

St John the Baptist
CofE Primary School

COVID19 Risk
Assessment



Version 6

Updated: 1st February 2021

Risk Assessment / Plan for full re-opening of school in September 2020

NB : This document is based on current knowledge and practice following the successful partial re-opening of school for some year groups on the 1st June 2020.

The Government have published “Guidance for full opening - schools” on the 2nd July and this lays out the main features and principles for re-opening fully. The document recognises the need for all children to get back to school, and in doing this there are some major changes to suggested practice in order for school to be operational. Some of these e.g. the movement of staff between “class bubbles” mean that practices will differ significantly from those undertaken during our partial re-opening.

In the partial opening of school’s guidance the Government advice given stated that “Unlike older children and adults, early years and primary age children cannot be expected to remain 2 meters apart from each other and staff” (Gov.UK Planning guide for primary schools - 14th May 2020, Section 3). The 2nd July guidance mitigates the difficulty of social distancing and that the balance of risk lies in favour of children getting back to school. The guidance states that there is no evidence of children transmitting the disease any more than adults and that school staff are at no greater risk than those working in many other professions.

We therefore plan to welcome all staff and children back to school in September and we do this through first taking preventative measures to mitigate risk by

- Minimising contact with anyone who is unwell with Covid-19 symptoms or with those who have someone in their household with symptoms. These people should not come to school.
- Ensuring that all people in school clean their hands more often than usual
- Ensuring good respiratory hygiene - “Catch it, Bin it, Kill it”
- Enhance cleaning of frequently touched surfaces.
- Minimise contact between individuals and maintain social distancing wherever possible.
- Wear appropriate PPE where necessary.

And when responding to any infection we should

- Engage in the NHS Track and Trace system.
- Manage confirmed cases of Covid-19 amongst the school community.
- In the case of an outbreak follow local health protection advice

And our plans within this risk assessment are designed to ensure that these systems of control are followed.

How the school will be structured

Year Group	Class Bubbles	Teaching Staff	Support Staff	Staff across school and having contact between bubbles and with other staff (<i>only when unavoidable</i>)
Reception	Reception will be treated as 1 class	Mrs Gibbons, Mrs Duffill, Mrs Johnson, Mrs Rangely, Mrs Beardwell		Mrs Robinson Mrs Stray Mrs S Smith Miss Manton Mrs Owen Mrs Buckley
Y1	Class 1AC	Mrs Cooke	Mrs Lyon, Mrs McCullough	
	Class 1LB	Mrs Baggley	Mrs Banks Mrs Hoyle	
Y2	2JoBSB	Mrs Blackbourn Mrs Bird	Mrs Burchnall Mrs Bejnarowicz	
	2HP	Miss Paul	Mrs Brown	
Y3	3DT	Mrs Towers	Mrs Gilbert -AM Mrs Owen - PM	
	3RC	Miss Clements	Mrs Yates Miss Gilbert	
Y4	4NC	Mr Crick	Mrs Mason Mrs Compton	
	4LE (MB)	Mrs Evans	Mrs Pearson Mrs Roche	
Y5	5AW	Mrs Whittaker	Mrs Freeman	
	5FC	Mrs Crampton	Mrs Haselgrove Mrs Griggs	
Y6	6HSLK	Mrs Stray Mrs Llewelyn	Mrs A Smith	
	6JW	Mrs White	Mrs Booty Mrs Arnold Mrs Gash	
Other very restricted staff - not in close contact.	Mrs Orton, Mr Andrew, Mrs Morley, Mrs Bradford, Mrs Wilson, Mrs Abreu			

Use of Staff

Before Measures

We know that Covid-19 is particularly susceptible to adults in certain groups e.g. diabetics etc. The Government have outlined these groups as “clinically very vulnerable” and “clinically vulnerable”. Government advice is that all groups are able to return to work from 1st August 2020 if they are unable to work from home. As school returns fully it is difficult to see how staff can undertake their role from home - but we will consider suggestions from staff in vulnerable groups as to how this could be achieved.

What we will do

We will reduce the potential for potential virus transmission by;

- Promoting good hygiene practices - regular hand washing / hand sanitising.
- Ensure good respiratory hygiene - tissues available and specific bins for disposal.
- Restricting the number of children that vulnerable adults come into contact with through creating class, year group and Key Stage bubbles.
- Restricting the number of other adults that staff come into contact with.
- Ensuring that 2m distancing is promoted and practiced between adults in school.
- Ensuring a 2m distance is in place between the main teaching delivery area and the position of children in the classroom.
- Providing face shields / visors to staff for occasions when closer contact with children is necessary e.g. looking at their work as they work at their desks. In addition in certain circumstances we will provide screens for staff to provide a more substantive barrier between adults and children.
- Ensuring staff take other mitigating measures when working with children e.g. looking at work from behind, not getting down to child level in order to avoid face to face contact.

After Measures

These measures will support reduction in virus transmission and the capacity for the return to work of all school staff.

Room Preparation

Before measures

Classrooms are filled with learning resources and furniture for 30+ children. We know Covid-19 lives on surfaces for some time and that it can be spread from surface to person. Cluttered classrooms are difficult to clean.

What we will do

- Rooms in Years 1 to 6 will be organised so that children are in rows, facing forward. This will help children to avoid direct face to face contact.
- Remove clutter from surfaces - desks, window sills etc. all of the equipment and books. All surfaces will easily be able to be wiped clean.
- Remove unnecessary furniture – so that we can fit in desks for a class in a forward facing position.
- Create a space at the front of classrooms so that staff can have a teaching delivery area that is 2m distanced from the nearest child.
- Remove all soft furnishings, drapes etc.
- Wherever possible windows and doors (including fire doors where possible) will be kept open in order to improve ventilation.

After Measures

Less cluttered classrooms will support better cleaning. 2m distance teaching spaces will ensure that staff can teach at a safe distance.

Initial induction of children

Before Measures

We know that these are new ways of working for both staff and children. From our experience of children who were part of the 1st June re-opening we recognise that it is important for us to establish good patterns of behaviour. We know that Government acknowledge the difficulty that primary school children will have with socially distancing - so having all children in school at the start of this process will only serve to make compound this difficulty.

What we will do

These are new ways of working for many of our children and as such they will need careful preparation and introduction to the working practices outlined in the detail that follows. In order to do this we will;

- Provide parents with social stories to help them explain to children what school will be like when they start back in the first week of September.
- Staff will spend a large proportion of the first few days back at school on reinforcing the new ways of working.
- Encourage children to understand the importance of our Covid-19 rules and to politely self police these.

After measures

Better reinforcement and training in social distancing measures will mean children understand them better.

1. Arriving at school

Before Measures

We know that the start and end of the day cause a great deal of congestion, with many people gathering in one place. We know that gatherings are potential sources of virus spread.

What we will do

- Only one parent will bring a child to school. They will bring children to a designated area and will keep a 2m distance.
- To support this social distancing we will spread the arrival of children at the start to the day and end of the day.
- Posters will inform visitors to the school site about the importance of social distancing. This will include informing parents not to gather whilst on the school premises.

We will have a spread of time over which children can arrive at school from 8.30a.m. until 8.50a.m. and depart at 3p.m. and 3.20p.m. Half of the year group will come and go at the earlier time and the other half at the later time.

Children will arrive through different entrances to school:

(Please note changes to timing in Lockdown Addendum)

The white gates near church for Year 1 (via Recp Outdoor Area), Year 2 (via Small Hall) & Year 3 (via playground white doors)

The Main Hall fire door for children in Year 4, Year 6 and those from Class 5AW

The blue gates near the car park for Reception

Children in Class 5FC will use their fire door onto the front of school.

	Reception AM children, 1AC, 2JBSB, 3DT, 4NC, 5AW, 6HSL	Reception PM children, 1JF, 2HP, 3RC, 4MB, 5FC, 6JW
Arrive / Depart	Arrive at 8.30a.m. Depart at 3.00p.m.	Arrive at 8.50a.m. Depart at 3.20p.m.

- No parent will be allowed in the school building, unless they have made an appointment.
- Any parent needing to contact the school office should do so by telephone if possible.

- Parents will be told not to congregate at the start and end of the school day. If parents need to wait between picking up children then they will be asked to wait well away from other parents. The far part of the playground (near the field) will be suggested as the best place to wait.
- Year 5 and Year 6 walking to school will be told to socially distance and must not mix with other children and especially not children from other teaching groups.
- No parent should use the school car park.
- School staff will monitor arrivals and inform parents of their obligation to socially distance should they not be keeping to these guidelines.

After measures

These measures will support social distancing. They will help to prevent gatherings and they will give the space that people will need to ensure that they stay 2m apart. These measures will help to stop the spread of the virus between those people coming to the school site.

2. Coming into school

Before measures

We know that the arrival of children into the school building can often see them meeting together and gathering in cloakrooms as they hang up coats etc. We know that children may have been in contact with the virus and have picked it up on their hands or coats

What we will do

- On arrival all children will sanitise their hands before going into the school building using sanitising stations.
- All coats, P.E. equipment and lunch boxes (if brought) will be placed in cloakrooms - but children from different class bubbles will be kept separate.
- We will minimise the amount of things children bring from home - reading book, P.E. kit, lunchbox, water bottle, pencil case for own use.

After measures

If children sanitise their hands on arrival we will stop the potential spread of the virus from them to other surfaces they may touch. By restricting the use of cloakrooms we will be supporting social distancing and this will help to stop the virus being passed on between children in different class bubbles.

3. General principles of how children will undertake their learning -

Before measures

Schools are social places and children are used to being near and working with one another. We know that when we don't socially distance there is greater potential of virus spread and passing this on from person to person. We know that in a large organisation such as a school the potential risk of rapid virus spread may be high.

What we will do

Government recognise that it is very difficult for primary school children to socially distance and so mitigation needs to ensure that we minimise this as far as possible.

Y1 to Y6

- For most of the time learning will take place at the child's desk. If children need to change desks they will be wiped down with disinfectant spray between pupils using them.
- All children will have their own desk and will sit side by side with other children rather than facing one another.
- All windows and doors (including fire doors where possible) will be kept open to aid ventilation.
- As far as possible children will have all of the equipment they need on their desk. Children will not share equipment such as pens, pencils, rulers and where possible children will be asked to bring these from home in a wipeable (non cloth) pencil case (and remain in school). Books and other equipment may be shared between other children in their class bubble.
- Exercise books will be kept in a child's own tray if possible.
- Books can be handed in for marking. When marking books the class teacher / TA will hand sanitise prior to marking the set of books and again afterwards.
- Teachers will generally not bend down to the level of the child.
- Text Books will be projected wherever possible. Where this is not possible text books will only be shared within the class bubble and will not be shared between class bubbles.
- Where possible any collaborative learning will be undertaken with groups of the same children who will generally be sat near to one another.
- Children in Years 1-6 should not sing or play musical instruments outside of controlled environments for one to one music provision.
- If activities involving equipment are undertaken then the equipment must be cleaned with antibacterial solution before it is returned and used by another class bubble. This includes the use of computers and iPads. Computers should be wiped before returning to the computer trolley (NB : Please lightly wipe so that liquid is not spilt on the keyboard).
- Reading books will be used in class and can be sent home. The library will not be accessed, and instead a large selection of books will be located in each KS2 classroom. When a child finishes a book it will be stored for 3 days before being reissued.
- Children will all stay together in the same class bubble. The class teacher will stay within the same class bubble also.
- Outdoor learning opportunities should be used if possible as these pose less risk. When undertaking outdoor learning all social distancing rules should be followed. Equipment for outdoor learning e.g. clipboards will be part of children's personal equipment pack. A timetable to book outdoor learning areas will be completed so that class bubbles do not try and access the same areas.
- P.E. should take place outdoors if possible and should be non contact.
- Tissues in case of cough or sneeze will be close at hand in each room and we will have a special tissue bin.

Reception

We know that young children find it hard to understand the need to socially distance. The June 1st reopening guidance recognises this - "Social distancing within education settings with very young children will be harder to maintain. Staff should implement measures as far as they are able, whilst ensuring children are kept safe and well cared for"

- All windows and doors (including fire doors where possible) will be kept open to aid ventilation.
- For operational reasons all of the children and staff within Reception will be regarded as one class bubble. This will allow free flow around the Reception classrooms and outdoor area.
- As far as possible fabric equipment will be removed from the setting, although it will not be possible to remove this completely e.g. role play equipment.
- Equipment that can be washed will be washed more frequently.
- Equipment will only be shared within the Reception bubble. Should it be required to be shared with children from other bubbles then it will be washed.
- Children will be taught to sanitise their hands before playing with equipment and hand sanitiser will be readily available throughout the setting.
- Staff will model social distancing and will incorporate this into the learning related to each activity (e.g. when lining up). In particular staff will model and encourage children not to have close face to face contact and to cough or sneeze into a tissue or into their elbow if tissues are not available.
- Reading books will be used in class and will be sent home. When a child has completed a book it will be stored and only used by another child after 3 days in storage.
- Sand and water trays will be used. Equipment used in them will be washed daily and water in water trays will be changed each day. Before using this equipment children will sanitise their hands.
- iPads may be used but will be wiped with anti-bacterial wipes before use by another child.
- Tissues will be readily available in case of cough or sneeze and each room will have a special tissue bin.
- Staff should avoid close face to face contact. If this is not possible then other precautions should be undertaken e.g. wearing of a face shield.
- We recognise that the singing of nursery rhymes and songs that support areas such as phonics are very important part of EYFS learning. We have taken advice from "Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak" - Section 7.2 What planning should early years settings do to support children's learning?

"Settings should prioritise helping young children to adapt to their new routines and supporting children to settle back into the setting, especially where there have been staffing changes. Continuing to support their early language and communication skills is essential. Children who have had limited opportunities for exercise should be encouraged to exert themselves physically. Consider how stories, singing and games can be used to help children to socialise and resettle into familiar everyday routines. Plan how children can learn in age-appropriate ways about how they can keep themselves safe, including regular handwashing and using tissues. Consider how to encourage children to learn and practise these habits through games, songs and repetition."

Following this advice we believe that singing is permitted in EYFS, although we will limit this to only those occasions where it is necessary.

After measures

Keeping within class bubbles will mean that we reduce the amount of contact between the school community and this will reduce the risk of spreading the virus through the community. Any contamination will be limited because we will limit the opportunity for virus spread by restricting contact to class bubbles.

Although teachers not getting close to children is very much contrary to usual practice, this measure will help to protect staff and children by the avoidance of near face to face contact.

Good handwashing practices will help to reduce the potential risk of virus spread from person to person within the class bubble, and equipment being thoroughly washed before being passed on to a different class bubble will ensure that the risk of virus spread from bubble to bubble is minimised.

4. Pupil Welfare

Before measures

We know that children will not naturally social distance. Their lack of understanding means that they are less likely to keep away from one another. They are naturally social and working in these different ways could well be difficult for them to understand and could give rise to behavioural or mental health issues.

In addition many children have not been to school since the end of March. We will need to ensure that we support and help children with their transition back into school.

What we will do

It is important that children are supported as much as possible in order to cope well with these changes to school. To support this we will:

- Give parents a social story that they will be asked to share with their child before coming back to school. This will detail the main changes to school life and help them to understand what to expect on their return to school. Children need to understand why we are doing the things we are doing and the social story will make this clear.
- It is acknowledged that children of primary school age cannot be expected to remain 2m apart from each other and guidance to schools does give mixed messages e.g. children for operational reasons are allowed to sit next to one another, but where possible we are still trying to observe and encourage social distancing. For some children this will be difficult to understand. Staff will be sympathetic to this and unless an act is wilfully undertaken to cause harm e.g. spitting at someone, other noncompliance of rules will be treated sympathetically and in a way that does not feel like being told off.

- Concerns raised by children, or where a member of staff recognises anxiety (either of an individual or a whole group), this should not be ignored. We anticipate that a good deal of time may need to be given to supporting children by talking and sharing their concerns.
- Our Pupil Mentor will be available to speak with children and will prioritise children with Covid anxiety issues.

After measures

Ensuring that children are as well prepared as they can be will support their return to school as they are more likely to have reduced anxiety if they understand the need to socially distance and for there to be changed working practices.

Recognising the need to share their feelings and to provide support will help children to have good mental health and will ease their anxiety. Understanding that being reminded of social distancing rules is not being “told off” will support mental health and positive behaviour.

5. Break Times

Before measures

Break times are social activities where many children will come together. They are natural times of social interaction and engagement, where children often get very close to one another. They are also busy times in corridors and cloakrooms. We know that closeness of interaction and not keeping to social distancing rules is likely to cause spread of the virus.

What we will do

We know from our experience of working with the children who returned to school on the 1st June that it is difficult for children to remember the social distancing rules. In order to keep to these we will have staggered break times and we will implement the following:

- Before any break time the class teacher or adult supervisor will remind children of social distancing rules.
- We will divide the playground into 7 areas, including the upper playground near the church.
- The field may be also used when it is dry. Those on duty will organise use of the field and which areas children use. Children will continue to 2m distance whilst on the field.
- Splitting year groups up will stop classes coming into contact with one another in cloakrooms when they are getting coats etc. and will spread movement across the school so that corridors stay less busy.

This will be as follows:

	1AC, 2JBSB, 3DT, 4NC, 5AW, 6HSL	Reception Groups A & B. 1JF, 2HP, 3RC, 4MB, 5FC, 6JW
Morning break	Break at 10.10a.m. until 10.25a.m.	Break at 10.30a.m. until 10.45a.m.
Afternoon break	Break at 2p.m. until 2.10p.m. or 2.30p.m. until 2.40p.m.	Break at 2.15p.m. until 2.25p.m.

- Children will wash their hands or use hand sanitiser before and after break times.
- Each class bubble will have a range of play equipment. This can be shared amongst the class bubble. Equipment will be washed frequently.
- Staff will proactively try and prevent any lapse of social distancing whilst children are playing.
- No more than two class bubbles from different year groups may organise more structured activities, with the adult leading the children's play on the field track.
- All children will use their water bottle. No water fountains will be used.
- At the end of break time children will line up - with 2m spaces between them, so that there can be an orderly entry to school.
- Children will use their classroom fire door for entry and exit wherever possible.
- Staff will monitor cloakrooms

After measures

These measures will support our ability to help prevent children outside of their class bubble from coming together and so reduce the potential spread of the virus as they will help children to socially distance. In addition they will support mental health by ensuring that there are regular breaks that will help children to overcome fatigue.

6. Use of toilets

Before measures

Toilet areas, especially at break and lunchtimes can be very busy and crowded. In addition we know that children are unlikely to social distance if they are not being watched or reminded. However, for operational reasons it will be necessary for several classes to use toilets at the same time at times such as break and lunch time .

What we will do

- Each class will only use one set of toilets
 - Reception - Reception toilets
 - Years 1 & 2 - KS1 toilets
 - Years 3 & 5 - toilets near photocopier
 - Years 4 & 6 - Toilets near kitchen
- At break and lunchtimes when more children will be using toilets staff will supervise use to ensure there is not overcrowding.
- When using toilets during lesson times we will continue the practice of allowing only one person at a time into the toilet areas. During these times only one person at a time will be allowed into each children's toilet area. Children will be taught to say "Anyone Inside" before going in.
- If children are waiting to go into the toilet they will wait on the 2m lines marked on the corridor floor.
- Children will be reminded to wash their hands after using the toilet. Children will be reminded not to touch their face whilst using toilets in order to reduce risk of contracting any Covid-19 from surfaces prior to washing their hands before returning to class.
- Sinks and toilet flushes and seats will be cleaned midway through the day.
- Outer doors to toilet areas will be wedged open to avoid having to touch door handles.

- Posters will support and encourage good handwashing practices.
- If in an emergency a parent / toddler needs to use a toilet they will be asked to use the toilet at the back of the staffroom and will access this via the staffroom emergency exit. This toilet will then be “closed” until surfaces can be cleaned.

After measures

The above measures will help to encourage children to socially distance as they will not be permitted to congregate together in a small enclosed space. Additional cleaning in the middle of the day will support prevention of virus spread.

7. Movement in communal areas e.g. corridors

Before Measures

Circulation spaces can often be busy, especially at break times. Many people will often be in one area and there is a lot of passing as children and staff move around the building. Corridors are less than 2m in width - so it is impossible to socially distance if several people are using them. During lessons this is significantly reduced. We know that when there people are close to one another that the virus has the potential to be spread more easily.

What we will do

Corridors in school are not wide enough to undertake 2m social distancing. Government advice is clear - risk of infection is minimal if 2m social distancing is not undertaken in momentary passing of people. Whilst this is the case we will still undertake the following measures to further mitigate risk;

- Wherever possible we will use external classroom doors to get to another part of the building so that corridors do not have to be used.
- Staggered break and lunchtimes will reduce the amount of corridor traffic.
- A one way system will be introduced -
 - Through Main Hall (Direction Library to kitchen) / around past Y6 classrooms (Class HSKL to PR office)
- Cloak room areas will be used as “passing places”
- People will walk on the left when in a corridor. Signage will encourage this.
- In the KS1 corridor people will only join the corridor if they can see that the way ahead is clear. If it is not they will wait either at the top near the adult toilets or at the bottom near the Y1/Y2 toilets.
- Chalk marks on corridor flooring will indicate 2m markers.
- Posters will be displayed around the school to promote social distancing.
- Staff will wear face masks in all communal areas.

After measures

Although the risk of infection through momentary passing is low the above procedures will reduce the risk of movement in corridors even further. Movement around the school will be kept to a minimum.

8. Lunchtimes (Also see Section 12)

Before measures

Lunchtimes can be very busy, with a great deal of movement around the school. We know that the virus can be spread between people when they are not able to socially distance, and so the potential for spread is likely should anyone be carrying the virus.

What we will do

- Children will continue to be in their class bubbles throughout lunchtime and will not mix with one another.
- Teachers will have got children to hand wash / sanitise hands so they are ready to begin lunchtime at the time indicated below.
- Whilst this is going on the lunchtime member of staff will wipe down tables in the classroom (In Y6 this will happen as children come in from outdoor play and wash their hands).
- Lunchtime staff should collect sufficient cutlery for their class bubble.
- Packed lunches can be eaten at the appropriate time - all rubbish will go home.
- If a child needs something opening they will be encouraged to do it themselves, but if they can't the member of staff will use hand sanitiser after touching the item.
- Hot meal service;
 - Service will be in the Small Hall for children Reception, Year 1 and Year 2
 - Service will be in the Main Hall for children in Key Stage 2.

And service will happen in this way;

- One class bubble only will come for hot meals at a time.
- They will line up 2m apart. The front of the line will be at least 2m from the service trolley.
- From the line the child will say what they want.
- The chef will serve the meal and place it on the end of the service counter. They will then retreat 2m.
- The child will then walk and collect the meal and take it back to class to eat at their desk.
- A limited pudding option will be given and this will move between classrooms.
- On finishing the meal the lunchtime staff will stack the plate and cutlery in a plastic box. At the end of lunchtime these will be taken by the lunchtime staff to the kitchen for washing.
- The lunchtime staff will then wash the table of each child.

- Break times
 - At break time children will play within their own class bubble in a designated part of the playground (see Break Time Section 5)
 - Because of later lunches, children in KS2 will be encouraged to bring a piece of fruit to eat at morning break.
 - See also Section 13 - First Aid

Lunchtime rota

	Recep A	Recep B	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Year 4	Year 4	Year 5	Year 5	Year 6	Year 6
	CD	LB	AC	JF	JBSB	HP	DT	RC	NC	MB	AW	FC	HSKL	JW
Lunch staff & hours	Sally Bradford 11.15 - 12.45	Liza Thorpe 11.15 - 12.45	Sally Gilbert 1hr 11.40 - 12.40	Sue Darley 11.40 - 12.55	Amelia De Silva 11.35 - 1.05	Lorraine Morley 11.35 - 1.05	Janet Redding 11.40 - 12.55	Cheryl Crane 11.40 - 12.55	Tracy Wilson 12.20 - 1.20	Tina Coote 12.20 - 1.20	Delia Billings 12.30 - 1.30	Lesley Gray - 12.30 - 1.30	Alison Booty 12.30 - 1.30	Ann Smith 12.30 - 1.30
11.30a.m. til 11.45a.m.	Serve (Small Hall)	Serve (Small Hall)			Play A1 at 11.40a.m.	Play A2 at 11.40a.m.								
11.45a.m. until 12noon	EAT	EAT	Serve (Small Hall)	Serve (Small Hall)	Play A1	Play A2	Play A3	Play A4						
12noon until 12.15p.m.	EAT	EAT	EAT	EAT	Serve (Small Hall)	Serve (Small Hall)	Play A3	Play A4						
12.15p.m. till 12.25p.m.	EAT / Play A1	EAT / Play A2	EAT / Play A3	EAT / Play A4	EAT	EAT	Serve (Main Hall)	Serve (Main Hall)						
12.25p.m. till 12.35p.m.	Play A1	Play A2	Play A3	Play A4	EAT / Play A5	EAT / Play A6	EAT	EAT	Serve (Main Hall)	Serve (Main Hall)				
12.35p.m. till 12.45p.m.	Play A1	Play A2	Play A3 until 12.40p.m.	Play A4 until 12.40p.m.	From 12.35p.m. ADS to serve Y5 Small Hall & tidying up in main kitchen	From 12.35p.m. ADS to serve Y5 Small Hall & tidying up in main kitchen	EAT	EAT	EAT	EAT	Serve (Small Hall)	Serve (Small Hall)	Serve (Main Hall)	Serve (Main Hall)
12.45p.m. till 12.55p.m.				From 12.40p.m. SD to help with tidying up in main kitchen			From 12.45 JR help to tidy up in main kitchen	From 12.45 CC to help tidy up in main kitchen	EAT / Play A1	EAT Play A2	EAT	EAT	EAT	EAT
12.55 till 1.05p.m.									Play A1	Play A2	EAT / Play A3	EAT / Play A4	EAT / Play A5	EAT / Play A5
1.05 till 1.15p.m.									Play A1	Play A2	Play A3	Play A4	Play A5	Play A6
1.15p.m. till 1.25p.m.											Play A3	Play A4	Play A5	Play A6

After measures

Keeping children in class bubbles will mean that we will proactively supporting the prevention of virus transfer as children will be better supported to socially distance. Our arrangements for the serving of food will mean that children and staff will be able to socially distance as meals are delivered.

9. Leaving school

Before measures

We know that traditionally parents will congregate together as they pick up children from the school. Over 300 parents will be on site and may will use this as an opportunity to meet friends and catch up. We know that if this situation continued on our re-opening there would be a high risk of virus transmission.

What we will do

(Please note changes to timing in Lockdown Addendum)

It is important that the collection of children does not lead to parents congregating and not social distancing. In order to promote this we will implement staggered leaving times.

	Reception AM children, 1AC, 2JBSB, 3DT, 4NC, 5AW, 6HSL	Reception PM children, 1JF, 2HP, 3RC, 4MB, 5FC, 6JW
Arrive / Depart	Arrive at 8.30a.m. Depart at 3.00p.m.	Arrive at 8.50a.m. Depart at 3.20p.m.

- The white gates near church for Year 1, Year 2 & Year 3
- The Main Hall fire door for children in Year 4, Year 6 and those from Class 5AW
- The blue gates near the car park for Reception
- Children in Class 5FC will use their fire door onto the front of school.

NB : We will closely monitor the leaving procedures to ensure they are fit for purpose and will make changes if we encounter difficulties.

- No parent will be allowed in the school building, unless they have made an appointment.
- Parents entering the school building will be required to wear a face covering.
- Any parent needing to contact the school office should do so by telephone if possible. If they need to speak to someone in the office then only one person at a time will be allowed in the entrance area and others waiting will need to keep 2m apart.
- Parents will be told not to congregate at the start and end of the school day.
- Year 6 walking from school will be told to socially distance and must not mix with other children and especially not children from other teaching groups.
- School staff will monitor arrivals and inform parents of their obligation to socially distance should they not be keeping to these guidelines.

After measures

These measures will support social distancing and will help to stop the spread of the virus between those people arriving at the school. Staggered pick up times will mean that we discourage parent gatherings.

10. Staff Welfare

Before measures

The impact on staff of Covid-19 cannot be underestimated - both at a professional and personal level. There are clearly challenges ahead, as school moves to opening for all children. Anxiety over re-opening may be high for some staff and for others there will be practical issues to manage. Staff working in smaller groups will be isolating for some staff in a school that has a high level of staff cohesion.

What we will do

The school recognises the superb contribution that staff have made to the school's response to school closure and we also recognise that changes to the established routine of the school needs to be well managed and conveyed to all. It is therefore important to support staff as much as we can by;

- Ensuring that this risk assessment is thorough and all-encompassing and demonstrating how the school can be open fully in a safe manner, following the advice laid down by government.
- Ensuring that all staff understand the importance of following this guidance and in particular ensuring that 2m social distancing from adults is kept wherever possible.

We will also undertake a number of measures to support reductions in workload:

- Supporting staff with non-contact time to complete areas such as curriculum reviews.
- Ensuring that measures do not impinge on PPA time.
- Encouraging good time management and ensuring that staff cannot stay late or come into school at weekends.

To support good mental wellbeing we will:

- Still provide staff with the opportunity to meet together, but in smaller groups. Additional staff rest areas will be provided, and these must only be used at the same time by those staff in each family team and adults MUST socially distance. These will be in
 - The staffroom to be used by Reception, KS1 staff and Office Staff
 - The Mobile to be used by Year 3 and Year 5 staff
 - The Curriculum Kitchen (or when in use Kid's Club Room) to be used by Year 4 and Year 6 staff

When using these areas staff must social distance at 2m. In areas without sinks staff must take cups to the Meeting Room and leave them there where they will be taken to be washed or take their own cup back with them to be washed.

- Staff will continue to have access to counselling services. These can be accessed via the Headteacher or Karen Buckley.
- The school staff absence policy will be amended to take account of staff isolating either because they or a family member has Covid-19. Isolating because of a family member having Covid-19 or because staff have

been told to isolate through “Track and Trace” will not be regarded as ill health. Ill health absence will be logged should a member of staff be absent because of contracting Covid-19.

After measures

Whilst we know that high demands are being placed on staff by the government’s expectation, these measure will reduce the workload of staff and support better work life balance.

11. Kid’s Club

Before measures

Should Kid’s Club continue to run then children from across all class bubbles will mix and this will raise the risk of spread of the virus. Staffing levels are not sufficient to keep children within individual class bubbles

What we will do

The reopening of schools guidance recognises the need for schools to operate wrap around care and in order to do this it is recognised that there will need to be some cross over of children from different class bubbles.

- Kid’s Club will operate with children being housed in 3 Kid’s Club bubbles
 - Reception, Y1 and Y2 will be housed in the Kid’s Club Room
 - Lower KS2 will be housed in the Small Hall
 - Upper KS2 will be housed in the Main Hall
- Children will not mix between bubbles
- As far as possible Kid’s Club staff will not mix between bubbles.
- In line with current guidelines on wrap around care the ratios for staffing will be increased to 1:16 with an additional member of staff at hand to “float” and deal with any additional needs of a particular group (see para 3.4 of Statutory framework for the early years foundation stage)
- Equipment will in general not be shared between bubbles. If it does need to be shared then it will be washed thoroughly.
- As much as possible activities will be undertaken outdoors. Where this is the case children will be kept in separate areas of the playground.

With measures

These measures will reduce the risk of virus spread by limiting the cross over between class bubbles.

12. Food (Also see section 8)

Before measures

Under normal circumstances kitchen staff work closely together. Other lunchtime practices also do not recognise social distancing. We know that where social distancing is not undertaken there is a higher risk of virus spread.

What we will do

We will open our school kitchen during this period, operating a reduced menu.

In the kitchen:

- Kitchen staff must ensure social distancing. They will work at opposite ends of the kitchen.
- Kitchen staff will wear face visors to minimise virus spread.
- Passing one another should be kept to a minimum, but is possible as guidance clearly states that minimised passing is low risk.
- Food suppliers will leave supplies outside the kitchen door and will not enter the building.

Food delivery

- Food service by the chef / assistant from either the Small Hall or the Main Hall and children will eat in classrooms.
- Children will wash their hands before getting their food.
- Children will come one at a time to get their food. The food will be plated and then left on a surface for the child to pick up.
- A main meal will be served, but dessert will be fruit or a muffin. This will minimise crockery and cutlery. A dessert trolley will move between classes.
- Lunch times will be staggered to facilitate the above (See Section
- Plates and cutlery will be dishwasher cleaned.

Packed lunches:

- Lunchboxes should be plastic and not cloth. If this is not possible then lunch should be brought in a throw away bag.

After measures

Organising lunchtimes in this way and with the measures in Section 8 will minimise movement around school. This will support the reduction of the possibility of virus spread.

13. Other considerations

Before measures

This range of day to day activities will enhance our ability to manage Covid-19 within the school setting.

Cleaning

We will increase cleaning and the aim is to have a cleaner on site in the middle of the school day in addition to our after school cleaning team. This cleaner will clean surfaces and handles in shared toilet areas

In addition classroom tables and door handles will be cleaned by classroom staff (teachers or TAs) during the school day.

Corridor and toilet doors will be wedged open to reduce touching of surface areas.

Hand sanitiser will be provided for use before touching security touch pads.

PE Games and use of sports coaches?

The school will continue to employ sports coaches. We do not believe that this will increase risk because;

- Coaches will not be in school if showing symptoms or if family members are or are self-isolating.
- Coaches will practice 2m distancing from staff and children.
- As with other staff, coaches will be permitted to move between class bubbles to assist operational needs.
- P.E. equipment may be used but it must not be shared during the session between pupils, and it must be washed at the end of the session before other pupils use it.
- P.E. should be outdoors and non contact

Evacuation procedures

This will remain the same, but with lines at a 2m distance.

First Aid, Self care support and medicines

- All first aid and personal self-care will be undertaken with adults wearing PPE - mask, gloves and apron. Where there is a risk of being splashed with bodily fluids eye protection will also be worn.
- Wherever possible first aid should be administered from behind the person being treated.
- Posters explaining how to put on and take off PPE correctly will be displayed and distributed to all staff. Staff will also be asked to watch a video explaining this process. These have been made available to staff in an e-mail on the 25th May 2020.
- Where possible children will be asked to perform self-help e.g. application of cold compress. Where this is not possible staff will be asked if possible to administer treatment from behind the child and not to get down to face to face level.
- For the period of these new working practices all medicines will be stored in a secure area of each child's class bubble class. Each class teacher will compile a file of administration of medicines. This is to avoid contact between the school office and individual children.
- Staff in charge of a class bubble will undertake their own first aid at stations located outside the Reception classes, outside Y3 classrooms, Outside Y6 classes and in the Y4 area.
- Where a member of staff needs to go inside to administer first aid the adjacent bubble staff will be asked by the bubble leader to monitor the playground on their behalf.

If PPE is not available in school then school will not open as it would be unsafe to do so.

Clothing

- Children will wear school uniform. New guidelines state that there is no need to wash clothing more regularly than would normally be the case.
- PE kits will be kept in the cloakroom area in children's own bags.

Items brought from home

- Children will only bring their coat, lunchbox and P.E. clothing from home. Parents will also be asked to provide a wipeable pencil case with pencil, sharpener, eraser, and coloured pencils - these will be left in school.
- Staff should limit as far as possible the items they bring from home.

Hand washing

- Where possible children will wash their hands using warm water (in line with our temperature controls for hot water).
- Hand sanitising stations are to be provided at the main entrances to school. Hand sanitiser will also be provided in classrooms. Staff will promote the need for good and regular hand hygiene as much as possible.
- Reception children will be encouraged to hand sanitise before moving to new activities.

Pupil behaviour

- The school's behaviour policy will have added to it some additional information to support pupil behaviour within the context of Covid-19.

Face coverings

- Guidance is clear around the wearing of face coverings and states "Face coverings should not be worn in any circumstances by those who may not be able to handle them as directed as it may inadvertently increase the risk of transmission" (Gov.UK "Coronavirus: Implementing protective measures in education and childcare settings" May 11th 2020). For this reason face coverings will not be permitted to be worn by staff or children in school, apart from the PPE requirements set out above.
- Face visors will be made available to all staff to use in situations where it would be difficult to undertake good teaching practices. In addition staff should also undertake activities such as marking with the child from behind the child, so that face to face contact is minimised.
- Face coverings will be worn by adults in communal spaces.

14. Dealing with people who show symptoms / outbreaks of Covid-19 / staff absence for other reason

If a child develops a continuous cough or suspected high temperature we will;

- Isolated the child immediately in the meeting room. If two people are poorly then the front foyer will be used.
- In sending children to school parents will be in agreement that a child's temperature may be checked using a non contact forehead thermometer. This will be undertaken on children who look or say they are hot, or who have a cough.

- The parent will be called immediately if it is felt that the child may have Covid-19 symptoms.
- A supervising adult from the class bubble will stay with the child.
- The door of the meeting room will be closed and the supervising adult will wait outside the room observing through the window.
- If the child becomes distressed the adult will go into the room to reassure, but will keep a 2m distance.
- If the child needs close supervision PPE must be worn - mask, apron, gloves.
- If the child needs to use the bathroom they will use the toilets for Y3/Y5. These will then be closed down until they have been thoroughly cleaned.
- The member of staff who has seen to the child must immediately wash their hands for 20 seconds. They do not need to stay at home unless the child subsequently tests positive for Covid-19 (see How we deal with outbreaks of Covid-19 below)

If a member of staff develops a cough or high temperature they will go home immediately. If they cannot then the isolation procedures above will be put in place.

All suspected cases of Covid-19 will be expected to seek a test before return to school and will not be able to return until a negative test result is known. Should a positive result be given then the school will follow the guidance of the local public protection team.

If PPE is not available in school, school will not open as it would be unsafe to do so.

Confirmed Covid-19 cases

The school will follow the government advice should we have a confirmed case of Covid-19 and the local health protection team will be called. They will offer a rapid risk assessment and advise the school on what measures need to be taken. The school will follow the advice of Public Health England

Symptomatic children and adults will be expected to follow current guidance on isolation and will be expected to get a Covid-19 test.

Should there be a confirmed case of Covid-19 then movement of staff in that area of the school will be stopped.

Staff absence

Staff can be ill for a variety of reasons and the following sets out how we will deal with this.

Staff who are not being used will still be expected to be in school, working in their allocated classroom, supporting the rest of the school. If staff are absent then it may be that we will need to move staff not already working in a class bubble to a different area of the school

- If a member of staff is absent because of suspected or confirmed Covid-19 then the advice in this plan will be followed. In a suspected case the member of staff will be replaced with someone who is not currently working in a class bubble.
- If the staff member is not absent for a Covid-19 reason, or tests negative they will return to their class bubble on their return. The staff member who has covered the absence will return to a non-class

bubble. We will try not to use that member of staff to cover another absence for as long as possible in order to support the prevention of virus spread.

- If the absent member of staff tests positive for Covid-19, then the member of staff who has covered the absence will follow the same rules that we have for all those in that class bubble and must go home to isolate until they have been tested and the test results are known.

15. Reporting Incidents

The measures we are taking should ensure that staff are able to socially distance. However, it may be that we have occasions when there will be unintentional transmission e.g. if someone sneezed as you were walking down a corridor or if a child spat at another child.

Where we have such incidents **these must be recorded and you must inform the Headteacher or Deputy as soon as possible**. A form will be completed for you and them to sign and you should retain a copy.

Should an incident occur and it was felt that it was because of an unintended transmission then the Health and Safety Executive needs to be informed through the Riddor process.

Staff are to view our safer working practices in the same way as they would safeguarding procedures. If procedures are not being followed staff should first try and remind / discuss this with the member of staff, if they feel comfortable to do this. If they do not feel comfortable to do this, or if they have tried and it has not made a difference staff **must** then inform the Headteacher or Deputy as soon as possible. A form will be completed and signed by both you and the Headteacher and a copy will be given to you.

16. Vulnerable staff working in school

Before measures

The school have a number of staff who are identified as being vulnerable because of pre-existing conditions. As a school much of the work of staff involves face to face interaction and engagement with children - especially those children who are younger. The risk of catching Covid-19 for most of these vulnerable group is not greater than for the rest of the population, however the risk to recovery because of pre-existing conditions is higher. It is therefore our assessment of risk that the following measures are adhered to;

- Where it is not required these staff will not work in the classroom, around larger groups of children. This means when undertaking duties such as preparation of resources this work will be carried out in a room with few other people and preferably in a room by themselves.
- Staff will hand sanitise or wash their hands every 30 minutes in order to ensure that they are removing any potential transmission of virus as often as possible.
- Staff will not mix with other staff outside of the immediate areas of work. Contact will be at 2m. Wider connection with staff in other parts of the school will be via TEAMS. Should it be necessary for all staff to get together then this will be socially distanced in the Main Hall.
- When requiring to move to a different part of the building these staff will where possible use outside space to get to different parts of the building.
- We recognise the need to work with children and so when this is the case we will

- Position the member of staff away from the main body of the class and not in areas where there is a large degree of class movement which would generate a lot of momentary passing.
- A glass screen will be positioned to the front of or the side of the member of staff to prevent transmission of virus.
- Face visors will be available to all staff for added protection.
- Hand sanitiser will be used before and after any engagement with children.
- Groups of children will be limited to 4 at the most.
- We will limited the number of contacts these staff have - so they will work primarily within one classroom wherever possible.

17. Extremely vulnerable children

Those children in the category “Extremely vulnerable” will be permitted to wear a face visor in class should they wish. This must be removed at outdoor break times, or when working outdoors.

18. Visitors in School

We will discourage school visitors unless their visit is essential or they provide a service which we believe is important to the education of children in the school.

To support this we will undertake the following;

- All visitors to school should confirm with the school office that they do not have any Covid-19 symptoms (temperature, cough or loss of smell / taste), and that they are not required to be self-isolating because of any close contact with anyone who is covid positive or a household member with symptoms.
- All visitors must sanitise their hands before coming into the school building.
- All visitors must keep 2m distance from other adults in school and where possible 2m distance from children. Also see Section 3 of this risk assessment about working with children.
- All visitors to school must only make contact with the people they are in school to see. They should minimise moving through the school and where possible should get to the places they need to be by an outdoor route if possible.
- Visitors should use the closest adult toilet to the area where they are working.
- When moving through the school building visitors should wear a face covering. This may be removed when they have reached to location of their meeting or workspace.
- Visitors will not have access to school staffrooms so should ensure they bring their own refreshments to use in the area they are working / meeting in.

Regular visitors to school, such as Lincolnshire Music Service / Lincolnshire Specialist Teacher Service

- All regular visitors to the school (e.g. School Music Service or the Specialist Teacher Service) will be sent this risk assessment and will be asked to make themselves familiar with it. In particular they should pay particular attention to social distancing guidelines and to information about class bubble structures.
- Regular visitors to the school who have their own organisation’s risk assessment to adhere to are responsible for the details of their organisation’s risk assessment being carried out. If they are concerned that there is a potential breach of their risk assessment because of something within the school’s responsibility then they must immediately bring this to the attention of the Head Teacher, or in his absence the Deputy Head Teacher.

- If services are working with children this will generally be in a place that can easily be cleaned and disinfected. The two primary areas identified are the school library and the curriculum kitchen. It is the responsibility of the visitor to ensure that all high touch surfaces are thoroughly cleaned between seeing different children. Disinfectant wipes are available from the meeting room opposite the Headteacher’s office.
- When working with children visitors from specialist services are responsible for keeping their own organisation’s social distancing rules, but as a minimum must keep to the school distancing rules and working practices for classrooms as outlined in Section 3 of this risk assessment.

National Lockdown Addendum – 15th January 2021

Following the National Lockdown announcement on 5th January we have reduced the number of children on site to include only those that fall into the Government guidance of vulnerable or critical worker children. This reduction in pupils has required a review of the Drop Off and Pick Up times that had been previously in place. The revised times are as follows:

	Reception AM children, 1AC, 2JBSB, 3DT, 4NC, 5AW, 6HSL	Reception PM children, 1JF, 2HP, 3RC, 4MB, 5FC, 6JW
Arrive / Depart	Arrive between 8.30a.m and 8:40am. Depart at 3.10p.m.	Arrive between 8.50a.m and 9:00am. Depart at 3.20p.m.

These arrangement will continue to be in place throughout the lockdown period and will revert back to original times once schools return to full reopening.