

Risk Assessment and Action Plan 2020 2021

<b>Date of assessment:</b>		<b>2.0 Assessed by (job title / name):</b>	
13/06/2020		Mrs A.M. Charlton – HEAD of TEACHING and LEARNING Mr P Hankey HEADTEACHER	
<b>2.1 Ref number:</b>		<b>2.2 – Other personnel involved with assessment:</b>	
<b>OCC considerations for returning to school for June 2020 and update in line with Government Guidelines July 2020</b>			
<b>2.3 Address / site:</b>		TETSWORTH PRIMARY SCHOOL	
<b>3.0 Activity to be assessed (or scenario):</b>			
<b>CLASSROOM LOCATION/ORGANISATION</b>			
<b>4.0 Identification of those at risk:</b>	1) CHILDREN 2) PARENTS 3) STAFF 4) VISITORS/CONTRACTORS	<b>4.1 Line manager / class teacher (if appropriate)</b>	
<b>5.0 How we aim to reduce the harm / hazards which could or have occurred to those</b>	A) LIMITING CONTACT at DROPPING OFF/COLLECTION TIME B) LIMITING CONTACT through CLASS STRUCTURE		

<p>at risk (include detail regarding activity at the time)</p>	<p>C) LIMITING CONTACT MOVEMENT AROUND THE SCHOOL</p> <p>D) LIMITING CONTACT WHEN TOILET /CLOAKROOM ARE USED</p> <p>E) LIMITING CONTACT DURING HANDWASHING</p> <p>F) LIMITING CONTACT WHEN USING WORK / PLAY EQUIPMENT</p> <p>G) LIMITING CONTACT DURING MOVEMENT OF ADULTS ACROSS THE SITE</p>	
<p>6.0 What have you already done to control those risks and have those controls worked? (detail via bullet points)</p>		<p>7.0 What else should you do to control those risks - who is responsible and when by?</p>
<p><b>LIMITING CONTACT at DROPPING OFF/COLLECTION TIME</b></p> <p><b>Ai) Staggered drop-off and pick up times</b></p> <p><b>START TIMES from November 2<sup>nd</sup> 2020</b></p> <p><b>CLASS 3 (Years 4, 5 &amp; 6) plus siblings from Classes 1 and 2 – 8.35am</b></p> <p><b>CLASS 2 (Years 1, 2 &amp; 3) plus siblings from Class 1 – 8.40am</b></p> <p><b>CLASS 3 (Years Reception and Nursery) – 8.45am</b></p> <p><b>FINISH TIMES</b></p> <p><b>CLASS 3 (Years 4, 5 &amp; 6) unless they have siblings in Class 2 and/or Class 3 – 3.05pm</b></p> <p><b>CLASS 2 (Years 1, 2 &amp; 3) plus siblings from Class 3 but not if they have siblings in Class 1 – 3.10pm</b></p> <p><b>CLASS 1 (Years Reception and Nursery) plus siblings from Class 3 and Class 2 – 3.15pm</b></p> <p><b>All adults who come onto site to wear a face covering. This will include the dropping off and picking up of pupils.</b></p> <p><b>A (ii)</b> All classroom external doors to be utilised for entry and exit of pupils onto and off the school site</p> <p><b>A (iii)</b> Cloakroom usage at the start and end of the day to be restricted - children's</p>		<p>Ai) Publish pick-up and drop off times and procedures in the <b>Autumn Newsletter</b> /Parent Handbook</p> <p>Parents to be asked to arrive as close to their allocated time as possible and to leave immediately following the one way system introduced in June 2020.</p> <p>If a family/ child are more than 15 mins late for their allocated time, they must wait with the next group (following the social distancing guidelines in the Parent Handbook). Once on site they should take their child to the front door of the school and ask the admin staff to contact their class teacher to arrange for the child to be collected and taken to class. The parent should then leave site using the one way system.</p> <p>Nursery Parents needing to drop off/pick up during the school day will be met at the gate at the top of the ramp. They will leave the school using the ramp, taking care to</p>

<p>entrance/exit to be staggered/monitored by adults to limit the number of pupils in any cloakroom space</p> <p><b>A (iv)</b> Children will have their own locker or peg for their coat/lunchbox. Only personal items such as glasses/inhalers will be allowed into school</p> <p><b>A(v)</b> Routes, rules and expectations to be communicated to families via <b>Newsletters</b></p> <p><b>LIMITING CONTACT through CLASS STRUCTURE</b></p> <p><b>B(i)</b> Pupils organised in Classes with EYFS pupils housed in a separate building to K.S. 1 and K.S. 2. This will separate EYFS children from K.S.1 and 2. Rationale – EYFS pupils will find social distancing most difficult. EYFS Curriculum expectations also make social distancing more difficult to maintain. Class 1 – EYFS area Class 2 – Hall Class 3 – Classroom 3</p> <p><b>B (ii)</b> Pupils in K.S.1 and K.S. 2 are to be housed in the Victorian building on site to allow maximum space between pupils when working.</p> <p><b>B(iii)</b> When K.S 1 and K.S. 2 children move to a different area within the building they will wash/sanitise their hands/ take the folder with their own equipment with them.</p> <p><b>B(iv)</b> When K.S 1 and K.S. 2 children move to a different area within the building the area they are leaving will be cleaned with anti-bacterial wipes</p> <p><b>B(v)</b> Outdoor space allocated to different groups with timetabled breaks and lunchtime play to minimise contact when outdoors</p> <p><b>Bvi)</b> Furniture and tables to be arranged to allow as much space a possible between pupils when seated. Pupils to face front (towards teacher/whiteboard/screen) <b>where possible. If not possible then to be seated 1 metre plus apart.</b></p>	<p>leave as much space as possible between them and any other parent/child.</p> <p>C (iv) Timetable for break times and lunchtime to be produced to allow Teachers/TAs to supervise lunches in class whilst still allowing them adequate breaks</p> <p>C(vi) Office team to test all phones and check published laminated cards of phone numbers are displayed on/near each phone</p> <p>Di) Renew signage and handwashing reminders as necessary in toilet and cloakroom areas</p> <p>D/E ) KD supported by staff to complete stock-taking and stock-piling of hygiene products (soap, paper towels, hand-sanitiser, tissues)</p>
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**LIMITING CONTACT MOVEMENT AROUND THE SCHOOL**

**C (i)** Children will move from 1 area to another in single file/facing forwards/spaced appropriately

**C(ii)** When moving to another area children will not touch each other/ furniture/ Doors / equipment that they pass.

**C(iii)** Groups moving around the school will be directed to which routes to use when accessing other areas, the outdoors, toilet and handwashing facilities so as to minimise contact with others and contamination of objects/equipment they pass on the way

**C (iv)** EYFS and K.S.1 children plus K.S.2 pupils bringing their own packed lunch into school will eat lunch in their classrooms.  
K.S.2 children eating a hot lunch will eat in intervention room 2

**C (v)** Children and staff will bring their own water bottles for use throughout the day

**C (vi)** Communication between office and groups to be via phone or email whenever possible.

**C (vii)** Office closed for face-to-face parent drop-ins. Communication to be via phone or email.

**C (viii)** Staff to comply with protective measures in Government Guidance when using the staffroom – minimise contact with others/ clean hands before entering staffroom and after leaving/practise good respiratory hygiene/clean the area/equipment that they have used before leaving.

**C (ix)** Assemblies conducted via ZOOM or TEAMS

**C (x)** Fire drill to normal locations – pupils spread out in socially distanced lines and well-spaced from other bubbles

**LIMITING CONTACT WHEN TOILET /CLOAKROOM ARE USED**

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**D (i)** Each group to have allocated toilet areas – supervised by adults at high movement times such as start/end of day.

**D (ii)** Children to have allocated lockers/pegs that are wiped down at the end of the day.

### **LIMITING CONTACT DURING HANDWASHING**

**Ei)** Adhere to GOV recommended handwashing routines

**E(ii)** Handwashing – supervised by adults at high movement times such as start/end of day.

### **LIMITING CONTACT WHEN USING WORK / PLAY EQUIPMENT**

**F (ii)** Soft furnishings, soft toys that are hard to clean to be removed

**F(iii)** Children to have individual packs of high usage equipment

**F (iv)** Shared equipment will be cleaned more frequently and will be cleaned between use if being shared between groups

**F (v)** Where possible equipment such as sports/art/science equipment will be rotated and stored out of reach for 48 hours (72 hours for plastic and metals).

**F (vi)** Trim Trail and other equipment to be used on a rota basis to allow for enhanced cleaning and rotation as outlined above.

**F (vii)** Children will only be allowed to bring in essentials from home – coat/water bottle etc.

**F (viii)** Books can be taken home but must be wiped and stored out of reach for 48 hours on being returned to school

### **LIMITING CONTACT DURING MOVEMENT OF ADULTS ACROSS THE SITE**

**G (i)** Updated Parent handbook sent to parents outlining protocols, rules, behaviour expectations etc.

**G (ii)** Adults on site by appointment only (including volunteer helpers and visits

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<p>from specialists). All adults must adhere to the protective measures - minimise contact with others/ clean hands before entering and leaving site /practise good respiratory hygiene/clean the area/equipment that they have used before leaving.</p> <p><b>G(ii) All visitors on site must follow the school's visitor's protocol</b></p>				
<p>7.1 What is the level of risk after all controls possible have been put in place? LOW</p>	<p>Risk of spread of infection is reduced by implementation of these measures.</p>			
<p>8.0 Is this a safeguarding risk – if so, please describe:</p>	<p>See separate safeguarding risk</p>			
<p>9.0 Additional notes as required:</p>				
<p>10.0 This risk assessment will be communicated to – and how – and when:</p>	<p>All staff – shared drive on School Network – email – staff meetings with teacher, TA, office, premises</p>			
<p>11.0 Risk Assessment signed off by (job title / name and signature):</p>				
<p>12.0 Date of assessment sign off:</p>	<p>22.06.2020</p>			
<p>13.0 Review dates:</p>	<p>Reviewed by staff 19.10.2020 <b>(highlighted)</b></p>			