

Shere and Clandon Schools Covid 19 Risk Assessment September 2020 Full Reopening

This risk assessment has been prepared in response to the Government's guidance for full opening. These protective measures will be in place for pupils and staff for September 2020. The Governing Body takes ownership of this risk assessment and has oversight of the principles behind its concept.

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<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.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

In addition the schools (Shere and Clandon) have reviewed the findings of Public Health England's School Outbreaks Analysis (12th August 2020).

<h1>The Newlands Federation</h1>							
Shere CE Infant School and Fox Cubs Nursery				Clandon CE Primary School			
The EYFS Bubble		The Key Stage One Bubble		The Home Lodge Bubble		The Culmer Lodge Bubble	
Fox Cubs Start Time 9am End 3pm Double Gates	Foxes Start time 8.40 End 3pm Double Gates	Hedgehogs Start 8,40 End 3pm Garden Gate	Owls Start 8.40 End 3pm Pedestrian Gate	Rabbits Start 8.55 End 3.20 Woodland Gate	Badgers Start: 8.55 End 3.20 Football Gate	Squirrels Start 8.45 End 3.10 Woodland Gate	Kestrels Start: 8.45 End: 3.10 Football Gate

Theme	Risk Rating Prior to action HML	Controls Mitigations and Protective Measures	In Place YES/NO	By Whom	Deadline	Risk Rating Following action HML
Awareness of and adherence to policies and procedures	M	The health and safety policy has been updated considering Covid19 advice.	YES	VV	Complete	L
	M	All staff, pupils and volunteers are aware of all relevant policies and procedures, including but not limited to, the following: <ul style="list-style-type: none"> • Health and Safety Policy • Infection Control Policy • First Aid Policy We will revisit these policies during our September INSET days.	YES	VV	Revisit 1.9.20	L
	H	All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) 2017 Health Protection in Schools and other Childcare Facilities. 	YES	All staff	Revisit 1.9.20	L

		<ul style="list-style-type: none"> DFE and PHE 2020 Covid-19 Guidance for Educational Settings <p>We will revisit this guidance during our September INSET days.</p>				
	H	<p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>We will revisit key concepts during our INSET days in September.</p>	YES	VV	Revisit 1.9.20	L
	M	<p>The school keeps up to date with advice issued by, but not limited to, the following: DFE, NHS, Department OF Health and Social Care. PHE.</p>	YES	All staff	Ongoing	L
	H	<p>Staff are made aware of the school's infection control procedures in relation to coronavirus.</p> <p>We will revisit infection control at our INSET days in September.</p>	YES	VV	Revisit 1.9.20	L
	H	<p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media; they are informed that they must not send their child to school if they have coronavirus symptoms, or have tested positive in the last 7 days, or if another household member develops coronavirus. In both these circumstances the parents should call the school to inform us of this and they will be following the national stay at home guidance.</p> <p>Parents will be reminded via parentmail and social media before term resumes.</p>	YES	VV	1.9.20	L

	H	<p>Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>All staff will remind their classes about handwashing and the symptoms of coronavirus.</p>	YES	All staff	In place and Ongoing	M
	M	<p>Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive in school, and this is communicated clearly to parents and staff.</p> <p>We will inform parents of the importance of safe mask removal via parent mail and social media before term resumes.</p> <p>We will share the process with staff on our INSET day in September.</p>	NO	VV	1,9.20	L
	M	<p>The Staff and Volunteer Confidentiality Policy and Pupils Confidentiality Policy are followed at all times, this includes withholding the names of staff, volunteers and pupils with either a confirmed or suspected case of coronavirus.</p> <p>Staff will be reminded of this at our INSET day in September.</p>	YES	VV	Revisit 1.9.20	L
Prevention 1. Minimise contact with those individuals who are unwell with Covid19 symptoms.	H	Staff and other adults do not come into the school if they have coronavirus symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the day is sent home.	YES	All staff	In place	M
	H	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home guidance for households with possible or	YES	All staff	In place	M

		confirmed coronavirus infection.’ This sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.				
	H	<p>If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least two metres from other people.</p> <p>If they need to go to the bathroom whilst waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by other people,</p> <p>At Shere: The quarantine room will be the Headteacher’s Office and the staff toilet will be used. If these spaces are used by someone with coronavirus symptoms they will be closed and deep cleaned.</p> <p>At Clandon: The quarantine room will be the Headteacher’s Office and the staff toilet will be used. If these spaces are used by someone with coronavirus symptoms they will be closed and deep cleaned.</p>	YES	All staff	In place	M
	H	<p>Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be</p>	YES	All staff	In place	M

	<p>cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection to other people. See the COVID 19: cleaning of non-health care settings, including the use of personal protective equipment PPE guidance.</p> <p>Handwashing guidance will be posted throughout the schools. Quarantine Room guidance will be posted in each area.</p>				
H	<p>PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs), More information on PPE use can be found in the Safe Working in Education, Childcare and Children’s Social Care Settings, including the use of personal protective equipment (PPE) guidance.</p> <p>PPE will be worn for intimate care. Guidance will be posted throughout the school.</p>	YES	All staff	In place	M
H	<p>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p>	YES	All staff	In place	M
M	<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact <u>do not</u> need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p>	YES	All staff	In place	L
H	<p>The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean this area.</p>	YES	VV	In place	L

		Guidance is displayed in these areas in line with this document.				
	H	Any medications given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.	YES	Staff trained to administer medicines	In place	L
	H	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance.	YES	All staff	In place	M
Prevention 2. Good hand hygiene practice	H	The school will ensure all pupils clean their hands regularly, including when they arrive at school. When they return from breaks when they change routines and before and after eating. At Clandon: We have installed new sinks outside Culmer and Home Lodge. Children will wash their hands before entering either building. At Shere We have installed new sinks outside Reception and Nursery. Children will wash their hands before entering these buildings, Years 1 and 2 have access to sinks immediately inside their building and will wash their hands before entering the classroom.	YES	All staff	In place	L
	H	Supervision of hand sanitiser use will take place due to the risk of ingestion. Younger pupils and those with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	YES	All staff	In place	L
	H	The school will build handwashing routines into the school culture, supported by behaviour expectations set out in the school Behaviour Policy.	YES	All staff	In place and ongoing	L

	H	<p>Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag and take them home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice.</p> <p>This is included in the parent information leaflet to be sent prior to the start of the new term.</p>	YES	VV All staff	1.9.20	L
	H	Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers are provided in classrooms and other learning environments.	YES	VV KJ FM	1.9.20	L
Prevention 3. Good respiratory hygiene	H	<p>‘Catch it, bin it, kill it,’ approach continues to be important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>Younger pupils and those with complex needs are helped to follow this.</p>	YES	All staff	In place and ongoing	L
	-	<p>Public Health England does not (based on current advice) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.</p>	-	-	-	-
	H	Risk Assessments to identify pupils with complex needs and those who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.	YES	SendCo Class teachers	In place	M

Prevention 4. Enhanced Cleaning	H	Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.	YES	All staff Contract Cleaners	In place	M
	H	More frequent cleaning of rooms and shared areas that are used by different groups.	YES	All staff Contract Cleaners	In place	M
	H	Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.	YES	Class teachers	Complete	M
	M	<p>Different groups or Bubbles do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils are encouraged to clean their hands thoroughly after using the toilet.</p> <p>Although not required our school buildings lend themselves to allocated toilets as follows:</p> <p>At Shere: In the Key Stage One Bubble, Year One will use the toilets attached to their classroom and Year Two will use the toilets by the school hall. In the EYFS Bubble, Fox Cubs will use the nursery toilets and Foxes will use the main toilets.</p> <p>At Clandon: The Culmer Lodge Bubble will use the toilets in Culmer Lodge, The Home Lodge Bubble will use the toilets in Home Lodge.</p>	YES	All staff	In place	L
	H	Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy and Contract.	YES	All staff	In place	M

		Children will play in separate areas of the playground and equipment such as the Trim Trail will be cleaned between groups.				
	H	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance.	YES	All staff	In place	M
	H	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and Cleaning in non-healthcare settings guidance.	YES	KJ	In place	L
	H	The Bursar arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sourced from the local health team. Schools short of cleaning product supplies should email DFE-CovidEnquireis.COMMERCIAL@education.gov.uk	YES	KJ	In place when required	L
	H	The Bursar monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	YES	KJ	In place and ongoing	L
Prevention 5. Minimise Contact	H	The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in Bubbles) and through maintaining social distancing between individuals. The balance between Bubbles and social distancing is based on: <ul style="list-style-type: none"> • Pupils ability to distance. • The layout of the school site • The feasibility of keeping distinct groups separate whilst offering a broad curriculum, More information on groups can be found in the COVID19: Guidance for full opening.	YES	VV	In place	L

		<p>The proposed federation will operate in bubbles on three separate levels. At level one (and for the purposes of this pandemic response), both schools are separate establishments and staff working across sites is kept to a minimum. Practitioners working across sites will be limited to the Headteacher, the Bursar, the Forest School Leader and the Breakfast Club Leader. These members of staff will take extra care when socially distancing and with hand hygiene. The Headteacher and Bursar will spend full weeks in each school rather than part weeks/days between schools.</p> <p>At level two the schools are divided in half (see table at beginning of document), this enables smaller groups for the purposes of staggered starts and the wrap around care provision at both sites.</p> <p>At level three each class is a bubble and contacts between classes will be strictly limited.</p>				
	H	<p>If staff or pupils cannot maintain distancing, particularly with younger pupils the risk is reduced by keeping pupils in smaller class sized groups.</p> <p>See above.</p>	YES	All staff	In place	L
	H	<p>Staff should only move between groups when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>	YES	Forest School Leader	In place	M
	H	<p>Adults will avoid close face to face contact and minimise time spent within one metre of anyone.</p>	YES	All staff	In place	L

	H	Pupils old enough should be supported to maintain distance and not touch staff and their peers.	YES	All staff	In place	M
	H	Classrooms and other learning environments are organised to maintain space between seats and desks where possible.	YES	All staff	In place	M
	H	Pupils are seated side by side and facing forwards, rather than face to face or side on.	Where possible	All staff	In place where possible	M
	H	Large gatherings such as assemblies are avoided, and groups are kept apart.	YES	All staff	In place	L
	H	The timetable is revised to implement where possible: <ul style="list-style-type: none"> • Plan for lessons or activities which keep groups apart and movement around the school site to a minimum. • Maximise the number of lessons or classroom activities which could take place outdoors. • Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time. • Drop off and collection times and communicated to parents, • Parents' drop off and pick up protocols are planned and communicated so that they minimise adult to adult contact. 	YES	All staff	Revised and ongoing	L
	H	Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day, and are seated at the same desk.	YES	All staff	In place	L
	H	Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> • Accessing rooms directly from outside where possible 	YES	All staff	In place	M

		<ul style="list-style-type: none"> • Considering 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. • Staggering lunch breaks; pupils clean their hands beforehand and enter in groups they are already in or pupils are brought their lunch in their classrooms. • The number of pupils using the toilet at any one time is limited. 				
	H	The use of shared spaces, such as halls, is limited and there is cleaning between different groups.	Yes	All staff	In place	L
	H	The use of staffrooms and offices is staggered to limit occupancy,	Yes	All staff	In place	L
	H	<p>Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.</p> <p>Visitors to the school will be restricted.</p>	Yes	Admin staff	In place	L
	H	Classroom based resources, such as books and games, are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics), between use by different bubbles.	Yes	All staff	In place and ongoing	M

	H	Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, hats, books, stationary and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	Yes	All staff Community	In place	L
	H	Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared.	Yes	All staff	In place	M
	H	Physical education classes should be kept in consistent groups and sports equipment is thoroughly cleaned between use by different groups. Contact sport is to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. Further guidance at COVID19: Guidance on phased return of sport and recreations.	YES	All staff	In place	L
	H	It is noted that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if the individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons: <ul style="list-style-type: none"> • Physical distancing to be maintained in all lessons where this applies, • Group size for these lessons will be reduced to a group of 15. • Pupils will be positioned back to back or side to side. • Instruments will not be shared. • Good ventilation will be maintained. 	YES	All staff	In place	L

		Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.				
H		All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups. They should try and keep their distance from pupils and other staff as much as they can, ideally two metres from other adults.	YES	All staff	In place	L
H		The current advice is against domestic (UK) overnight and overseas educational visits at this stage (see coronavirus; travel guidance for educational settings).	YES	All staff	In place	L
		In the Autumn Term, schools can resume non-overnight domestic educational visits. This will be done inline with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, we will undertake a full and thorough risk assessment in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and ensure we are aware of wider advice on visiting indoor and outdoor venues. We will consult the health and safety guidance on educational visits when considering visits.				
H		Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other adults.	YES	All staff	In place	L
H		Adults should maintain two metre distance from each other and from children where possible.	YES	All staff	In place	L

<p>Prevention 6. Where necessary wear PPE</p>	<p>M</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • When an individual child or young person becomes ill with coronavirus symptoms while at school and only then if a distance of 2 metres cannot be maintained. • Where a child or young person already has routine intimate care needs that involve the use of PPE should continue to be used. <p>Read the guidance on safe working in education and children’s social care for more information about preventing and controlling infection and follow SCC PPE guidance.</p>	<p>YES</p>	<p>All Staff Community</p>	<p>In place</p>	<p>L</p>
<p>Response to Infection 7. Test and Trace</p>	<p>H</p>	<p>NHS Test and Trace process to be followed to understand how to contact their local Public Health England Health Protection Team. Staff members and parents and carers understand they will to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they are displaying symptoms. Staff and pupils must not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. • Provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace. • Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus. 	<p>YES</p>	<p>All staff Community</p>	<p>In place</p>	<p>M</p>

	H	A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at school, where providing a test will increase the likelihood of them getting tested.	NO	VV	In place	M
	H	The school will ask parents and staff to inform them immediately of the result of the test. <ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus they can stop self-isolating. • If someone tests positive, they should follow the 'Stay at Home guidance for households with possible or confirmed coronavirus infection.' And must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of the household should continue isolating for the full 14 days. 	YES	VV	In place	M
Response to Infection 8. Managing confirmed COVID-19 cases	H	Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.	YES	VV	In place	L
	M	If someone has attended the site and tests positive for COVID19, the local health protection team will be contacted by the school.	YES	VV	In place	L
	H	The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious to ensure they are asked to self-isolate.	YES	VV	-	L

	H	<p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact, means:</p> <ul style="list-style-type: none"> • Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin). • Proximity contacts – extended close contact (within 1 or 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle, like a car, with an infected person. 	YES	VV	-	L
	H	Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.	YES	All staff	In place	M
	H	Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.	YES	Senior Teachers	1.10.20	L
Response to Infection 9. Contain any outbreaks	H	If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.	YES	VV	-	M
	H	Follow local health protection advice, this may include a larger number of other pupils required to self-isolate at home as a precaution.	YES	VV	-	M

	H	In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have come into contact with the person who tested positive.	YES	VV	-	M
Emergencies	H	All pupil emergency contact details are up to date, including alternative emergency contacts, where required. Parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called when their primary emergency contact cannot be contacted. The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	YES	VV All staff	In place	M
Managing School Transport	H	Parents and pupils are encouraged to walk or cycle to their education setting where possible. Parents and pupils are discouraged from using public transport, where possible and particularly during peak times. For more information on home to school transport, please refer to SCC guidance on safer working from home to school transport. Where possible, transport arrangements are organised to cater for any changes to start and finish times. Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus. Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers. Revised travel plans are communicated clearly to contractors, local authorities, and parents where	YES	VV Community	In place and ongoing	M

		appropriate (for instance, to agree pick up and drop off times).				
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Review

Date	Amendment	By whom
25.9.2020	Additional measures re. hand hygiene, singing and music lessons, staff moving between schools and classes.	VV