See RMC if support is required • Staff to check with parents/carers if they can access Epraise & to contact RMC if further assistance is required. • Any important/safeguarding messages a phone call to parents/carers must be made • Hand gels, sanitisers and wipes are available and plentiful • Regular cleaning using provided cleaning products are completed throughout the day • All cleaning products should be kept out of reach of pupils and stored securely • Reminders to pupils about not sharing items in class • Lidded bins to be used for tissues and paper towels

		<ul style="list-style-type: none"> • Pupils to have their own equipment to reduce cross contamination • Any items shared by individuals must be sanitised before/after use • Computers, iPads, laptops should be sanitised after each use 		<ul style="list-style-type: none"> • No after-school clubs until further notice • All resources to be sanitised on a regular basis
<p>Assemblies Transmission of COVID-19 – potentially leading to illness</p>		<ul style="list-style-type: none"> • No face to face assemblies until further notice • Class assemblies can take place 		<ul style="list-style-type: none"> • Teams / Zoom to be used for assemblies • House assemblies to be conducted online with House Leaders • Assemblies to continue in the event of school closure or bubbles sent home
<p>Offices / Photocopying Transmission of COVID-19 – potentially leading to illness</p>		<ul style="list-style-type: none"> • Only staff who work in that office space to enter (unless in the event of an emergency) • Pupils should not be visiting the main school office • Only one member of staff in the photocopy room at one time 		<ul style="list-style-type: none"> • Pupils can visit the offices of those staff in their bubble e.g. Assistant Principals • Signage around school reminding pupils/staff of bubbles and room limits • The photocopier is to be sanitised after each use and left in clean and tidy state.
<p>Staff Room Transmission of COVID-19 – potentially leading to illness</p>		<ul style="list-style-type: none"> • EYFS/Y1/Y2/Y3 staff to use Staffroom for lunch facilities • Y4/Y5/Y6 staff to use Careers room for lunch facilities • Y7/Y8 staff to use Science room for lunch facilities 		<ul style="list-style-type: none"> • Bubbles are not to mix in the staff room areas • No more than 6 staff in at one time in one bubble • Hand washing before and after eating • Staff must find somewhere else to eat if the lunchroom is full • Staff are encouraged to use the lunchroom facilities and return to their work area/classrooms to reduce contact with others • Staff are always to maintain social distancing in these areas

		<ul style="list-style-type: none"> • Y9/Y10/Y11 staff to use PFA room for lunch facilities • Office staff to use Staffroom facilities after 12:20 		<ul style="list-style-type: none"> • Wipes/Sanitiser to be provided for staff to clean their area after use (seat/table) • Staff must bring their own utensils to reduce the possibility of transmission • All utensils must be taken home to be cleaned • All areas to be left clean and tidy
<p>Personal Hygiene Transmission of COVID-19 – potentially leading to illness</p>		<ul style="list-style-type: none"> • All pupils, staff and visitors to follow NHS and government guidance on maintaining hygiene levels • Wash hands regularly for 20 seconds with soap and water, ensuring hands are dried properly • Coughing and sneezing should be into a tissue, and disposed of into a lidded bin • Reminders not to touch eyes, nose, mouth 		<ul style="list-style-type: none"> • Hand washing to take place at regular intervals for all pupils, to be supervised and supported by staff to ensuring the correct procedure is taking place • Toilets to be checked before and after pupils use by staff, promoting hygiene e.g. flushing toilet, washing hands • Staff to sanitise toilet area contact points after pupil use e.g. door handles, toilet flusher, taps • PPE to be available in the event of an emergency • Signage reminding pupils of good hygiene practices • Staff to model and encourage good hygiene methods • Regular reminders to all pupils about good hygiene
<p>Behaviour Transmission of COVID-19 – potentially leading to illness</p>		<ul style="list-style-type: none"> • Pupils are reminded of the school rules and why they are important to keep the school community safe • Parents/Carers will be contacted of any pupil using bodily fluids against staff / pupils/visitors • Epraise merits/demerits will be used to promote positive behaviour 		<ul style="list-style-type: none"> • Following the guidance in the behaviour policy for COVID-19 • De-escalation techniques will be used to calm and resolve any situations • Physical intervention will only be used as a last resort • Staff to wear PPE when involved in physical intervention • All incidents to follow the normal procedure of recording • Parents/Carers to be informed
<p>Home Visits</p>		<ul style="list-style-type: none"> • Home visits only to be completed with the approval of the Principal 		<ul style="list-style-type: none"> • Other options to be explored before a home visit • Staff to travel in their own vehicles where possible

<p>Transmission of COVID-19 – potentially leading to illness</p>		<ul style="list-style-type: none"> To protect staff, pupils and families home visits only to be completed if absolutely necessary 		<ul style="list-style-type: none"> Use windows and open doors to have a conversation if appropriate If entering a pupil's home, social distancing is maintained, and personal hygiene guidance followed PPE to be worn if required by staff members, to be collected from school before the visit If there are any concerns, staff must speak to the Principal
<p>External Agencies Transmission of COVID-19 – potentially leading to illness</p>		<ul style="list-style-type: none"> All external agencies must be pre-approved by the Principal Before booking confirmation that you understand that external agencies must not come onto school site if they are displaying any of the key COVID-19 symptoms 		<ul style="list-style-type: none"> Visitors to park in identified bays in school car park, if car park is full to use Queen Street Car Park Signage to be displayed on the school gates reinforcing the message not to enter if they are displaying signs of COVID -19 A new or continuous cough A high temperature A loss or change to their normal sense of taste/smell Signage to reinforce the 2m social distancing guidelines PPE provided at the Main Office Social distancing to be maintained throughout the visit PPE to be used if social distancing is not possible The area used to be sanitised after use by member of staff supporting or from that pupil's class Any queries to be raised with school before arrival on the school site
<p>Deliveries Transmission of COVID-19 – potentially leading to illness</p>		<ul style="list-style-type: none"> When placing orders where appropriate inform the company of the schools COVID-19 protocols Deliveries to be arranged where possible before/after school with no pupils on the school site 		<ul style="list-style-type: none"> Deliveries to be before 0830- after 0900 and before 1430 and after 1500 where possible Signage to be displayed on the school gates reinforcing the message not to enter if they are displaying signs of COVID -19 A new or continuous cough A high temperature A loss or change Staff to wash hand thoroughly after handling any packages or deliveries coming into school Use own pen to sign delivery receipt



Milton School

				<ul style="list-style-type: none">• Where possible delivery drivers not to enter inside school building• PPE must be worn on the school site
Contractors Transmission of COVID-19 – potentially leading to illness		<ul style="list-style-type: none">• Only contractors carrying out essential works to enter school site• All contractor visits to be agreed with Site Supervisor before visit• Social distancing and hygiene protocols to be adhered to on the school site		<ul style="list-style-type: none">• Site Supervisor/FEL to be made aware on arrival• Signage to be displayed on the school gates reinforcing the message not to enter if they are displaying signs of COVID -19• A new or continuous cough• A high temperature• A loss or change• PPE provided at the main office• Site Supervisor to be made aware of areas contractors have visited to ensure area can be thoroughly cleaned