

<b>Date of assessment:</b>		<b>2.0 Assessed by (job title / name):</b>	
11.01.2021		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>	
<ul style="list-style-type: none"> <li>OCC considerations for returning to school 2</li> <li>Government updates re Partial Reopening of Schools Jan 2021</li> <li>Government Guidelines for full reopening of schools 08.03.2021</li> </ul>			
<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 at risk (include detail regarding activity at the time)</b>	A) LIMITING CONTACT at DROPPING OFF/COLLECTION TIME B) LIMITING CONTACT through CLASS STRUCTURE C) LIMITING CONTACT MOVEMENT AROUND THE SCHOOL D) LIMITING CONTACT WHEN TOILET /CLOAKROOM ARE USED		

	<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>START TIMES from November 2<sup>nd</sup> 2020</p> <p>CLASS 3 (Years 4, 5 &amp; 6) plus siblings from Classes 1 and 2 – 8.35am</p> <p>CLASS 2 (Years 1, 2 &amp; 3) plus siblings from Class 1 – 8.40am</p> <p>CLASS 3 (Years Reception and Nursery) – 8.45am</p> <p>FINISH TIMES</p> <p>CLASS 3 (Years 4, 5 &amp; 6) unless they have siblings in Class 2 and/or Class 3 – 3.05pm</p> <p>CLASS 2 (Years 1, 2 &amp; 3) plus siblings from Class 3 but not if they have siblings in Class 1 – 3.10pm</p> <p>CLASS 1 (Years Reception and Nursery) plus siblings from Class 3 and Class 2 – 3.15pm</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 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 Parent and Covid</p>		<p>Ai) Publish pick-up and drop off times and procedures in the Parent Handbook / Covid 19 Handbook</p> <p>Instructions contained within the Handbook: We have a one-way system for when you drop off and collect your child. <b>Only 1 adult per family should come onto site when dropping off or picking up.</b></p> <p><b><u>Start of the Day</u></b></p> <p>Please arrive as close as possible to the allocated time:</p> <ul style="list-style-type: none"> <li>• <b>Enter the site via the back gate</b> – the waiting area has been marked out to ensure a 2 metre distancing rule is adhered to.</li> <li>• Staff will be in the playground area controlling the flow of children onto the site.</li> <li>• Once you have handed your child over <b>please leave the site immediately</b> via the ramp/main gates.</li> </ul> <p><b><u>End of the Day</u></b></p> <p>Again, please arrive as close as possible to the allocated time:</p> <ul style="list-style-type: none"> <li>• <b>Enter the school via the back gate</b> and using the markings to guide you please socially distance whilst you wait for the children to be ready to be picked up. A member of staff will say</li> </ul>

19 Handbooks and e-mails home.

**LIMITING CONTACT through CLASS STRUCTURE**

**B(i)** 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

**B (ii)** 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.

**B(iii)** 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.

**B(iv)** 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

**B(v)** Outdoor space allocated to different groups with timetabled breaks and lunchtime play to minimise contact when outdoors

**Bvi)** 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) where possible. If not possible then to be seated 1 metre plus apart.

when you are able to move forward to collect your child/children.

- **Please leave at least 2 metres between you and any other parent/family group** as you walk across the playground/down the ramp and off the site via the main gate.
- Please try to keep the flow so that family groups do not need to cross over each other.

Please stick to the precise timings we have given to ensure nobody is hanging around on site for longer than is necessary. We, in turn, will endeavour to be punctual at both ends of the day.

**REMEMBER A FACE COVERING MUST BE WORN WHEN DROPPING OFF AND PICKING UP PUPILS.**

**Please ensure anyone who you have arranged to drop off or pick up your child/children is aware of these procedures and expectations.**

ADDITIONAL INFO

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.

Parents needing to drop off/pick up during the school day will need to make arrangements with admin staff on 01844 281328.

**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)** All pupils will eat their mid-day meal in the classroom  
All pupils **must wash their hands with soap and water prior to eating** (sanitising is not sufficient prior to eating)
- 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 latest protective measures in Government Guidance:  
**Protective measures in Government Guidance and agreed prior to the start of Term 3 2020/2021**
  - **Staff will not use the staffroom/kitchen with staff from another Bubble**
  - **Only 2 staff members can be in the staffroom at any 1 time**
  - **Only 1 person can use the kitchen areas (in new build as well as old build)**
  - **Staff should only make drinks for their own use and wipe the kettle/area used before leaving**
  - **Only 1 person may use the admin office – usually Kay or Jenny**
  - **Phone must be wiped after use**
  - **Children must not use the staffroom or kitchen areas**

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

C(vi) Office team to test all phones and check published laminated cards of phone numbers are displayed on/near each phone

Di) Renew signage and handwashing reminders as necessary in toilet and cloakroom areas

D/E ) KD supported by staff to complete stock-taking and stock-piling of hygiene products (soap, paper towels, hand-sanitiser, tissues)

Update Guidance Feb 2021

[file:///C:/Documents/2020%202021/Co-vid%2019/DfE%20and%20Gov%20Guidance/TERM%204%20Schools\\_coronavirus\\_operational\\_guidance.pdf](file:///C:/Documents/2020%202021/Co-vid%2019/DfE%20and%20Gov%20Guidance/TERM%204%20Schools_coronavirus_operational_guidance.pdf)

- Staff must not enter the area occupied by another Bubble to their own one except in exceptional circumstances
- Where possible a distance of at least 2 m should be maintained between adults and adults and children
- Masks must be worn to collect children at the start of th day and when handing pupils to their responsible adult at the end of the day
- A plastic visor may be worn by staff in the classroom

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

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

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

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

**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).

<p><b>F (vii)</b> Children will only be allowed to bring in essentials from home – coat/water bottle etc.</p> <p><b>F (viii)</b> Books can be taken home for marking if necessary</p> <p><b>LIMITING CONTACT DURING MOVEMENT OF ADULTS ACROSS THE SITE</b></p> <p><b>G (i)</b> Updated Parent and Covid 19 Handbooks sent to parents March 3<sup>rd</sup> 2021 outlining protocols, rules behaviour expectations etc. to apply to pupils who are on site</p> <p><b>G (ii)</b> Adults on site by appointment only and only for emergency repairs / new equipment/reading of meters etc.</p> <p>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)</b> All visitors on site must follow the school’s visitor’s protocol</p>	
<p><b>7.1 What is the level of risk after all controls possible have been put in place? LOW</b></p>	<p>Risk of spread of infection is reduced by implementation of these measures.</p>
<p><b>8.0 Is this a safeguarding risk – if so, please describe:</b></p>	<p>See separate safeguarding risk</p>
<p><b>9.0 Additional notes as required:</b></p>	
<p><b>10.0 This risk assessment will be communicated to – and how – and when:</b></p>	<p>All staff – shared drive on School Network – email – staff meetings with teacher, TA, office, premises</p>
<p><b>11.0 Risk Assessment signed off by (job title / name and signature):</b></p>	
<p><b>12.0 Date of assessment sign off:</b></p>	<p>22.06.2020</p>

<p>13.0 Review dates:</p>	<p>Reviewed by staff 19.10.2020 <b>(highlighted)</b></p>	<p>Reviewed by staff 11.01.2021 <b>(highlighted)</b></p>	<p>Reviewed 04.03.2021 Reviewed by staff remotely Highlights from previous reviews removed Grey highlighting indicates important info</p>	
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