



Elson Infant School Risk assessment updated Autumn 2 2021

Autumn 2 2021 updated 19.11.21	
RISK	ACTION
<p>Passing virus from person to person</p> <p>BUBBLES</p> <p>Masks outside</p>	<ul style="list-style-type: none"> • The school will be operating in year group bubbles of 90 children • Consistent team across a bubble-Teachers/ TAs / Lunch team staff. Staff members to stay in year group bubble unless in an HLTA or cover supervisor role where crossing bubbles is permitted, as per government guidance, for the effective running of the school. Where this is to happen within the same week, a risk assessment will be discussed with the individual • As far as possible work within a class bubble to minimise contact • Staff in year group bubble can work across classes so enabling PPA cover (see cover guidance above) • Cover/ comfort breaks Bubble staff- These will be facilitated within the class team • Staff members to encourage social distancing between children as far as is possible. It is not expected that children remain 2 metres away from each other but staff should not encourage large groups to work together in close contact • Adults social distance from each other and as far as practical from children. It is recognised that this is not always possible with young children. • Staff working in regular close contact with a child due to medical/emotional/toileting needs should wear PPE which will be provided by the school • Registers set up on school pod so no need to visit office • Lunchteam staff allocated to a bubble and remain the consistent within the bubble (see lunchtime arrangements)



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Before and After school club

- Woodpeckers to spray chairs down after use in the morning and evening.
- Woodpeckers to continue to work within year group bubble as we will be able to clearly identify contact in the event of a positive confirmed case of Covid.
- Junior children will be joining the breakfast and after school provision. Junior children will be bubbled and enter via the hall doors. They will be distanced from the infant children and have a Junior club staff member with them so as not to cross staff between the two schools. The Junior school children will use the disabled toilet and this will be sanitised after each session.
- Afterschool Clubs have restarted. Each provider has their own risk assessment which has been sent to us and viewed. Where multiple year groups are in one club- children from separate year groups will work on different tables/spaces or in different groups. PE club will run outside.



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CONTAMINATION THROUGH COMING INTO EXITING SCHOOL

- Rooms to be ventilated – open windows. In extreme temperatures, where it is not possible to keep doors and windows open, staff should regularly ventilate when class is empty at times such as playtime and lunchtime
- Cover/ comfort breaks in year group bubble designated areas (Yr R library, Year 2 Ark, Y1 Staff room). Staff to socially distance and wear masks in shared areas.
- Staff to have separate spaces for lunchtime. When in break out areas staff should sit distanced from colleagues
- Staff to wear masks in communal areas in school and in staff room areas except when eating and drinking. When near someone or meeting them outside of bubble – masks worn, distance kept, and for no longer than 15 minutes.
- Each year group bubble will have designated toilets for staff.
- Staff members who have opted into the lateral flow testing programme will test twice weekly or as per guided to, as per their role.

Different locations for drop off and collections

The school will do it's very best to support social distancing but it is also the responsibility of the parents and community to ensure that they are socially distancing when entering and exiting site. Timings for each year group will be as follows:

- One-way system in and around school. Keep double gates open.
- Encourage walking
- **Caretaker on gates 8:35-8:50 AM every day** on gate to support flow of parents around the site
- 1 adult only
- Parents follow one-way system to drop off point.
Year R – Patio (drop off and collection)
Year 1 – Playground (drop off and collection)
Year 2 – Patio (drop off and collection)

DROP OFF AND PICK UP RULES



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<p>ENTERING / EXITING THE SCHOOL BUILDING</p> <p>Child or adult enters building ill</p> <p>Parents coming into school</p>	<ul style="list-style-type: none">• Parents exit playground into carpark to re-join one-way system• All Parents encouraged to wear masks for the school drop off and pick up.• All staff to wear masks during drop off and pick up time / when contact with parents. <ul style="list-style-type: none">• Parents to send child in clean clothes each day. This should be uniform.• Children to wear PE clothes on PE days• Staff clean clothes each day <ul style="list-style-type: none">• Parents are not encouraged to come into school if at all possible (communication via text, email, website, phone) If this is necessary, masks will be worn and parent taken into EHT/HOS office or back office. Area will be wiped down and sanitised after• Parents who need to come into school buzz via office (use the area outside of the office)• Social distance and wear a mask• Use hand sanitiser• Stand away from the desk on markers on carpet• Screen in place (stand behind screen)
<p>CONTAMINATION THROUGH MOVEMENT AROUND THE SCHOOL</p>	<ul style="list-style-type: none">• Designated toilets for each year group labelled with year group / classes Year 2 use top end 2 toilets Year R toilets – Girls toilets in Year R Year 1 toilets – Boys toilets in Year R <p>Easy access used minimally only children who need adult support. That adult responsible for cleaning down.</p> <ul style="list-style-type: none">• When year groups going to toilet then aim to supervise. It other times children use name board so staff can monitor as far as possible numbers• Safe spaces made available for the children in each year group Library – Year R Staffroom (with divided area)– Year 1 The Ark – Year 2



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Lunchtime arrangements

- Registers set up on school pod. so no need to visit office
- ALL staff to wear masks when moving around the school and using communal areas. Staff to wear masks when working in close proximity with children, such as small group work or 1 to 1
- **Staff do not need to wear masks when on the playground or outside with their year group bubble.**
- Fruit taken to resource area (Bat Cave) and milk to Year R fridge by kitchen staff following delivery to kitchen. Class staff to collect own fruit and milk daily to avoid staff crossing bubbles.

Year R

Eat in hall at 11.45. Teachers organised children into seating plan.

Out to play at on playground.

Slow eaters stay in hall with 1 adult

Play on **left hand side of playground.**

Children to have a year group set of outside play equipment.

Lunch time supervisor to take class walkie talkie outside

Year 1

Served outside class at 12:00

Eat in class, out to play on the playground at 12.30. Watch something on screen/story if needed until going out.

Play on **right hand side of playground.**

Cones or barriers to separate year groups.

Lunch time supervisor to take class walkie talkie outside

Children to have a year group set of outside play equipment.

Year 2

Playtime 12 – 12.25 on field.

Eat in classroom 12.25

Back out to field after eating. Slow eaters to move to 1 classroom with 1 lunchtime supervisor.

Children to have a year group set of outside play equipment.

Lunch time supervisor to take class walkie talkie outside



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<p>SCHOOL OFFICE</p>	<ul style="list-style-type: none"> • Respectful Rubins are to be emailed to office every morning • Label requests to continue to be emailed and once done will be placed in pigeon holes. • Anything that needs to go to the classroom will also be placed in pigeon holes so please check regularly. • Walkie Talkie will be used more to convey messages about pick up's and anything else you need to know. • If you need to visit the office please can you stay behind the screen or the taped line (on the floor) • Walkie talkie charging units are now in the staffroom
<p>CLEANING TEAM</p>	<ul style="list-style-type: none"> • Cleaning team to have bubble area to clean. • Cleaning team to be strict about distancing and PPE if they come together for breaks/ team briefing. • Cleaning team to wear masks when moving around the school (no just for cleaning) • Caretaker and all staff to wear a mask when moving around school outside of their bubble. • Masks can be taken off when in bubble area e.g. for teaching in classroom / eating in bubble area
<p>CONTAMINATION THROUGH PLAYTIMES AND OUTSIDE LEARNING</p>	<ul style="list-style-type: none"> • Playtime staggered times 9.30 Year R 10.00 Year 1 10.30 Year 2 • No use of playtrail / climbing wall before or after school • There will be no play trail rota. All year groups can use the equipment during their playtime and lunchtime.
<p>CONTAMINATION THROUGH FIRST AID PROVISION</p>	<ul style="list-style-type: none"> • Basic 1st aid kit with parent slip in every classroom for minor injuries only. • Minor first aid shared with parents via a sticker on child's clothing at end of day. Other first aid phoned through to parents. • Anything lead adults considers more serious office contacted on walkie talkie PPE put on to collect child. They are then taken to medical room. • If child vomits/ hits their head or displaying any Covid 19 symptoms Bubble adult contacts office to put PPE on and come to collect child. • If Covid 19 symptoms suspected for child office contacted walkie talkie and member staff puts PPE on and collects child taken to medical room and parent contacted



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<p>IF DISPLAYING COVID SYMPTOMS</p>	<ul style="list-style-type: none"> • Parent to come to immediately pick child up if showing symptoms • If staff member shows symptoms they must leave site as soon as possible and follow procedures outlined in annex 1 • Family instructed to follow procedures for testing and if need to self-isolate • Parent to arrange Covid 19 test and follow guidance and inform school if positive • School contact public health England for instruction on actions if test is positive • SLT make a decision about the bubble and whether needs to self-isolate and test (IN CONSULTATION WITH PHE)
<p>IF SIBLINGS ISOLATING RETURNING TO SCHOOL AFTER ILLNESS OR ISOLATION</p>	<ul style="list-style-type: none"> • Staff or children to return to school provided they are well enough and have completed the isolation period. • Staff and parents need to be extremely vigilant if children or adults feel unwell they are encouraged to stay home even if not displaying obvious symptoms. • If a child or member of household has tested positive, then they must inform school immediately and contact the school the day before they complete the isolation period so that they confirm that the individual is well enough to come on site. • If a child or family member needs to have a test then the school must be informed, even if the test is negative. This must be done before the child is able to return. • Office keep a spreadsheet and tracking system to record when children and staff are well enough/ have completed full isolation period (staff and children)
<p>ENVIRONMENTS CONTAMINATION THROUGH EQUIPMENT OR ENVIRONMENT Also see cleaning</p>	<ul style="list-style-type: none"> • Limited resources scissors paint brushes which are then cleaned daily • Individual KL board and pen in a named plastic wallet • Small selection books in book areas with wipe clean covers • Individual reading books in a class or year group box. • Children to bring book bags on designated day(s) for changing books. • Books returned to be cleaned or not used for 72 hours • Remove any soft furnishings that cannot be cleaned down at the end of a session



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	<ul style="list-style-type: none"> • Aprons to be used by 1 child and washed • Water tray to be used by 2 children at a time. Milton must be out in the water • Sand play is permitted but limit number of children playing in tray at one time. • Timetable outside learning space areas including the forest • Laptops – must be cleaned between use by each bubble OR separated. • Timetable library book exchange using mobile library to each classroom. • Timetable hall with cleaning of wall bars or equipment after use. • HMS only work across 1 year group (Year 1) • Small PE equipment to be kept in Year group boxes. Playground equipment box each year Group taken out and in with them • Year 2 spread out further by using garden as often as possible •
<p>TEACHERS COMFORT BREAKS</p> <p>More adults joining bubble group</p> <ul style="list-style-type: none"> • Lunch time 	<ul style="list-style-type: none"> • Adults within year group bubbles arrange comfort breaks • Staffroom chairs moved to make a larger space for staff to pass each other when they walk into the kitchen area in the staffroom. • Adults use the following areas at lunch time <p>Year 2 – ARK Year 1 – Staff room Year R - staff use library</p> <p>Staff toilets allocated to bubbles</p>
<p>CATERING</p> <p>Children do not get food or do not get correct food causing health issue</p>	<ul style="list-style-type: none"> - Arrange food deliveries outside school times with social distancing protocol - Agree menu and system ordering online - Minimal contact catering staff and children
<p>CHILDREN AND CLASSROOM STAFF PERSONAL HYGIENE</p>	<ul style="list-style-type: none"> • Wash hands on entry to school • Wash hands after every toilet visit then use antibac too. Wall dispensers installed classrooms and corridors • Hand sanitiser bottles in hall for lunch time use and PE • Hand washing all classes group regularly though the day. After breaks and before after lunch on entry as minimum • Use own toilet block and classroom area sink for that class to avoid congestion at peak times like lunch time <p>SOCIAL DISTANCING</p>



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<p>Children and adults touch surfaces or others and contaminate them</p> <ul style="list-style-type: none"> • Children or adults cough and deposit droplets on another person 	<ul style="list-style-type: none"> • Children reminded and encouraged to keep distance when they can • Outside learning planned as much as possible using designated bubble group area. Timetable forest
<p>Vulnerable children including those with EHCP ISP SOCIAL WORKER</p>	<p>Full risk assessments to be reviewed for all children with EHCP and parents talked to about offer possible - Full risk assessment all children with ISP Parents talked to about offer possible</p>
<p>HYGIENE</p> <p>Risk infection through Contaminated equipment or furniture or entry exit points</p>	<ul style="list-style-type: none"> • Daily cleaning / Priority schedule • Clean all equipment and furniture daily • Assess whether fogger machine to be used to de contaminate all furnishings and equipment where possible and where staffing allows. • Midday cleaning surfaces and touch points (Class team) • Including those before and after lunch class adult spray in classroom