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 |  |  |
| **Equipment: PPE:**  **Gloves**  **Mask**  **Face screens** | * To be provided by school in accordance with whole school policy |  |  |
| **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 |  |  |
| **Activity: Slips, Trips, Falls** | * Floor to be kept as clear as possible to eliminate possibility of falls/accidental contact |  |  |
| **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 |  |  |
| **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). |  |  |
| **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 |  |  |
| **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 |  |  |