



W/B 4 <sup>th</sup> Jan 2021	Covid Risk assessment
RISK	ACTION
<p data-bbox="203 416 613 480"><b>Passing virus from person to person</b></p> <p data-bbox="203 517 535 580"><b>Class bubbles (KS1)</b> <b>Year group bubble (YR)</b></p>	<ul data-bbox="757 416 1944 1214" style="list-style-type: none"> <li>• Year group bubbles in place</li> <li>• Cover / intervention staff can work across class bubbles as we will be able to clearly identify contact in the event of a positive confirmed case of Covid.</li> <li>• Support staff to stay within their class bubble so enabling PPA cover</li> <li>• SLT to minimise contact with class bubbles. Not to join bubbles at the moment (own SLT bubble)</li> <li>• Staff who work across the federation (Sarah, Julie, Claire) can move across the two schools but in the event they are in two schools across one day they must limit all contact and ensure distancing/ masks worn.</li> <li>• Support social distancing as far as able to with young children. Adults social distance from each other and as far as practical from children.</li> <li>• Registers set up on School Pod so no need to visit office</li> <li>• Lunch Team staff allocated to a class bubble. Minimal contact with rest of year group lunch team</li> <li>• Staff must wear masks around communal areas in school such as corridor, staff room. You will not need to wear a mask when eating/drinking or within your own bubble unless want to.</li> <li>• When near someone or meeting them outside of bubble – masks worn, distance kept,</li> <li>• <b>PPA</b> - teachers can plan in year group bubbles (socially distancing and masks worn to ensure safety)</li> </ul> <p data-bbox="707 1251 1861 1385">Year R WED AM Year 1 WED PM Year 2 WED PM Outside providers may still work within the year group bubbles but follow above protocols</p>

<p><b>CONTAMINATION THROUGH COMING INTO EXITING SCHOOL</b></p>	<p>Year 2 8.40 – 3.15 (enter via playground)  Year 1 8.50 - 3.00 (enter via playground)  Year R 9.00 - 2.50 (enter via patio)</p>
<p><b>STAGGERED ENTRY FINISH TIMES</b></p>	<ul style="list-style-type: none"> <li>• One-way system in and around school. Keep double gates open</li> <li>• Inform teachers that gates open to start end day</li> <li>• Encourage walking</li> <li>• 1 adult only for drop off and collection</li> <li>• Parents follow one-way system to playground.</li> </ul>
<p><b>DROP OFF AND PICK UP RULES</b></p>	<ul style="list-style-type: none"> <li>• Children line up at class spot/patio door (parents stand behind line)</li> <li>• Teachers take classes in through corridor</li> <li>• Parents exit playground into carpark to re-join one-way system</li> <li>• <b>Playground split in half for Year 1 and Year 2 drop off/collection.</b></li> <li>• All Parents advised to wear masks for the school drop off and pick up.</li> <li>• All staff to wear masks during drop off and pick up time / when contact with parents.</li> <li>• Regular reminder texts and emails sent to parents</li> </ul>
<p><b>PARENTS COMING IN TO SCHOOL</b></p>	<ul style="list-style-type: none"> <li>• Parents are not encouraged to come in to school (communication via text, email, website, phone)</li> <li>• Parents who need to come into school buzz via office (use the foyer area outside of the office)</li> <li>• Office team must social distance and wear a mask</li> <li>• Use hand sanitiser</li> <li>• All staff in the office must stand away from the desk on markers on carpet</li> </ul>

<p><b>ENTERING THE SCHOOL BUILDING</b></p> <p><b>Child or adult enters building ill</b></p>	<ul style="list-style-type: none"> <li>• Staff to check child's temperature on entry to the classroom</li> <li>• Parents to send child in clean clothes each day</li> <li>• Children to wear PE clothes on PE days</li> <li>• Staff clean clothes each day</li> <li>• Staff check temperatures before coming to school/regular LFT if opting in to test</li> <li>• School contact public health England for instruction on actions if test is positive</li> </ul>
<p><b>CONTAMINATION THROUGH MOVEMENT AROUND THE SCHOOL</b></p> <p><b>LUNCH TIME (FINER LUNCHTIME DETAILS IN SEPARATE DOCUMENT)</b></p>	<p>Designated toilets for each year group. Children from different class bubbles may still use the same toilet block but we must try to ensure minimal numbers of children in toilet at same time to reduce length of contact across classes. At other times children use name board so staff can monitor as far as possible numbers.</p> <p>Year 2 use top end Y2 toilets  Year R toilets – Girls toilets in Year R  Year 1 toilets – Boys toilets in Year 1  Easy access only for children who need adult support. That adult responsible for cleaning down.</p> <p>ALL staff to wear masks when moving around the school and using communal areas.</p> <p><b>All lunch staff must take walkie talkie with them to lunchtime.</b> Office to be on hand to support to answer walkie talkie and alert SLT when needed. In the event of urgent medical attention Office will come to collect a child from bubble to take to medical room.</p> <p><b>Year R</b>  Eat in hall at 11.45  Out to play at 12.10 on playground (divided into 2 areas)  Slow eaters move to base with 1 adult  <b>Line up at 12:35 so Year 1 can come out. Take part in a go noodle / just dance / physical activity until returns at 12:45.</b>  Children to have a year group set of outside play equipment. S</p> <p><b>Year 1</b>  Served outside class at 12:00</p>

<b>Before/after school club</b>	<p>Eat in class, out to play at 12.30.          Watch something on screen/story if needed until going out at 12:35.  <b>Enter the playground and play on the left side.</b>          Children to have a class set of outside play equipment.</p> <p><b>Year 2</b>  <b>Playtime 12 – 12.25 on playground</b>  <b>Eat in classroom 12.30 – 12.45</b>  <b>Stay in classroom for story/film or return outside for short play.</b>  <b>Children to have a class set of outside play equipment.</b></p> <p>Year group bubbles separated on playground.          Woodpeckers to spray chairs down after use in the morning and evening.          Woodpeckers to continue to work within year group bubbles.</p>
<b>SCHOOL OFFICE</b>	<ul style="list-style-type: none"> <li>• Label requests to continue to be emailed and once done will be placed in pigeon holes.</li> <li>• Anything that needs to go to the classroom will also be placed in pigeon holes so please check regularly.</li> <li>• Walkie Talkie will be used to convey messages about pick up's and anything else you need to know.</li> <li>• If you need to visit the office please stay behind the screen or the taped line on the floor.</li> <li>• Walkie talkie charging units in the staffroom.</li> </ul>
<b>CLEANING TEAM</b>	<ul style="list-style-type: none"> <li>• Cleaning team to have year group bubble area to clean (not mixing across year groups).</li> <li>• Caretaker and all staff to wear a mask when moving around school outside of their bubble.</li> </ul>
<b>CONTAMINATION THROUGH PLAYTIMES AND OUTSIDE LEARNING</b>	<p>Year group separate playtimes.          Forest school timetable in place.</p>
<b>CONTAMINATION THROUGH FIRST AID PROVISION</b>	<ul style="list-style-type: none"> <li>• Basic 1<sup>st</sup> aid kit in every classroom for minor injuries only.</li> <li>• Minor first aid shared with parents via a sticker on child's clothing at end of day. Other first aid phoned through to parents.</li> </ul>

<p><b>IF DISPLAYING COVID SYMPTOMS</b></p>	<ul style="list-style-type: none"> <li>• Anything lead adults considers more serious office contacted on walkie talkie PPE put on to collect child. They are then taken to medical room.</li> <li>• If child vomits/ hits their head or is displaying any Covid 19 symptoms Bubble adult contacts office to put PPE on and come to collect child.</li> <li>• If Covid 19 symptoms suspected for child- office contacted walkie talkie and parents asked to collect immediately. Unless the children is severely unwell they should be monitored by class staff and taken to office when parent arrives.</li> <li>• If child is severely ill, walkie talkie the office- office member staff puts PPE on and collects child taken to medical room and parent contacted.</li> <li>• 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 current procedures</li> <li>• Medical room to be cleaned thoroughly by office team after use</li> <li>• Family instructed to follow procedures for testing and if need to self-isolate</li> <li>• Parent to arrange Covid 19 test and follow guidance and inform school if positive</li> <li>• School contact public health England for instruction on actions if test is positive</li> </ul>
<p><b>RETURNING TO SCHOOL AFTER ILLNESS OR ISOLATION</b></p>	<p>Staff or children to return to school provided they are well enough and have completed the isolation period.</p> <p>Staff and parents need to be extremely vigilant if children or adults remain unwell they are encouraged and advised by public health to stay home even if not displaying obvious symptoms.</p> <p>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.</p>

	<p>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 if they have symptoms.</p>
<p><b>TEACHERS COMFORT BREAKS</b></p> <p><b>More adults joining bubble group</b></p> <ul style="list-style-type: none"> <li>• <b>Lunch time</b></li> </ul>	<ul style="list-style-type: none"> <li>• Adults within year group bubbles arrange comfort breaks covered by bubble staff</li> <li>• Break out space may still be used by staff across the year group. Staff must be distanced and wear masks when not eating/drinking. Chairs to be separated to make a larger space for staff to sit as a distance. Masks may be removed when eating/drinking. Keep distance from other staff not in your bubble.</li> </ul> <p>Year group break out spaces/ lunch spaces -  Year 2 staff – ARK  Year 1 staff – Staffroom  Year R staff- library</p>
<p><b>CHILDREN AND CLASSROOM STAFF PERSONAL HYGIENE</b></p> <p><b>Children and adults touch surfaces or others and contaminate them</b></p> <ul style="list-style-type: none"> <li>• <b>Children or adults cough and deposit droplets on another person</b></li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands on entry to school</li> <li>• Wash hands after every toilet visit then use antibac too. Wall dispensers installed classrooms and corridors</li> <li>• Hand sanitiser bottles in hall for lunch time use and PE</li> <li>• Hand washing all classes group regularly though the day. After breaks and before after lunch on entry as minimum</li> <li>• Use own toilet block and classroom area sink for that class to avoid congestion at peak times like lunch time</li> </ul> <p><b>SOCIAL DISTANCING</b></p> <ul style="list-style-type: none"> <li>• Children reminded and encouraged to keep distance when they can</li> <li>• Outside learning planned as much as possible using designated bubble group area. Timetable forest</li> </ul>
<p><b>Vulnerable children including those with EHCP, ISP, SOCIAL WORKER</b></p> <p><b>Vulnerable children are not able to come in or access learning</b></p>	<ul style="list-style-type: none"> <li>• Full risk assessments to be reviewed for all children with EHCP and parents talked to about offer possible</li> <li>• - Full risk assessment all children with ISP Parents talked to about offer possible</li> </ul>
<b>HYGIENE</b>	<ul style="list-style-type: none"> <li>• Clean all equipment and furniture daily</li> </ul>

<b>Risk infection through Contaminated equipment or furniture or entry exit points</b>	<ul style="list-style-type: none"><li>• Site team to monitored if further and enhanced cleaning procedures need to be put into place.</li></ul>
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