



COVID-19 Contingency Plan – Risk Assessment

If five people within one year group test positive within a ten day period, that year group will be required to isolate and we will revert to this contingency plan.

Risk: Virus transmission through normal school routines

Actions to mitigate risk

Groupings:

- Children will revert to remaining within year group bubbles throughout the school day; Daycare Bubble, Nursery Bubble & Reception Bubble.
- Staff will remain in their bubbles and not cross into other bubbles wherever possible. However, the safety of the children in terms of adult supervision will always remain a priority.

Drop off and pick up:

- Access points will remain the same as they have continued to be adjusted to specific drop off points for classes.
- Timings of drop off and pick up may be altered to revert to a staggered approach to drop off and pick up to minimise congestion on the school site.
- One parent/carer to drop their child/children at a given school access point.
- Parents will be encouraged to drop children and leave promptly to avoid congestion at the school gates.
- No parents and carers will be permitted onto the school site without an appointment
- Staff will maintain at least a 2-metre distance from parents and carers at the school gates
- Parents and carers will be advised to wear masks on site at drop off and pick up where social distancing is not possible in particularly congested areas, such as the Peace Garden.

Visitors:

- Visitors will be permitted on site by prior appointment only
- Visitors will be given a copy of the risk assessment and the visitor protocol
- Visitors will be required to wear a face mask in corridors and communal areas
- Visitors will be urged to take a Lateral Flow Test before they come to school, but this will not be enforced
- Visitors will be asked not to come in to school if they feel at all unwell
- It will be compulsory that visitors leave a up to date mobile for track and trace purposes
- All meetings with visitors will be held in a well-ventilated room at 2 meter distance
- Visitors may be asked to revert to an online meeting if the headteacher deems this necessary.

Learning spaces and classroom organisation:

- Singing will be limited, bubble based only and outdoors whenever possible
- Children and staff will spend as much time as possible learning outside.



Resources:

- Resources will be used within group bubbles
- Shared resources will be thoroughly cleaned and quarantined for 48 hours (72 hours for plastic)
- Only essential items e.g. lunch boxes, coats, bags will come into school
- Depending on severity of circumstance we may revert to online books only
- All children will have an individual water bottle water will be provided for those children who do not have a bottle.

Toilets:

- Children will be supported in the toilets to ensure good levels of hygiene and thorough handwashing
- Toilets will be spot checked regularly for cleanliness.

Risk: Exposure to infected individual

Actions to mitigate risk

- School will communicate with all parents and carers the importance of staying off school if anyone in their household has Covid-19 symptoms
- Immediate isolation in school of any individual who is showing symptoms of Covid. The child will be sent home as soon as their parents can collect them
- School will actively engage with NHS Test and Trace when appropriate to do so
- School staff will continue to take twice weekly Lateral Flow Tests
- Manage confirmed cases by following government and Local Authority guidelines and Public Health England advice
- Communicate with parents/carers about how to inform school if there is a confirmed case in their family. Dedicated email set up for weekends
- Communicate promptly and clearly with parents and carers if there is an actual case in the school community and keep up to date with guidelines on exactly what to do.

Risk: Virus transmission in the physical environment (cleaning and hygiene)

Actions to mitigate risk

Handwashing:

- All adults and children will clean their hands on arrival at the setting, after eating, at the end of the day, and after sneezing or coughing
- Anti-bacterial gel will be readily available in all settings, the school office, staff room and the entrance lobby
- All children will be taught about social distancing measures, such as staying within their bubble, and the importance of maintaining high levels of hygiene
- Good practice around handwashing and hygiene will be encouraged and modelled. The hand washing song will be used with children to try to ensure a thorough handwashing process and to keep the process 'lighthearted'
- Posters and lessons will be used to raise awareness of good hygiene and staying safe.

**Respiratory hygiene:**

- All adults and children will use a tissue or elbow to cough or sneeze and use covered bins for tissue waste ('Catch it, Bin it, Kill it')
- All adults will use face masks when unable to social distance from individuals not in their bubbles.

Enhanced cleaning:

- All unnecessary items from classrooms and other learning environments will be removed. This will include soft toys or anything that is difficult to clean.
- Tables and frequently touched surfaces will be regularly cleaned with anti-bacterial spray or an anti-bacterial baby wipe. Staff will reinstate frequent cleaning rotas.

Ventilation:

- Where possible, all spaces will be well ventilated using natural ventilation (opening windows and internal/external doors).

Social Distancing:

- Staff will be limited to a certain number of people in certain areas of the school where it may be hard to socially distance e.g The Staff Room and Office
- Staff will be allowed to wear masks in school if they feel vulnerable or feel they cannot be a comfortable distance or the space is not well ventilated for them.