Covid Elementary School

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| **People at Risk** | Student | Low |
| Member of Staff | Significant |
| Volunteer | Significant |
| Member of public/visitor | No access allowed currently |
| Contractor | Significant |
| Other | No access allowed currently |

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| Hazards / Risks | Current Control Measures | Inadequate Control or further control measures | By Whom |
| **Environmental** | * Room adequately vented
* Line markings to be displayed marking safe distancing
* Move furniture to observe social distancing
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| **Equipment: PPE:****Gloves****Mask****Face screens** | * To be provided by school in accordance with whole school policy
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| **Equipment** | * PC keyboards and monitor switches to be cleaned with provided wipes every day and between child/class
* Access to library management system to be encouraged in classrooms where more space
* Move furniture to observe social distancing
* Mark places to sit
* Remove soft or stuffed animals as difficult to clean
* Thorough cleaning every day of all surfaces, including door handles, seating and tables
* No personal bags or coats from students to be brought into library to limit contamination
 | Prevent shared use |   |
| **Activity: Handwashing** | * Children and staff to wash hands before and after visiting library/before after free times

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| **Activity: Slips, Trips, Falls** | * Floor to be kept as clear as possible to eliminate possibility of falls/accidental contact

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| **Activity: Lone working** | * Staff try to maintain a 6 ft. distance at all times.
* Need to ensure sufficient supervision to maintain children keeping social distance
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| **Activity: Loan of materials** | * Only to be issued by adults
* On return, items to be ‘held’ for 72 hours before being discharged and shelved by library staff, not pupil helpers
* Rotating boxes will be needed to house items
* Storage space to be provided for materials awaiting discharge
* Ebook and e-audio loans to be provided where possible (using SLS or public library services where necessary).

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| **Activity: Manual Handling**· Moving furniture or equipment | · Only to be carried out at end of school day by adults to reduce handling by many hands, and should be cleaned after  |   |   |
| **Activity: Class visits** | * To be limited to appropriate number of children and one group at any one time
* Children to be accompanied by staff to ensure social distancing on approach to library
* Option to keep library closed and books chosen by staff and taken to classroom to be used/borrowed there for unscheduled book needs
* Please enter only thru door marked with entrance
 |   |   |
| **Activity: Special events**·  | * No external visitors allowed currently
* No more than single groups to be allowed into space at once
* Multiple classes can not visit at the same time at this time

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| **Fire and Evacuation** | * Continue to keep fire extinguishers clear with the movement of furniture
* Fire exits to be kept clear and clearly signposted, taking into account any Covid restrictions in one-way traffic

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