

Risk Assessment-COVID 19-January 2021

Risk/Danger/Need	Prevention/Action/Support	Persons Responsible
Dropping children off	<ul style="list-style-type: none"> • One way system to be adopted • Gate to Reception playground to be used as the entrance • Gates to open at 8:45am to allow a steady flow of children • All children to be accompanied by an adult • Parents with children in Nursery and school should not arrive until 9:00am • Double gates to the road to be used as the exit • Social distancing signs to be positioned 2m apart on the way in to school. • Different classes will use a specific door to enter the building • All parents and staff to wear a mask • 1 adult per family accompany children 	Parents Headteacher Governors
Collecting children	<ul style="list-style-type: none"> • Nursery staff will open the gates to the Reception playground at 3pm • Nursery parents will collect children and leave the premises via the gate to the main playground. They will wait by the edge of the field if they have older siblings to collect from school • Parents must follow the one way system • Social distancing signs to be positioned 2m apart • All children must be collected by an adult • Weather permitting, children will be lined up on the playground to make collection easier • All parents and staff to wear a mask • 1 adult per family to collect children 	Parents Headteacher Governors
Hand washing	<ul style="list-style-type: none"> • Children will be met by a member of staff on arrival. Hand sanitiser will be provided • Wash hands before playtime, after playtime, before lunch, after lunch, before going home • Hand sanitiser to be placed outside all toilets • Children who have coughed or sneezed will be asked to wash and sanitise their hands • Sanitiser and soap will be checked and replenished daily 	Staff Headteacher Governors Children
Ventilation	<ul style="list-style-type: none"> • Weather permitting, windows and doors should be propped open to aid ventilation 	Staff Headteacher
Respiratory Hygiene	<ul style="list-style-type: none"> • 'Catch it, bin it, kill it' approach will be implemented • Tissues to be available in all classrooms • Bins with lids to be in all classrooms • Children will be asked to wash and sanitise hands after sneezing, coughing 	Staff Children
Cleaning	<ul style="list-style-type: none"> • High contact areas to be cleaned more regularly (twice daily) • Antibacterial spray will be used at the end of each day to clean frequently touched surfaces, chairs (seats, backs and undersides), door handles etc) • Tables will be cleaned before and after eating • Lidded bins will be available in all classrooms, corridors and toilets for the disposal of paper towels 	Headteacher Staff

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Playtimes	<ul style="list-style-type: none"> Bubble groups will play in different sections of the school field or playground-depending on weather. Wet breaks will be taken within own classrooms Playtimes must be supervised by two members of staff Hands to be sanitised before and after breaks 	Staff Headteacher
Lunchtimes	<ul style="list-style-type: none"> Classes 1 and 2 will eat in the dining hall Bubble groups will be kept at least 2m apart and have staggered access to the hall Classes 3 and 4 will eat in their classrooms (tables to be cleaned before and after food) A separate plate clearing area will be used for Classes 3 and 4. This will be accessed at the back of the hall A staggered collection of hot food will be established so that Bubble groups do not meet 	Lunchtime Supervisors Headteacher
Equipment	<ul style="list-style-type: none"> All children to bring their own pencil cases. Not to be used by other pupils. Any shared equipment will be cleaned or left for 48 hours before being used by another Bubble group 	Staff Headteacher
Illness	<ul style="list-style-type: none"> Children and staff should not come to school if they have any symptoms of COVID 19 or have tested positive in the last 7 days Children living with someone who has tested positive must isolate Should a child show symptoms of COVID 19 when in school, they will be removed from the classroom and placed within the group room. A member of staff will stay with the child and should wear PPE. Parents will be called and expected to collect their child as soon as possible. Parents might be asked to seek a COVID 19 test The school will follow procedures provided by the Government In the event of a confirmed case of COVID 19, the school will inform Public Health England and act upon their recommendations Calpol will not be administered as this can mask any temperatures etc. 	Parents Staff Headteacher
Corridors	<ul style="list-style-type: none"> A staggered use of the corridors at the start and end of the day will be implemented to ensure Bubbles do not mix 	Staff
Classrooms	<ul style="list-style-type: none"> All children will face the front of the classroom and sit side by side, rather than face to face Stationery will not be shared Movement around the classroom will be minimal Class teachers should remain more than 2m away from pupils where possible. If less than 1m, staff should move away after 15 mins 	Staff
Minimising contact between Bubbles	<ul style="list-style-type: none"> Whole school gatherings will not take place. Movement through the school should minimise contact with other bubbles 	Headteacher
Personal Risk Assessments	<ul style="list-style-type: none"> Individual risk assessments of vulnerable employees/children will be in place and signed by the adult 	Headteacher

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PPE	<ul style="list-style-type: none"> • Face coverings will be worn by staff in classrooms and when in close contact with pupils, parents, staff and visitors • PPE has to be worn when staff are supervising children with symptoms of COVID 19 • Stocks of PPE (sanitiser, hand wash, masks, gloves) will be maintained at all times 	
Minimising contact between staff	<ul style="list-style-type: none"> • Staff should remain in bubble groups at break and lunch time and adhere to social distancing rules. • Staff meetings-staff should adhere to social distancing guidelines 	Staff Headteacher
Visitors	<ul style="list-style-type: none"> • All visitors must sign in to allow for Track and Trace process • Hand sanitiser to be available on entry to the school • Masks must be worn • Visitors will be restricted • Visitors will be given a 'Visitor' sticker to wear • A safety screen will be in place to protect office staff • Supply staff will not be deployed 	Headteacher
Track and Trace Process	<ul style="list-style-type: none"> • Staff and parents must be willing to book a COVID test if they display symptoms • Staff and parents must provide details of anyone they have been in close contact with if they test positive for COVID19 • School will follow the Government Track and Trace Guidelines 	Mrs Supple Parents Staff Headteacher
Lateral Flow Tests	<ul style="list-style-type: none"> • Staff must use a Lateral Flow Test every Sunday and Wednesday morning • Results must be reported to the Headteacher and online • Staff must seek a PCR test if the Lateral Flow Test gives a positive result • Staff must self-isolate if a positive result is given • The Headteacher or Deputy Head will seek the advice of Public Health England and act on advice given • Masks must be worn when collecting tests from the Headteacher 	
Breakfast and After School Club	<ul style="list-style-type: none"> • Children will arrive via the main entrance • Hand sanitiser to be used on entry, after eating and before leaving the club • Tables must be set up for each Bubble. • Bubbles must maintain social distancing • Staff will take food to children rather than use a buffet style • Tables and backs of chairs must be cleaned after use 	Mrs Rees Mrs Toy-Meagher Mrs Hall Headteacher
Parents	<ul style="list-style-type: none"> • Parents should not enter the building unless agreed by the Headteacher • Forms and money should be sent to school with children-these will be sent to the office • Where possible, monies should be paid online. 	Parents Headteacher
Educational Visits	<ul style="list-style-type: none"> • Class trips will not take place until further guidance is provided by the DfE 	Headteacher Governors
Extra Curricular Activities	Extra Curricular clubs will not take place	Headteacher Governors