

Covid 19 Risk Assessment v17 PB September 2020

Risley School has built this risk assessment on advice from central government which we have then tailored to our site to provide proportionate protective measures. Central government guidance can be found at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our Aim: to reduce the transmission of Covid 19 virus in school from children to staff, between adults and between large groups of children (bubbles), whilst providing a broad and balanced curriculum that allows children to progress well in reading, writing and maths.

Central Control Measure: people who are ill stay at home

- People with Covid symptoms will be kept out of the school. Parents will be told that if they, their children or any of their household has symptoms then their whole household must follow central government rules and stay away, self-isolate and see if they are eligible for testing. The same process applies to staff.
- Children who are sick with Covid symptoms at school will be sent home. Whilst waiting to go home they will sit outside of the school building with an adult more than 2m away. If they need to sit inside they will go to the staff toilet in the new build and be monitored from a distance of more than 2m. If the children fouls themselves or is sick on themselves, they will be provided with clean clothes and materials to clean themselves. The clothes will be double bagged and given to the adult collecting them. This adult will also be given gloves to wear. The room will be cleaned when they have left.
- Should any adult or child become very ill and collapse then other staff will be called immediately. An ambulance will be called and advice taken. PPE will be worn in line with our procedures (namely, face shield, fluid resistant face mask, gloves and apron). If CPR is required then a cloth covering will be placed loosely on the patient's face and only chest compressions (no breaths) will be given whilst facing away from the patient's face.

Secondary Controls:

Robust hand and respiratory hygiene

- Children and adults who cough or sneeze are to be encouraged to do so in a tissue and then put it in the bin. They will then wash their hands. If a tissue is not available they should sneeze into the inside of their elbow. Then, if required, clean it up and wash their hands.
- Children can bring a small bottle of hand sanitizer (which is named and kept in their tray or book bag) if they wish but 20 second hand washing is much more effective because of the mechanical action of rubbing which loosens the virus and then it is washed away when rinsing. Children who use hand sanitiser will still be expected to wash their hands like the other children.
- Children will wash their hands when they arrive at school and before they leave. They will wash them before eating. They will wash them after playtime, PE and lunchtime.
- Everyone will be asked to avoid touching their face, mouth or eyes, if possible.

Enhanced cleaning arrangements

- Bin bags are changed at the end of every day.
- Doors are wedged open to reduce the need to touch doors to open them.
- Doors, banisters, tables, light switches and flush handles are wiped down at lunchtime and after school.
- Normal cleaning of sinks, toilets, etc happens after school.
- Children will come in school uniform all week; daily washing is not currently needed.
- Children will have a coat in school every day, regardless of the weather forecast. They will go out in all weathers! They can take it home everyday if they want.

Active engagement with NHS Test and Trace

- Information on Covid 19 and the testing available can be found at:
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Reducing contacts and maximising distance, so far as is reasonably practicable

- Children are assigned to a class (bubble). They are discouraged from mixing with others not in their class by having separated playtimes, lunchtimes, eating in their own class and hand washing in their rooms, if possible. Children will avoid stopping to talk in the corridors or socialising in the toilets.
- Children will try to stay 2m away from staff. Children will sit facing the front of the class and not in face-to-face groups.
- If children need support then adults will teach alongside them briefly. Adults will avoid being in close face-to-face contact or teaching them from the side.
- Staff will avoid gathering in small indoor spaces such as the staffroom. Staff meetings are outside or socially distanced in a larger room.
- TAs (Teaching Assistants) are assigned to a class to avoid moving between bubbles.
- HLTAs (Higher Level Teaching Assistants) will move between classes to provide the legally required Planning, Preparation and Assessment time for teachers. HLTAs will wash hands before and after leaving a new room. They have their own pens and other items to avoid using other adults' items.
- Musical instruments can be used. Children need to wash hands after use.
- Laptops will only be used by one class for a whole week then cleaned and stored for 48 hours. The older children will use them first to learn about Google Classroom.

Changing for PE

- Rabbits (and Hedgehogs) will change clothing and footwear for PE, if required, because all children will change in their classrooms together.
- Badgers, Squirrels and Foxes will change footwear for PE.
- Badgers, Squirrels and Foxes normally change clothes in single gender groups simultaneously. Staff will consider if the activity needs them to be changed. If it does then single gender groups will change in their own room whilst the other group sits outside the room: then swap over. Additional rooms will not be used.
- PE will be limited in equipment use. The teacher will clean all equipment after it is used.

Lunchtime

- Children will have food at their table in their room. The tables will be cleaned before eating. Classroom lunch will go on until 12.20 and then tables will be wiped again.
- In good weather lunch play will happen on the school field, which will be partitioned for each class. When the field is not available the children will use parts of the playgrounds (see table below).
- Wet lunchtimes will be in their own classes with no games. They will be shown educational video clips or read.
- Staff will work normal directed time up to 12.20pm and again from 1.00pm. They will supervise the transition to lunchtime including hand washing and the movement of children for food collection. MDS will do the table cleaning, supervision of eating and table cleaning at the end of lunch. Directed time continues to 3.30 pm.

Playtime and lunch

- No ball games allowed. No chasing, grabbing or dobbling games.
- Skipping and hoola hoops are okay.

Bubble	Playtime	Location
Rabbits	10.15 to 10.35	Top playground
Hedgehogs	10.15 to 10.35	Bottom playground
Badgers	10.40 to 11.00	Middle
Squirrels	10.40 to 11.00	Top playground
Foxes	10.40 to 11.00	Bottom playground

Lunchtimes (not on the field)

Bubble	Location	Description
Rabbits	North Top	Top playground nearest the school
Hedgehogs	South Top	Top playground near the trees
Badgers	Middle	Top playground near the external fence
Squirrels	North Bottom	Bottom playground next to the school
Foxes	South Bottom	Bottom playground near the external fence

Arrival and departure (general)

- Children will be encouraged to read regularly and for sustained period of time at school. They will bring their book back and forth from school to home (school book bag).
- No large backpacks are needed. Day sacks that fit in trays are allowed if the child needs one as they cycle or scoot to school.
- Children can bring in a lunch box.
- Children may not bring in a pencil case or toys. All other items are at the discretion of the head teacher.
- Children will arrive and leave at different times to reduce household-to-household contact between adults.

Bubble	Location	Description
Rabbits	North Top	Top playground nearest the school
Hedgehogs	North Bottom	Bottom playground next to the school
Badgers	Middle	Top playground near the external fence
Squirrels	South Top	Top playground near the trees
Foxes	South Bottom	Bottom playground near the external fence

Arrivals

- All teachers will be on the playground from 8.45 to talk to parents outside, if needed.
- As a norm, parents should come onto the playground, leave their child in the correct coned off area and leave, possibly by the one-way system. This avoids 100 families all gathering in the gateway.
- On the top playground we have a one way system. You enter from the lower playground and leave by the path in the top corner which loops back to the lower playground. Staff are happy to guide you if needed.
- Adults should look ahead and give way to others coming into the school. There is not a one-way system through the gate as it is too narrow.
- Parents will not be allowed to come into the school except for an appointment planned by the headteacher.
- Children are allowed to enter the playground at their allocated time and should stay in their cars until then. If they have walked they should arrive exactly on time.
- Families with siblings at Risley School will arrive together during the earliest slot.
- Children in Rabbits, Hedgehogs and Badgers should arrive between 8.45 and 8.55 Siblings in older classes will line up with their own class.
- Children in Foxes and Squirrels should arrive between 8.55 and 9.05
- Late children will go to the school office for registrations and then go to their bubble for handwashing.

Departures

- Parents are welcome and encouraged to stand on the top and bottom playgrounds from 3.15pm. – they should stay in their cars until then. If they have walked they should arrive exactly on time. Adults should set a good example by spreading out and giving way.
- Foxes, Squirrels and Badgers will be out for 3.20.
- Class teachers will dismiss their children individually in the following order.
 - Children without siblings who walk home or to their cars will leave first.
 - Children without siblings will leave next and they and their adults will be expected to leave immediately.
 - Children with siblings can wait with their teacher if needed until they collected by parents after younger siblings are collected.
- Rabbits and Hedgehogs will be out by 3.25. They will follow the same process as above.
- The head teacher, or senior member of staff on site will monitor the crowding at the school gate and pause classes dismissing children to clear the blockage.
- Again parents are advised to not stand near the gate as it blocks it up.
- Parents are required to leave the school site in an orderly manner respecting social distance and giving way.

Local Lockdowns

- Parents will be made aware if the school has to shut because of a local lockdown.
- School will promote families signing up for the Class Dojo app and the school app as main methods of electronic communication.
- Local health protection teams will tell school what it needs to do during the local lockdown which may include:
 - Closing one or more classes to all of their children but allowing other classes to continue at school.
 - Opening only to critical workers who are not able to look after their own children at home or other suitable location. Historically the suppression of critical worker pupil numbers mean less than ten children are on site.
 - Full school closure to children.
- Should children be kept away from school then work will be set via the National Oak Academy, the DfE list of web based resources, tasks sent to younger children's parents via Class Dojo and older children directly being set tasks via Google Classroom.
- School will promote families giving permission for Google Classroom in September, train children how to use Google Classroom and ensure staff have training in the use of the system effectively.

Staffing Absence

- Staff who are ill with Covid 19 symptoms will self-isolate, tell the head by phone and get a test. They will follow the process set out in the Derbyshire County Council Coronavirus Flowchart that is in the school office and in the critical incident plan.
- If teachers are off their class may be covered by a HLTA or a TA.
- Teachers who are well enough to teach from home, during their physical isolation, may be doing so remotely using Class Dojo or Google Classroom. The specifics will be determined on a case-by-case basis.

Face coverings and masks

- Staff do not need to wear them in school, except as stated in the first section of this risk assessment.
- Children do not need face coverings in school.
- Children arriving at school with them (having travelled on the bus) should put their mask into the bins at the school gate or into a plastic bag (which parents should provide) that will go into the child's tray or book bag.

Other measures

- School fruit should be left for 48 after delivery before the children eat it.
- Sweets cannot be handed out for birthdays.