General Principles

Children, especially early years and primary age children, cannot always be expected to remain 2 metres apart from each other and staff. Classroom and campus space also makes it difficult in ensuring all students remain 2 metres apart at all times. In deciding to bring children back to schools, the Uzbekistan and UK Government, and therefore WIST, are taking this into account. We are therefore working through the principles of measures set out below:
• avoiding contact with anyone with symptoms
• wearing a mask unless eating/drinking
• frequent hand cleaning and good respiratory hygiene practices
• regular cleaning of settings
• minimising contact and mixing

Topic	Cleaning

Objective: To keep the school clean and prevent transmission by touching contaminated surfaces.
Government guidance recommends frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
The World Health Organisation recommends high-touch surfaces be identified for priority disinfection including door and window handles, kitchen and food preparation areas, counter tops, bathroom surfaces, toilets and taps, touchscreen personal devices, personal computer keyboards, and work surfaces.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Decide what an enhanced cleaning schedule looks like taking into account the high-touch areas and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.	Yes ☒ No ☐ Partial ☐	An enhanced cleaning schedule is in place. Operations Manager to produce a published cleaning schedule.
Decide who will be responsible for what elements of cleaning. e.g will frequently wiping down of surfaces & objects be carried out by teaching staff and/or by cleaning staff.	Yes ☒ No ☐ Partial ☐	Cleaners will have a cleaning schedule to be carried out before school, during breaks and after school. Teachers and TAs will have cleaning materials in classrooms to carry out cleaning during lessons when cleaners are not available.

Consider documenting the cleaning regime to make clear the requirements, as a check that it is being followed and as a method of reassurance for staff & parents.	Yes ☒ No ☐ Partial ☐	Operations Manager to produce a published cleaning schedule.
Discuss with cleaning contractors or staff about additional cleaning requirements and agree additional hours to allow for this as necessary.	Yes ☒ No ☐ Partial ☐	Operations Manager has amended the schedule with procurement aware of requirements - appropriate cleaning products have been resourced and are available.
Discuss cleaning supply requirements with your cleaning contractor and/or supplier. Ensure suitable quantities of cleaning supplies are ordered ahead of time.	Yes ☒ No ☐ Partial ☐	Ordered and in place.

If resources need to be shared with other class groups ensure items & surfaces are wiped down beforehand.	Yes ☒ No ☐ Partial ☐	Guidance and materials provided.
Consider limiting or restricting use of high-touch items and equipment, for example, printers.	Yes ☒ No ☐ Partial ☐	Use IWB as much as possible to avoid photocopying. Photocopiers and ICT Room to have enhanced and frequent cleaning by cleaners.
Groups should be kept apart as much as possible and tables & high contact areas should be cleaned between each group.	Yes ☒ No ☐ Partial ☐	Already in protocols with 'bubbles' in Primary and cleaning schedule. Cleaners to be available at each transition point to clean tables.
If not possible to designate toilets to each group a frequent cleaning regime must be implemented with frequent wiping down of high touch surfaces such as taps, toilet flush, dryers and door handles.	Yes ☒ No ☐ Partial ☐	Designated toilets in place for Primary and Secondary. Enhanced and frequent cleaning schedule in place.
Consider how sanitisers will be dispensed. Decanted spray bottles must be clearly labelled to identify the contents and must be kept out of the reach of children at all times.	Yes ☒ No ☐ Partial ☐	Permanent decanters have been placed in strategic places around the school. In addition, all staff and students have been advised to bring their own personal sanitisers.
Play equipment must be cleaned between different groups of children using it.	Yes ☒ No ☐ Partial ☐	Outdoor play equipment to be designated for specific groups. Cleaners to ensure the cleaning schedule is adhered to.

Electronic entry systems and keypads must be regularly sanitised particularly first thing in the morning and where possible after each use.	Yes ☒ No ☐ Partial ☐	All staff to sign in and out with ID cards.
Ensure that COSHH risk assessments are in place for cleaning products and that all staff are instructed in the safe use of chemicals and PPE requirements.	Yes ☒ No ☐ Partial ☐	Completed.
Following a suspected case of COVID-19 on site familiarise yourself with the Government Guidance 'Cleaning in Non-Health Care Settings'.	Yes ☒ No ☐ Partial ☐	Completed

Procure suitable quantities of PPE (disposable gloves and aprons) to clean areas following a suspected case of COVID-19.	Yes ☒ No ☐ Partial ☐	PPE in place in the nurse's room', receptions, and guard rooms.
Ensure there are adequate disposal arrangements in place for cleaning materials used in areas where there has been a suspected case of COVID-19.	Yes ☒ No ☐ Partial ☐	Completed.
Waste should be double bagged and securely stored for 72 hours, after which time it can be disposed of in the general waste.	Yes ☒ No ☐ Partial ☐	Completed

Topic	Hygiene	
Objective: To help everyone keep good hygiene throughout the day Decide the approach to enhance hygiene (for example, toilet use, hand washing) and policy related to usually shared items (for example, books, toys, practical equipment).		
Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
Review information posters on site and ensure there are sufficient posters in place appropriately sited to promote hygiene messages on handwashing and 'catch it, bin it, kill it', including in reception areas to remind visitors and contractors.	Yes ☒ No ☐ Partial ☐	Posters produced and displayed in strategic areas around the school.
Ensure there are sufficient stocks of disposable tissues for use in each classroom for both staff and pupils.	Yes ☒ No ☐ Partial ☐	In place.
Put in place a system for more frequent and routine handwashing. Hands must be washed thoroughly for 20 seconds with running water and soap and then dried thoroughly.	Yes ☒ No ☐ Partial ☐	Clear guidance provided and training will be provided prior to reopening and ongoing until it becomes the 'norm'.

Consider the need to provide more waste facilities and in particular the need to increase the frequency of emptying hand towel bins in the toilets. Ensure that hand drying facilities are maintained and well stocked. (Either paper towels or electrical dryers).	Yes ☒ No ☐ Partial ☐	In place. Utilise all hand washing facilities.
Consider the most appropriate locations to place hand sanitisers where hand washing is not practical, for example in reception and near high touch areas such as the printer.	Yes ☒ No ☐ Partial ☐	In place

Topic	Class Cohort - mixing
Objective: To reduce the likelihood of spreading the virus from person to person by limiting contact between people	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
If there are any shortages of teachers, teaching assistants can be allocated to lead a group, working under the direction of a teacher.	Yes ☒ No ☐ Partial ☐	LT to ensure TAs are prepped and supported, if this is required.
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.	Yes ☒ No ☐ Partial ☐	Primary students to stay in class bubbles as much as possible and in year bubbles at all times. Secondary students to stay in year group bubbles
Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, that these stay the same during the day and on subsequent days.	Yes ☒ No ☐ Partial ☐	As per the timetable.
Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.	Yes ☒ No ☐ Partial ☐	Where possible, in Primary.

	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required
If possible, different toilets should be designated to different groups. However, where this is not possible a frequent cleaning regime must be implemented (see cleaning).	Yes ☒ No ☐ Partial ☐	Designated toilets in place. Enhanced and frequent cleaning schedule in place.
Put procedures in place to prevent toilets becoming crowded by limiting the number of children who use the toilet facilities at one time.	Yes ☒ No ☐ Partial ☐	Duty roster to ensure this is enforced and guidance provided to students about the amount of people allowed in each toilet.
Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their BoG and the local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school	Yes ☐ No ☐ Partial ☐	N/A
If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows: • primary schools - nursery (where applicable), reception and year 1	Yes ☐ No ☐ Partial ☐	N/A

Topic	Circulation around school
Objective: To reduce the likelihood of spreading the virus from person to person by limiting contact between people Decide the physical and organisational structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, staggered starts and break times, class sizes, lunch queues, use of communal staff areas). Agree how safety measures and messages will be implemented and displayed around school. (Key Action from Government Framework)	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required

Consider if it is possible to access rooms directly from outside where possible without the need to go through other parts of the School.	Yes ☒ No ☐ Partial ☐	Use all available entry/exit points.
Consider if it is possible to have one-way circulation or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.	Yes ☒ No ☐ Partial ☐	Ensure all students walk on the right.
Breaks should be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.	Yes ☒ No ☐ Partial ☐	Already in timetable
It is recognised that some children will need additional support to follow these e.g. routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).	Yes ☒ No ☐ Partial ☐	ALS department and class teachers to work with students who will need additional support/guidance.
While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.	Yes ☒ No ☐ Partial ☐	Social distancing, walking on right, masks etc will ensure this is low risk.

Topic	Lunchtime	
Objective: To reduce the likelihood of spreading the virus from person to person by limiting contact between people		
Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
Lunch breaks should be staggered.	Yes ☒ No ☐ Partial ☐	Already in timetable.
If a shared area such as dining hall is to be used for lunches, then it must only be used at half capacity.	Yes ☒ No ☐ Partial ☐	Designated areas for the eating of lunch and keep 4 to a table, sitting diagonally.

Children must enter and leave the dining area in the groups they are already in.	Yes ☒ No ☐ Partial ☐	To be enforced strictly.
If such measures are not possible, children should be asked to bring their lunches into their classrooms.	Yes ☐ No ☒ Partial ☐	N/A
Discuss catering arrangements with your catering provider and consider how lunchtime supervision will be managed.	Yes ☒ No ☐ Partial ☐	Enhanced lunchtime supervision rota will be in place.

Topic	Classroom Environment	
Objective: To prevent transmission by touching contaminated surfaces. To prevent transmission via airborne particles.		
Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Yes ☒ No ☐ Partial ☐	Items identified and stored.
Remove soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts.	Yes ☒ No ☐ Partial ☐	Items identified and stored.
Fire Risks The School must take into account fire risks when considering storage options for furniture & resources. Items should not be stored in higher risk areas such as the boiler room.	Yes ☒ No ☐ Partial ☐	Done.

Ensure that stored items are not blocking fire exits, access to fire extinguishers or limiting access to utility cut off points.	Yes ☒ No ☐ Partial ☐	Route remains clear.
Manual handling When moving furniture & resources ensure that you have considered the risks associated with manual handling, assessing the task, the capabilities of individuals carrying out the task, the load & the environment before moving, lifting or carrying items. Heavy and/or bulky items should not be stored at height.	Yes ☒ No ☐ Partial ☐	Done

Ventilation Establish systems to enable the school to be well ventilated with fresh outdoor air, for example the opening of doors and windows. Switch air handling units with recirculation to 100% outdoor air.	Yes ☒ No ☐ Partial ☐	We have a state of the art air filtration systems which enables the frequent flow of fresh air. Doors and windows to be open and AC to remain off where possible.

Topic	Outdoor Provision	
Objective: To limit the transmission of the virus by being in the open air in wide open space.		
Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
The use of outdoor provision is encouraged as this can limit transmission and more easily allow for distance between children and staff. Outdoor areas should be used for exercise, breaks & outdoor education where possible.	Yes ☒ No ☐ Partial ☐	There are limited outside areas that can be used for 'full' classes. Numerous other areas for small classes, interventions and play/exercise.
However, outdoor equipment **should not** be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	Yes ☒ No ☐ Partial ☐	Done.

Schools should implement staggered break times to reduce the number of children in a shared outdoor space at one time.	Yes ☒ No ☐ Partial ☐	Staggered between pre school, primary and secondary.
Children from other groups should not mix or get too close to each other.	Yes ☒ No ☐ Partial ☐	Done.

Children from other groups must not play games or sports with each other.	Yes ☒ No ☐ Partial ☐	In Year groups.

Topic	Shared Resources

Objective: To prevent transmission of the virus by touching contaminated surfaces.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
The School should limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.	Yes ☒ No ☐ Partial ☐	Already in protocols including the provision and cleaning of ICT keypads.
Take steps to prevent the sharing of stationery (pens & pencils) and other equipment where possible. Children must be actively encouraged not to put items in their mouths such as the end of a pen etc.	Yes ☒ No ☐ Partial ☐	Students can use their own stationery. All class teachers actively encourage students not to put items in mouth.
Shared materials and surfaces should be cleaned and disinfected more frequently and before it is passed, handled or used by another person.	Yes ☒ No ☐ Partial ☐	Already in protocols

Topic	Drop off/Pick up

Objective: To minimise adult to adult contact during pick up and drop off		
Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
Arrangements should be made to minimise adult to adult contact during drop off and pick up for example; • Allocating a drop off and collection time and the process for doing so, including protocols for minimising adult to adult contact, for example, which entrance to use. • Telling parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.	Yes ☒ No ☐ Partial ☐	Staggered drop off and pick up using two entrances.

Topic	**Pupil Transport**

Objective: To prevent transmission by touching contaminated surfaces & to reduce the likelihood of spreading the virus from person to person.		
Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
If the school arranges transport for pupils, consider arranging staggered arrival and departure times to reduce the numbers of children entering or leaving the building at the same time.	Yes ☐ No ☐ Partial ☐	N/A

Seek assurances that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.	Yes ☐ No ☐ Partial ☐	N/A
Seek assurances that transport providers, as far as possible, follow hygiene rules and try to keep their distance from passengers.	Yes ☐ No ☐ Partial ☐	N/A

Consider additional control measures such as PPE to reduce the risk of transmission if social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts.	Yes ☐ No ☐ Partial ☐	N/A

Topic	Staff travelling to work	
Objective: To prevent transmission of the virus by touching contaminated surfaces & to reduce the likelihood of spreading the virus from person to person.		

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Wherever possible staff should walk or cycle to work or use private transport to maintain isolation from the public when commuting.	Yes ☒ No ☐ Partial ☐	Advice given.
If public transport **cannot** be avoided, current government advice should be followed in respect of what PPE should be worn whilst travelling, for example, face masks.	Yes ☒ No ☐ Partial ☐	Advice given.

On arrival at school staff should thoroughly wash their hands for at least 20 seconds as a method of infection control.	Yes ☒ No ☐ Partial ☐	Sanitiser facilities at the entrance of the school to be used on arrival and directed to washing facilities within school.

Topic	Staff areas	
Objective: To maintain social distancing between individuals when they are at their workstations.		

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required. Where No or Partial, note action required
Staff room Where possible break times should be staggered to limit the number of staff in the staffroom at one time.	Yes ☒ No ☐ Partial ☐	Social distancing to be adhered to with masks worn.
Consider alternative spaces that could be used for breaks, such as an unused classroom or safe outside areas to enable staff to limit contact with others.	Yes ☒ No ☐ Partial ☐	Advice given.
Staff should be encouraged to stay on site during the working day to limit contact with others outside of the workplace. When this is not possible social distancing rules must be observed.	Yes ☒ No ☐ Partial ☐	Done.
Encourage staff to bring their own food and consider suitably segregated storage either in a fridge or other storage facility. Rearrange seating and tables to maintain spacing and reduce face-to face interactions.	Yes ☒ No ☐ Partial ☐	Done but cafeteria has clear safety protocols in place.

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required. Where No or Partial, note action required
Personal items and clothing should be stored in personal storage spaces, for example, lockers.	Yes ☒ No ☐ Partial ☐	Advice given.
School Office Review layouts and processes to allow people to work further apart from each other including consideration of installation of Perspex screens in open reception areas.	Yes ☒ No ☐ Partial ☐	Distancing rules to be strictly adhered.

If required use floor tape to mark areas to help workers keep to a 2 metre distance.	Yes ☒ No ☐ Partial ☐	Not required. Guidance provided to staff re: 2 metres and when they can and cannot remove masks.
Only where it is not possible to move workstations further apart, arrange people to work side by side or facing away from each other rather than face to face.	Yes ☒ No ☐ Partial ☐	Staff workroom organised as such.
Use screens to separate people from each other where it is not possible to move workstations further apart.	Yes ☒ No ☐ Partial ☐	Not needed.
Manage occupancy levels to enable social distancing.	Yes ☒ No ☐ Partial ☐	Limit of 10 in the staffrooms.
Avoid the use of shared desks and spaces and, where not possible, clean workstations between different occupants including shared equipment.	Yes ☒ No ☐ Partial ☐	Cleaning materials to be in the staffrooms.

Topic	Meetings
Objective: To reduce transmission due to face to face meetings and maintain social distancing	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Remote working tools should be used when possible to avoid face to face meetings.	Yes ☒ No ☐ Partial ☐	Zoom and GM to be used wherever possible unless face to face is preferable and can be safely adhered to.
Only absolutely necessary participants should attend meetings and should maintain 2 metre separation throughout.	Yes ☒ No ☐ Partial ☐	See above

Do not share pens and other objects during the meeting and provide hand sanitiser in the meeting room.	Yes ☒ No ☐ Partial ☐	Advice given.
When possible to do so hold meetings outdoors or in a well-ventilated room.	Yes ☒ No ☐ Partial ☐	Advice given.
For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Yes ☐ No ☒ Partial ☐	Staff can be trusted to maintain distances and seats will be set out appropriately.

Topic	Emergency Response	
Objective: To prioritise safety during incidents		
Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
Emergency Arrangements Review the schools emergency fire arrangements taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes ☒ No ☐ Partial ☐	Evacuation points revised.
Ensure all staff are aware of any changes to evacuation procedures and staff are clear about individual roles and responsibilities.	Yes ☒ No ☐ Partial ☐	Guidance to be revised and included in training day (s) before embarking on return.
Review other emergency arrangements, such as lockdown taking into account reduced occupancy, changes in use of classrooms and staffing.	Yes ☐ No ☒ Partial ☐	No changes required
Ensure all staff are aware of any changes to lockdown procedures and staff are clear about individual roles and responsibilities.	Yes ☐ No ☒ Partial ☐	Site processes will continue as normal.

If staff are operating on a rota system ensure systems are in place to inform them each day of their responsibilities in an emergency, including the unlocking of fire doors and external gates for evacuation or the locking of doors in a lockdown.	Yes ☒ No ☐ Partial ☐	Document shared and training provided.

In an emergency, an accident or fire, people do not have to stay 2 metres apart if it would be unsafe to do so.	Yes ☒ No ☐ Partial ☐	Noted.
First Aid People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands for at least 20 seconds.	Yes ☒ No ☐ Partial ☐	Noted.
First Aiders must follow the government guidance for First Responders which includes guidance on PPE, providing assistance to unwell individuals etc.	Yes ☒ No ☐ Partial ☐	PPE in place and guidance provided.
Make arrangements to obtain sufficient supplies of PPE for first aiders including disposal gloves and aprons and fluid repellent surgical face masks.	Yes ☒ No ☐ Partial ☐	PPE in place
Schools should review their First Aid Needs Assessment taking into account the numbers of occupants in the school, staffing levels and any additional PPE requirements when 2 metre distance cannot be maintained.	Yes ☒ No ☐ Partial ☐	Advice provided.

Topic	Managing individual displaying symptoms
Objective: To ensure arrangements are in place to safely deal with a pupil or member of staff who is displaying symptoms Coronavirus (COVID-19): guidance for educational settings	

Guidance to consider	Action taken to mitigate the risk of infection?	Comments /actions to be taken forward / and/or additional controls required Where No or Partial, note action required
Minimise contact with individuals who are unwell by ensuring that those who display coronavirus symptoms, or who have someone in their household displaying symptoms, who does, do not attend childcare settings, schools or colleges.	Yes ☒ No ☐ Partial ☐	All provision is in place and appropriate PPE has been sourced.
If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care before they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.	Yes ☒ No ☐ Partial ☐	In protocols.
If contact with the pupil displaying symptoms is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.	Yes ☒ No ☐ Partial ☐	In protocols.
If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, by a person displaying symptoms then eye protection should also be worn.	Yes ☒ No ☐ Partial ☐	In protocols.
Education settings should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.	Yes ☒ No ☐ Partial ☐	Obtained.

Topic	Contractors and visitors
Objective: To minimise the number of unnecessary visitors into school. To reduce transmission through contact with objects that come into School.	
Guidance to consider	**Action taken to mitigate the risk of**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required

	infection?	
Contractors Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies or hygiene suppliers.	Yes ☒ No ☐ Partial ☐	All contractors not allowed on site during school hours. When on site, all must follow protocols and be limited to admin offices at the front of the school.
Encourage visits via remote connection/working where this is an option. Only essential face to face visitors should be given access.	Yes ☒ No ☐ Partial ☐	Noted.
The number of visitors at any one time must be limited. Consider limiting visitor/contractor times to a specific time window.	Yes ☒ No ☐ Partial ☐	Noted.
Discuss with your building surveyor, property consultant or contractor if essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services after school hours.	Yes ☒ No ☐ Partial ☐	Noted.
Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	Yes ☒ No ☐ Partial ☐	Posters on display at the front of the school and guards to ensure all visitors read and adhere to protocols. In English and Russian.
Review the contractor site rules to include hygiene and social distancing requirements.	Yes ☒ No ☐ Partial ☐	Completed.

Have arrangements in place for all visitors to wash their hands, or provide hand sanitizer for them use upon entering the building.	Yes ☒ No ☐ Partial ☐	Done
Where possible use alternative points of access to limit the areas that contractors must pass through.	Yes ☐ No ☒ Partial ☐	Main access areas are easier and safer to control

Sign in procedures should be reviewed to limit the risk of transmission from shared pens or touch screens.	Yes ☒ No ☐ Partial ☐	Guards to complete all signing in procedures. More regular cleaning of reception.
Deliveries Devise cleaning procedures for goods and merchandise entering the site.	Yes ☒ No ☐ Partial ☐	Done
Introduce greater handwashing for staff handling goods and merchandise or provide hand sanitiser where this is not practical	Yes ☒ No ☐ Partial ☐	Done
Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Yes ☒ No ☐ Partial ☐	Done
Review pick-up and drop-off collection points, procedures, signage and markings.	Yes ☒ No ☐ Partial ☐	Done

Topic	Communication	
Objective: To ensure people understand COVID 19 related safety procedures.		
Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
Consider what guidance and training is required for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements. This includes information and instruction on the use and disposal of PPE.	Yes ☒ No ☐ Partial ☐	Completed during training days. Regular Risk Assessment review.
Establish reception staff responsibilities relating to COVID-19 and the communication of procedures. Provide any necessary training for reception staff on revised visitor site rules & procedures.	Yes ☒ No ☐ Partial ☐	All relevant staff briefed.

Review entry and exit routes for visitors and contractors to minimise contact with other people.	Yes ☒ No ☐ Partial ☐	Done
Familiarise yourselves with government guidance on managing individuals displaying symptoms. Communicate local procedures for managing individuals displaying symptoms.	Yes ☒ No ☐ Partial ☐	In protocol.
Provide clear, consistent and regular communication to improve understanding and consistency of new ways of working.	Yes ☒ No ☐ Partial ☐	Weekly risk assessment reviews and updates to be communicated by staff briefing and letters to parents.

Engage with staff through existing communication routes to explain and agree any changes in working arrangements.	Yes ☒ No ☐ Partial ☐	Existing communication channels in place.
Develop communication routes and training materials for staff prior to children returning.	Yes ☒ No ☐ Partial ☐	Done
Develop procedure for closure of school at short notice if for example staff levels fall to an extent where safety cannot be assured.	Yes ☒ No ☐ Partial ☐	Scenarios discussed with decisions to be based on the collation of evidence in each particular context.

Topic	Additional considerations for Early Years Settings	
Guidance to consider	**Action taken to mitigate the risk of infection?**	**Comments /actions to be taken forward / and/or additional controls required** Where No or Partial, note action required
Early years settings should consider how they can keep small groups of children together throughout the day.	Yes ☒ No ☐ Partial ☐	Nursery is a small group this academic year. They can remain as one 'bubble'.
Where at all possible groups of children should not mix.	Yes ☒ No ☐ Partial ☐	Classrooms, although adjacent, will generally be kept and taught separately throughout the day.They will share some limited outside play equipment and table areas at recess times, but areas will be sanitized and cleaned regularly throughout the day and after all play

		sessions outside.
Where the physical layout of a setting does not allow children to be kept in small groups, and/or to avoid mixing of children between groups, we expect Early Years Settings to exercise judgement in ensuring the highest standards of safety are maintained.	Yes ☒ No ☐ Partial ☐	Students will be taught about class placements and sitting areas - using rings, rubber placemats, circles and other means to seat them on the floor/carpet at a distant when necessary and where possible. There will be opportunities for children to play alone and independently, and they will be encouraged to use their masks.

In some cases it may be necessary for settings to introduce a temporary cap on numbers, to ensure that children are kept in small groups, and to avoid mixing of children between groups.	Yes ☒ No ☐ Partial ☐	Groups are at small, safe and manageable levels.