

Activity being Risk Assessed:	STANDLAKE COVID 19 (November 2020)	
Date Risk Assessment to be reviewed.	December 2020	To be reviewed by: CEO, Headteachers, Senior Leaders, Governors

Summary:

We want to take a measured, common sense approach to keeping us 'COVID safe' while ensuring that high quality teaching and learning can take place so that the children can make accelerated progress as part of our COVID catch-up programme. Our approach needs to be sustainable for the long term to ensure good health and well-being of staff and children.

- **Rule of 3** to be applied to all communal areas: *no more than 3 adults in the space at any one time*. Where this is not possible, adults to maintain 2m+ distancing and make efforts to reduce the number quickly. *Staff to feel comfortable reminding others, without fear of judgement*
- Meetings requiring more than 3 members of staff (making 2m+ difficult) to take place outside or via Zoom wherever possible
- All visitors who come on site are to wear face masks, unless the wearing of a face mask will prevent effective learning or inhibit productive meetings
- Every effort will be made to ensure that staff and children remain **2m+ and for less than 15 minutes** from others who are not in their bubble on the rare occasions that they need to cross bubbles.

- Classes to remain as Bubbles but 'N, R and Y1' and 'Year 4, 5 and 6' can share the same outdoor playtimes and play spaces
- Staff will only cross bubbles as part of planned timetabling, essential staff absence cover or their leadership responsibility & will wear face masks
- During cold weather, classrooms to be ventilated (doors and windows open) before and after the children are in the classroom and after an hour of the children being in the room. Doors to corridors can be left open at all times unless the noise is too disruptive to the learning
- Children to have their own equipment at their desks, wherever possible
- One child (from a bubble) to the toilet at a time

- Handwashing times: arriving at school, before and after break, before and after lunch, before home time. It is acceptable for alcohol gel to be used instead of soap and water to try and minimise loss of too much learning time on some occasions (primarily before break and lunchtimes, unless they are about to eat food)

- Intervention spaces have been allocated to classes and must be adhered to
- Resource preparation (particularly photocopying) to be done before or the end of the day, whenever possible
- No children are to be asked to 'fetch and carry' around the school, unless it is part of an agreed plan. There should not be any children in the office, unless for first aid

- Staff to enter and leave the office and photocopy area as quickly as possible

- The day-time cleaner is to ensure there is soap and hand gel in all areas, at all times. Staff to notify the office if this is not the case

What are the hazards or areas of concern?	Who might be harmed and how?	What will/are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Staff measures to support prevention of transmission of Covid-19	Staff	<p>Staff are to keep in distinct groups ('bubbles') as much as possible and remain socially distant at all times.</p> <p>Within your team, breaks and lunches are planned using a rota, so that staff can have non-contact time.</p> <p>During breaks please be aware of other members of staff using communal areas of the school.</p> <p>Office staff to keep movement to a minimum.</p> <p>All staff must wash their hands on arrival and regularly throughout the day. There will be soap and warm water where available but there will be antibacterial hand gel available for areas with no sinks. All hand driers should be turned off and paper towels provided. There are hand gel dispensers at the entrance to each room or area.</p> <p>Windows in all rooms should be open where possible to aid ventilation.</p> <p>Staff should remain 1m+ apart from each other as much as is practically possible</p> <p>Staff room use should be minimised</p> <p>Keep the use of cutlery and crockery including mugs to individuals.</p> <p>Individuals loading and unloading the dishwasher must wash hands before and after</p>	Staff briefings to remind people about guidance.	All staff	Ongoing	
Prevention - Arriving and leaving site by children	Parents and children	<p>Parents will be allowed on site to drop off and pick up their children. Parents will be asked to wear face masks during this time and to leave the site as quickly as they can. The children will be met by the class teacher on the playground outside their classroom.</p> <p>Parents will be advised to not congregate during drop offs and collections and continue the strict social distance rule.</p> <p>Children will line up at the door to their classrooms – maintaining some social distance.</p> <p>One at a time they will enter the classroom and wash their hands – putting their belongings on pegs. Restrict the amount of children in cloakroom to achieve some distance (ideally 1m).</p>	<p>Signs to be put in place.</p> <p>ParentMail reminders</p>	<p>All Stakeholders</p> <p>Headteacher</p>	Ongoing	

<p>Prevention: Lack of Social distancing in the classroom and school - resulting in direct transmission of the virus</p>	<p>EYFS</p>	<p>On arrival children one at a time to hang up coats and bags etc and wash hands.</p> <p>We have to accept that children of this age will not adhere to social distancing between themselves or adults. However, the following control measures are to encourage space between them:</p> <ul style="list-style-type: none"> • Children will need to use the outside space at all times and may need to be on a rota depending on number of children in school. • A decision by staff to be held and shared with the children on number of children playing with equipment/area. • All resources to be used with children reminded about sharing. • Enhanced cleaning regime – with a particular focus on equipment and resources. • Decide and practise lining up and use of toilet • Children to work in small groups maximum 5 for 'teaching' time and sit apart on the carpet • Interactions between staff and children to be kept distant as much as possible. • Outdoor space to be accessible for children to access equipment. • Children to stay in EYFS setting for majority of the day and not mix with other groups. <p>Fire drill – will need to be undertaken as normal.</p>	<p>Ensure there are enough members of staff available for the beginning and end of the day.</p> <p>Games boxes will be available and the responsibility of each bubble</p> <p>Children will need to be reminded about rules - explained to them on the first day.</p>	<p>EYFS team</p> <p>Staff in setting</p>	<p>Ongoing</p>	
<p>Prevention: Lack of Social distancing in the classroom and school - resulting in direct transmission of the virus</p>	<p>Years 1 to 6</p>	<p>Restrict the amount of children in cloakroom to achieve some distance (ideally 1m).</p> <p>Make small adaptations to classroom to support distancing where possible: Desks to be arranged in rows where possible /appropriate Children to be sat side by side. Children to remain in their places unless going to toilet. Children must not leave their space but should put up their hand if they need anything.</p>	<p>Ensure there are enough members of staff available for the beginning and end of the day.</p>	<p>School Staff</p>	<p>Ongoing</p>	

		<p>Social distancing rules agreed by children and teacher and placed in classroom for all to see. Expectations on behaviour shared and consequences of not adhering to social distance and hygiene rules explained.</p> <p>Practise lining up, use of toilet, moving around the classroom, lock down and fire drill so that children and adults know the procedures.</p> <p>Children stay in the classroom for the majority of the day and do not mix with other “bubbles” (including class or year groups).</p> <p>Any paired and group work we will be carefully planned to reduce the risk of infection</p> <p>Class or Year Groups should be kept separate: Avoid Assemblies and collective worship Movement around school should be kept to a minimum Review timetabling to reduce groups being in corridors at the same time</p>				
Toilet use in school	All	<p>Children should go to the toilet one at a time.</p> <p>Children should thoroughly wash their hands.</p> <p>Hand gel to be used once entering the classrooms, if they haven’t washed hands.</p> <p>Toilets to be cleaned regularly following cleaning schedule.</p>	<p>Signs to be placed in toilet areas regarding thorough washing of hands and one person at a time.</p> <p>Site staff/cleaners to check that all soap dispensers, hand gel and hand towel dispensers are full at the start of the day.</p> <p>Taller bins in place to stop spillage of handtowels</p>	<p>Headteacher to create signs and place around school</p> <p>Site staff/cleaners</p>	Ongoing	

<p>Playtimes and lunchtimes.</p> <p>Wet play</p>	<p>All</p>	<p>Staggered playtimes and allocated areas will be given.</p> <p>Games discussed with children which encourage social distancing – non contact</p> <p>Reduced playtime equipment to be in circulation.</p> <p>If it is wet weather children will remain in their own classrooms.</p> <p>Children to be restricted to inside play equipment and ensure equipment can be easily cleaned.</p>	<p>Areas will be marked off as needed</p> <p>Limit equipment and area – equipment to be cleaned at the end of each break time.</p>	<p>SLT</p> <p>Class teachers</p>	<p>Ongoing</p>	
<p>Contact through shared resources</p>	<p>Children</p>	<p>Where possible and appropriate, children to be given own stationary which will be kept in drawers/pencil cases/packs.</p> <p>Teachers will consider how best to use the resources needed for teaching and learning and, where necessary and appropriate quarantine or wash equipment.</p> <p>Tables, door handles and other surfaces to be thoroughly cleaned at the end of every day and throughout the day.</p> <p>Children encouraged to wash hands/use hand gel before and after each lesson.</p>	<p>Cleaners have received EPA wide training on cleaning protocols.</p> <p>Cleaning audits to be carried out by external “super cleaner”.</p>			
<p>In case of evacuation</p>	<p>All</p>	<p>In case of a fire – all groups must follow normal procedures.</p> <p>Fire Drills to be carried out as normal. Review to be undertaken prior to drill</p> <p>In case of lock down children to follow normal procedures.</p>		<p>Headteacher</p>	<p>Term 2</p>	

Planning for the emotional distress of children	Children	Teachers to plan for children to have an opportunity to respond to current situation. PSHE sessions to be planned and children given time to talk. ELSA/Emotional support provision to be used if needed – maintaining social distancing.		Teachers	As required	
Well-being of staff	Staff	Regular staff briefings/meetings to be held to ensure staff are clear of expectations and any changes that need to be made. At least one member of SLT will be available for staff to share any concerns with. Some non-contact time to be scheduled each day for breaks. Other site specific arrangements to be added here. Staff room to be used on a rota basis (according to break duties) so that there are not too many people in the room at once. All staff to keep to their allocated bubbles as much as possible.		Headteacher to schedule	Ongoing	
Spread of virus due to poor hygiene/cleaning	All	New cleaning protocol to be in place and training given – EPA support. Site specific arrangements to be added. i.e. cleaner to be on site throughout the day and will follow a clear protocol and schedule. Toilets, tables, door handles, and equipment to be cleaned during the day. Thorough clean for each room used to be held at the end of every day.	Cleaners to check daily to ensure they are full. Posters to be placed in key areas around the school.	Headteacher		

		<p>All bins should be lidded. Arrangements should be in place for emptying and sanitising bins regularly.</p> <p>Each classroom to be provided with gloves and disinfectant spray in case a child coughs or sneezes on equipment.</p> <p>Hand sanitisers to be used when entering rooms and areas of the school if hand washing is not possible.</p> <p>Strict handwashing procedures will be in place as stated above.</p> <p>Teachers to plan lessons on hygiene in the first week.</p> <p><i>Useful resources</i></p> <p><u>e-Bug</u> has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> 				
Response to any infection - Spread of virus due to symptoms	All	<p>We will be following the latest Government and Public Health England Guidance in this situation</p>	<p>Parents of the children in that child's group to be informed of symptoms</p> <p>Risk assessment to be held to check that the rest of the school should remain open.</p>	SLT		
Spread of virus due to poor behaviour	All	<p>Children should be clearly reminded about rules and expectations.</p> <p>This should include how to socially distance and keep clean.</p> <p>Clear systems should be shared and suitable training provided so that children are clear on the rigorous approach in school.</p> <p>If children purposefully put others at risk by not abiding by these rules the behaviour policy should be applied with consideration for the circumstances around COVID-19.</p>		Class teachers	Ongoing	
PPE	All	<p>PPE equipment will be made available for dealing with medical emergencies.</p> <p>Disposable gloves and aprons will be provided for cleaners and staff cleaning equipment.</p> <p>Government advice will be followed regarding the wearing of masks and this will be continually reviewed.</p>				

Parents, Visitors and other staff on site	All	Parents should make appointments before coming into the buildings. Visitors should be kept to a minimum and only by appointment. This should be made clear by signage at entrance doors. CEO & DSI may visit classrooms. They will be receiving regular COVID testing to reduce risk of transmission. Refreshments should not be provided to visitors – they should be encouraged to bring their own if meetings are likely to be lengthy.				
Contractors on site	Staff	Instruct essential visitors about hand washing, social distancing and cleaning as appropriate Ensure that essential visitors work in isolation wherever possible, eg after the end of the school day or working outside . Hand sanitiser to be kept in school reception. Visitors must sanitise their hands before entering the main building. Office staff to sanitise door handles etc after each visitor has arrived Refreshments should not be provided to contractors – they should be encouraged to bring their own..				
Use of the Office	Staff	Staff are to use their own telephones and computers All computers and telephones will be wiped down at the end of every day. Post to be received by only one person in the office to minimise handling. Any deliveries to be left in reception space and opened by office staff using gloves.				

Risk Assessment Completed by(Name):	Andrew Denham & Staff	Job Title:	Head Teacher	Date:	4/11/2020
Authorised by CEO (Name)	David Brown	Job Title:	CEO	Date:	November 2020
Reviewed by:	Andrew Denham & Staff	Job Title:	Headteacher	Date:	

Distribution List:
All members of staff

