

Wookey Primary School

Social-Distancing Risk Assessment (COVID-19)

This risk assessment has been adapted from the original risk assessment that was created in June 2020 when we began to increase numbers of children in school. It has been updated ready for full school opening in September 2020. All decisions will be based on the following principles and in this order of priority:

- 1. SAFETY/ SAFEGUARDING: Safety and protection of our pupils, staff and community**
- 2. WELLBEING: Mental health and wellbeing of our pupils, staff and community**
- 3. LEARNING: Quality of education for all pupils**

Area or Procedure	Actions	Infection Risk Level 1-5 (5=high)									
1. Entering the school site											
<ul style="list-style-type: none">• Are arrangements in place for parents and guardians to collect and drop off students in regards to keeping 1 metre plus separation guidelines?• Are procedures in place should you suspect a person has come into the school suffering with the coronavirus?• Do you ensure staff, parents and students are informed not to come into the school should they suspect they and/ or their child are suffering with symptoms of the coronavirus?	<ul style="list-style-type: none">• Children in Year 4-6 are allowed to walk to school unaccompanied, with permission from parents. Those who do will enter the site from the gate on the main road. The gate will be staffed by Mr Perrone (crossing patrol.)• All other children will enter the school from the school car park. We will have separate drop off times for families with more than one child in school / playgroup and families with one child.• Cars will be driven into the car park and queue along the line of the fence nearest the field. Children will be collected from the car at the front of the queue, which will then drive off. Parents will not be allowed to enter the school site apart from the staff car park. Parents will need to return to their cars and exit the car park as soon as they have dropped off their children, or leave the car park on foot if they did not drive to school.• Once children enter school site, they will go straight to their classrooms where visual checks of children will be made and, if any symptoms are noted, they will be separated from the rest of the children and taken to the green room for collection.• Any messages need to be given to the office by phone, or via Seesaw for teachers, to reduce congestion at drop off times.• When entering the building, children and staff <u>must</u> wash hands before touching tables or doors.• Cleaning stations will be provided to facilitate this.	3									
<table border="1" data-bbox="691 1203 1971 1446"><thead><tr><th data-bbox="691 1203 1230 1235">Drop off location</th><th data-bbox="1230 1203 1680 1235">Group</th><th data-bbox="1680 1203 1971 1235">Time</th></tr></thead><tbody><tr><td data-bbox="691 1235 1230 1330">Car park (1 teacher at car park gate to ensure drop-offs are done quickly and safely)</td><td data-bbox="1230 1235 1680 1330">Siblings arriving together</td><td data-bbox="1680 1235 1971 1330">8:50 – 9:00</td></tr><tr><td data-bbox="691 1330 1230 1446">Car park</td><td data-bbox="1230 1330 1680 1446">Parents dropping off 1 child and anyone dropping a child at playgroup</td><td data-bbox="1680 1330 1971 1446">9:00 – 9:10</td></tr></tbody></table>			Drop off location	Group	Time	Car park (1 teacher at car park gate to ensure drop-offs are done quickly and safely)	Siblings arriving together	8:50 – 9:00	Car park	Parents dropping off 1 child and anyone dropping a child at playgroup	9:00 – 9:10
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	Main road (Crossing patrol)	Unaccompanied walkers	8:50 – 9:00	
	Castle Lane gate (children to be collected from gate - not before agreed time)	Wraparound Care	7:45 – 8:00	
	Pedestrian gate (parents to buzz - children to be collected from gate)	Children who are late	9:00 – 9:10 for siblings 9:10 - 9:20 for other children	

2. Leaving the school site

	<ul style="list-style-type: none"> We will stagger the end times in order to minimise the number of children leaving at any one time and the number of adults assembling in the vicinity of the school Children who are walking home unaccompanied will leave school via the gate on the main road. This gate will be staffed by Mr Perrone (crossing patrol.) All other children will leave via the school car park or pedestrian gate on Castle Lane. We will have separate pick up times for families with more than one child in school / playgroup and those with one child. Cars will queue along the line of the fence nearest the field. Children will be collected by the car at the front of the queue, which will then drive off. Parents who are collecting children to walk home will wait on Castle Lane, with 2m markings indicating where they should wait. <table border="1"> <thead> <tr> <th>Pick up location</th><th>Group</th><th>Time</th></tr> </thead> <tbody> <tr> <td>Car park (playgroup staff to supervise)</td><td>Playgroup and school siblings</td><td>3:00</td></tr> <tr> <td>Car park (children accompanied to the field)</td><td>Siblings leaving together by car</td><td>3:10 – 3:20</td></tr> <tr> <td>Car park (children accompanied to the field)</td><td>Parents picking up 1 child in a car</td><td>3:20</td></tr> <tr> <td>Main road (Crossing patrol)</td><td>Unaccompanied walkers</td><td>3:20</td></tr> <tr> <td>Top Playground / Castle Lane Pedestrian Gate</td><td>Siblings leaving together (walking with a parent)</td><td>3:10 – 3:20</td></tr> <tr> <td>Top Playground / Castle Lane Pedestrian Gate</td><td>Individual children (walking with a parent)</td><td>3:20</td></tr> </tbody> </table>	Pick up location	Group	Time	Car park (playgroup staff to supervise)	Playgroup and school siblings	3:00	Car park (children accompanied to the field)	Siblings leaving together by car	3:10 – 3:20	Car park (children accompanied to the field)	Parents picking up 1 child in a car	3:20	Main road (Crossing patrol)	Unaccompanied walkers	3:20	Top Playground / Castle Lane Pedestrian Gate	Siblings leaving together (walking with a parent)	3:10 – 3:20	Top Playground / Castle Lane Pedestrian Gate	Individual children (walking with a parent)	3:20	3
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3. Break times

<ul style="list-style-type: none"> Are arrangements in place for social distancing within the school setting? e.g., staggered playtimes 	<ul style="list-style-type: none"> Break times will be staggered to ensure class bubbles remain separate. At 10:30 Rowan (bottom playground) and Oak (top playground) will have their break and at 10:45 Chestnut (bottom playground) and Willow (top playground) will have theirs. Children to have own snack in class before play to ensure best level of supervision in hand washing. Fruit available for YR/1/2 is washed fruit to be given out, not put in a box for children to help themselves. At the end of playtimes children will need to assemble in marked areas to ensure social distancing. 	4
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	<ul style="list-style-type: none"> • Children must wash / sanitise their hands when they come back to class. • Any play equipment used will be class-specific equipment and will be collected in at end of the session. • The climbing wall and Wookey Wipeout will not be used during playtimes or lunchtimes. 	
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4. Lunch times

<ul style="list-style-type: none"> • Are arrangements in place for social distancing within the school setting? e.g., staggered lunches 	<ul style="list-style-type: none"> • We will be continuing with a packed lunch only menu from The Blue School for the short term at least, to ensure that safety standards at lunch time can be met. • Lunchtimes will be staggered to ensure class bubbles remain separate. • Children to wash hands before eating. • Children to wash hands when they have finished eating their lunches. • Tables etc. cleaned between sittings • At least 2 members of staff will be on duty throughout lunch (1 on each playground) to ensure class bubbles remain separate 	4									
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5. Wet Play

	<ul style="list-style-type: none"> • In the event of wet play teachers will use whiteboards to show the children a TV programme or encourage yoga/calm breaks. • Wet play will be in classrooms using class-specific equipment, except Chestnut who will be in the hall. 	4
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6. Lesson time

<ul style="list-style-type: none"> • Are arrangements in place for social distancing within the school setting? • Do you ensure staff and students are encouraged to wash their hands or use hand sanitizer after coughing or sneezing? 	<ul style="list-style-type: none"> • Staff will remain 2m away from children wherever possible and 2m away from each other. • We acknowledge that younger children will not adhere to social distancing guidelines so by not mixing class bubbles we are minimising the effect of virus transition across a larger number of children. • Children will be given their own resources (pencils etc.) where possible, and where shared resources are used they will need to be cleaned regularly where possible. • Children will need to bring in a named water bottle from home and these water bottles should be taken home to be washed properly every day. • Children will wash hands regularly throughout the school day. • If someone sneezes/coughs, they should be sent to wash their hands straight away. 	4
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<ul style="list-style-type: none"> Do you ensure staff and students are encouraged to sneeze or cough into their hands or a tissue? The tissue should be disposed of correctly after use. Have you considered displaying posters on hand and respiratory hygiene and safe food practices around the building? 	<ul style="list-style-type: none"> Lidded bins should be available in all classrooms for such waste. All staff to reinforce the 'Catch it, Bin it, Kill it' message. 	
7. Playgroup		
	<ul style="list-style-type: none"> We acknowledge that our younger children will not adhere to social distancing guidelines so by not mixing class bubbles we are minimising the effect of virus transition across a larger number of children. Resources will be limited to those which fulfil recommended characteristics for safety. Children will be given their own resources (pencils etc.) where possible, and where shared resources are used, they will need to be cleaned regularly. Intimate care such as first aid and toilet accidents will need to be managed carefully – staff will need access to appropriate PPE. A mask will be needed for these tasks. 	4
8. Laptops and other devices.		
	<ul style="list-style-type: none"> Increased numbers in school means that we will not be able to allocate devices to specific children as we were doing. Rigorous cleaning of devices will be needed. 	3
9. Toilets		
	<ul style="list-style-type: none"> We will enforce a limit of one person in the toilet at a time. If children are waiting for hand-washing, they will queue with 2m gaps, outside or in well-ventilated spaces, supervised by a member of staff. Doors to cloakrooms will be propped open to increase ventilation. 	2
10. Staff Room and Staff kitchen		
	<ul style="list-style-type: none"> We will enforce a maximum of 3 people in the staff room at a time. The maximum capacity in the staff kitchen will be 1. Staff to ensure that they use the same mug each day and take responsibility for washing it thoroughly. All plates etc. must go through the full dishwasher cycle when they have been used, not washed up by hand. Put used plates etc. into a bowl and routine established for bringing them down to go into the dishwasher. One person to empty dishwasher having washed hands immediately beforehand. 	2

11. Office	<ul style="list-style-type: none"> • All computer keyboards/mouse, desk and telephones to be cleaned at start and end of each day. • No children to enter offices. • Staff only to enter offices one at a time. • Offices should not be used as a short cut. <u>Where empty</u>, the Green Room may be used as a short cut from the hall to the entrance, with doors propped open. • Phones must be cleaned regularly throughout the day. 	2
12. Cloakrooms	<ul style="list-style-type: none"> • The number of children in each cloakroom at any one time must be kept to a minimum. Windows and doors should be kept open. • Coats and bags may now be brought into school but things bought in from home must be kept to a minimum. 	2
13. Visitors to school	<p>Do you ensure contractors and visitors are recorded when coming on and leaving the site?</p> <p>Do you ensure contractors and visitors do not go anywhere on the school site where they do not need to be?</p> <p>Have you considered placing hand sanitiser at reception which contractors and visitors must use upon entry?</p> <p>Do you ensure contractors and visitors do not come on to the school site if they or anyone in their household has experienced any symptoms of Covid 19 in the last 14 days?</p> <p>Where possible do you ensure contractors and visitors keep the minimum distance of 2 meters separation at all time?</p> <ul style="list-style-type: none"> • No volunteers will be allowed on site. • Parents will need an appointment to be able to enter the school site. • Other education professionals can now enter the school site to deliver interventions to support the children. • Music and sports teachers allowed on site. • Service contractors can enter the school site with an appointment. They will follow the usual signing in and signing out process to ensure the school has a full record of everyone who has been on-site. • Where visits can happen outside of school hours, they should. • All visitors to use hand sanitising gel at gate before entry and to be briefed on social-distancing guidelines. • <i>Visitors will not be permitted to enter the school site if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days.</i> • <i>Visitors will not be permitted to enter the school site if another member of their household is currently self-isolating for 14 days due to a member of their household demonstrating symptoms.</i> 	4
14. Cleaning		

<p>Do you ensure communal areas are regularly cleaned?</p> <p>Do you ensure the cleaning of well used surfaces is increased? E.G. Door handles etc?</p>	<ul style="list-style-type: none"> • <i>Guidance states that schools should implement "a cleaning schedule that ensures cleaning is generally enhanced and includes:</i> <ul style="list-style-type: none"> ◦ <i>more frequent cleaning of rooms / shared areas that are used by different groups</i> ◦ <i>frequently touched surfaces being cleaned more often than normal</i> • <i>different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</i> • Cleaning materials have been purchased from suggested list provided by DfE and Local Authority. • Staff provided with appropriate cleaning materials to enable them to regularly clean in classrooms. • Emphasis on frequently touched surfaces such as door handles, tables, chairs. • Cleaning staff will be redeployed to support class-based staff in maintaining enhanced cleaning schedule, with amendments to their timetables as necessary. • Doors to be propped open for ventilation whenever possible. Includes internal doors. 	4
15. Assemblies	<ul style="list-style-type: none"> • There will be no school assemblies or gatherings until further notice. Any whole school gatherings will take place via zoom, with children remaining in their classrooms. 	5
16. Clubs	<ul style="list-style-type: none"> • Guidance states that breakfast club and after school care can begin from the start of the autumn term. • Hand washing, enhanced cleaning and appropriate social distancing must be maintained throughout these sessions, as described elsewhere in this document. • Particular care needs to be taken in the preparation and provision of food in wraparound care sessions. No sharing of food / plates / utensils will be allowed. This may result in a change to the food offered from the usual provision. • After school sports clubs to be suspended during November lockdown. TLE staff to be redeployed to assist with social distancing and bubbling requirements in after school care. 	4
17. Individuals who show symptoms	<ul style="list-style-type: none"> • <i>Guidance states that schools must ensure "that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)."</i> • <i>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have</i> 	5

	<p><i>coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</i></p> <ul style="list-style-type: none"> <i>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (GREEN ROOM IN SCHOOL), depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i> <i>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</i> <i>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</i> <i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</i> <i>If a case of COVID-19 is confirmed, we will contact the local health protection team and the new national report line (details in office). This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. We will follow the guidance of the health protection team in these matters.</i> 	
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18. PE

	<ul style="list-style-type: none"> On a day when a class is due to have a PE session, children wear their PE kit to school Sports coaches will follow all guidelines set out in school risk assessment as well as their own risk assessment to ensure safe practice. <i>"Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles."</i> <i>PE lessons need to be carefully planned to reduce movement around the hall. Aerobics, yoga, strengthening exercises rather than team games. Breaks from active sport to watch and learn from own practice or by watching games. Outdoors where weather allows.</i> 	4
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19. General

<ul style="list-style-type: none"> Do you ensure the safety of visits to areas of a reported outbreak, both in the UK and overseas, are reviewed? 	<ul style="list-style-type: none"> Windows to be opened wherever possible and ensure good ventilation of all rooms. Doors to be open where possible - consideration to be given to guidance on fire doors. If a child repeatedly refuses to follow social-distancing rules, they should be warned and parents informed. If behaviour does not improve, they will be restricted from going out at break/lunchtimes and should be separated from peers during lesson time. Deliberate breaking of rules will be dealt with using school behaviour policy. 	
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<ul style="list-style-type: none"> • Do you ensure there is a member of staff trained in First aid attending the school? • Where first aid is required do you ensure that people not involved in the incident remain more than 2metres away from the scene? • Do you ensure staff and students are regularly washing their hands whilst at the school? If hand sanitizer is used there is a risk of bottles being stolen. • Do you ensure there is enough staff to manage the number of young people that are using the school? • Are arrangements in place should there not be enough staff to open the school? 	<ul style="list-style-type: none"> • Although there must be as little movement between areas of the school as possible it is important that staff and children do not feel isolated and communication can be facilitated. We will use MS Teams on class laptop as a means of communication between areas. • Parents have been informed of the importance of adhering to track and trace protocols if they are contacted. They will be reminded to do this when the new academic year starts and then regularly through our weekly newsletter. • We will ensure that stocks of hand sanitiser will be maintained and stored safely. • We will ensure that pupil to staff ratios are maintained at all times. The guidance now states that supply staff can be used if needed, although they should avoid mixing with school staff. • <i>"Teachers in primary schools can still work across groups if that is needed to enable a full educational offer."</i> • Should a local lockdown necessitate temporary school closure we will continue with remote learning for all children using the Seesaw platform 	
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