

# Gedney Hill C of E & Shepeau Stow Primary Federation

## Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment

**This risk assessment is a working document and will be updated regularly to meet any necessary changes.**

| <b>(COVID-19)<br/>Full re-opening<br/>of schools</b> | <p><b>The following measurements expand on the basic guidance of:</b></p> <ul style="list-style-type: none"> <li>- avoiding contact with anyone with symptoms – pupils and staff must stay home if they display or anyone in their household is isolating due to symptoms or a positive test</li> <li>- frequent hand cleaning and good respiratory hygiene practices -</li> <li>- regular cleaning of settings</li> <li>- minimising contact and mixing</li> <li>- children, young people, parents, carers or any visitors are not to enter the school if they are displaying any symptoms of coronavirus</li> </ul> |                      |  |
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| Specific Issue                                       | Key Actions   | Who                  | Notes  |
| <b>Requirement for class bubbles</b>                 | <ul style="list-style-type: none"> <li>- organise class groups, as described in the ‘class or group sizes’</li> <li>- consider how to keep classes of children together throughout the day and to avoid larger groups of children mixing</li> <li>- Staff will have allocated staff rooms and toilets to use to minimise cross over.</li> <li>- There will be minimum staff cross over of staff. Staff will only work in more than one bubble when necessary and social distancing measures will be in place e.g. teacher will be 2m from the children.</li> </ul>  | SLT<br><br>All staff | Children will work within their class group. Puffins and Penguins will join as one group.<br>Some year 2 pupils have been moved to Woodpeckers to reduce the class sizes at Shepeau Stow<br>Playtimes – each class has a separate area and will not cross over. All staff from the bubble will be on duty every day<br>On Thursday & Friday at each school there will be some limited cross over to cover PPA and NQT time.<br>Staff will have screens to work behind and access to face shields |
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| <b>Keeping cohorts together</b>                      | <ul style="list-style-type: none"> <li>- ensure that children are in the same class groups during the school day</li> <li>- ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day wherever possible</li> <li>- ensure that wherever possible children use the same classroom or area throughout the day.</li> </ul>  | SLT<br><br>All staff | Classes have been allocated designated areas including toilets<br>Children will eat in their own classroom or outdoor area<br>Additional cleaning will happen through the day<br>Pupils will have their work station facing forwards in the classroom<br>It is expected that children in Puffins, Penguins and Robins will use their outdoor area daily for learning   |

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|                               | <ul style="list-style-type: none"> <li>- A thorough cleaning of the rooms at the end of the day and touch points at lunchtimes.</li> <li>- Pupils seated at the same desk each day within the classroom</li> </ul>   |                                    |   |
| <b>Cleaning &amp; Hygiene</b> | <ul style="list-style-type: none"> <li>- Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>- ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>- clean surfaces that children and staff are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>- ensure that all adults and children: <ul style="list-style-type: none"> <li>o frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> <li>o clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing and if touching the bin</li> <li>o are encouraged not to touch their mouth, eyes and nose</li> <li>o use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>- ensure that help is available for children who have trouble cleaning their hands independently</li> <li>- consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>- get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about</li> </ul> | <p>Caretakers</p> <p>All staff</p> | <p>Pupils will use handwashing facilities in each classroom area. Steps will be provided to enable the younger children to access sinks.</p> <p>Paper towels to be provided rather than air dryers</p> <p>Lidded bins to be put in all classrooms</p> <p>School business managers and caretakers to do a stock check to ensure we have all items necessary.</p> <p>Encourage children and staff to wear clean clothes every day</p> <p>Staff will model to the children how to wash their hands through demonstration</p> <p>Additional cleaning to take place through the day</p> <p>Staff to regularly remind pupils to wash hands</p> <p>No additional resources to be out on window ledges etc. All surfaces to be kept clear to enable cleaning. There will be no books or resources out for display purposes linked to lessons</p> <p>Classroom resources that are used by the bubble to be stored in plastic boxes after use for 72 hours before being used again</p> <p>Books that are on shelves for book change days will be covered for the rest of the week and only uncovered on book change day</p> |

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|                              | <p>proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</p> <ul style="list-style-type: none"> <li>- there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</li> <li>-</li> </ul>  |     |   |
| Reduce mixing within setting | <ul style="list-style-type: none"> <li>- accessing rooms directly from outside where possible</li> <li>- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> <li>- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>- staggering lunch breaks - children should clean their hands beforehand and return to their lunch station to eat, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</li> <li>- stagger drop-off and collection times</li> <li>- ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time.</li> <li>- noting that some children will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</li> <li>- One way system in place around the school</li> </ul> | SLT | <p>Length of lunchbreaks will be reduced to enable staggered start and end times to the day</p> <p>Corridor behind admin office at Shepeau Stow not to be used by pupils and to be one way</p> <p>Drop off and collection will be staggered as per timings sent out to parents</p> <p>Classes will have allocated toilets facilities to limit the number of children using them</p> |
| Using outdoor space          | <ul style="list-style-type: none"> <li>- for exercise and breaks</li> <li>- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>- outdoor equipment should not be shared across bubbles of children without thorough cleaning</li> <li>-</li> </ul>   |     | <p>Children to come to school prepared to be outside on PE days<br/>This needs to include a sun hat and sun screen already applied<br/>Children need to have removed jewellery before school as we cannot store it</p>  |
| Shared space                 | <ul style="list-style-type: none"> <li>- If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place.</li> </ul>  |     | <p>Staff will be allocated a staff room and toilet facilities<br/>Only one person working in the ppa room at any time</p>   |

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|                          | <ul style="list-style-type: none"> <li>- stagger the use of staff rooms and offices to limit occupancy</li> <li>- Visitors to school will be required to wear a face covering</li> </ul>  |                                  | <p>Staff should be endeavouring wherever possible to maintain 2 m distancing from other adults in school.</p> <p>If this is not possible staff should wear a face covering in communal areas</p>   |
| <b>Shared resources</b>  | <ul style="list-style-type: none"> <li>- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> <li>- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</li> <li>- practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between cohorts</li> <li>-</li> </ul> | Teachers and support staff       | <p>Nothing to be brought in from home and all resources will be bagged individually and kept at work stations</p> <p>Book bags will be in school on Thursdays and changed on Mondays only. Any bags brought in late must wait until the following Monday</p> <p>All pupils to have individual items e.g. pencils, rulers etc</p> |
| <b>[Other] resources</b> | <ul style="list-style-type: none"> <li>- consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</li> <li>- remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>- remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>-</li> </ul>  | SLT<br>Teacher and support staff | <p>Each group to have its own play equipment that can be cleaned daily</p> <p>Each child will have their own pack of essential resources at their station</p>  |
| <b>Lesson Planning</b>   | <ul style="list-style-type: none"> <li>- decide which lessons or activities will be delivered</li> <li>- consider which lessons or classroom activities could take place outdoors</li> </ul>  | SLT and teaching staff           | See class timetables   |
| <b>Parent protocols</b>  | <ul style="list-style-type: none"> <li>- plan parents' drop-off and pick-up protocols (including allocated drop-off and pick-up times) that minimise adult to adult contact</li> <li>- if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless</li> </ul>  | SLT                              | <p>Pathways to be marked out at each school by caretakers</p> <p>Parent protocol shared in initial letter</p>  |

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|   | they have a pre-arranged appointment, which should be conducted safely)   |                          |  |
| <b>Transport arrangements</b>                                     | <ul style="list-style-type: none"> <li>- encouraging parents and children to walk or cycle to school where possible</li> <li>- making sure schools, parents and staff follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> <li>- making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li> </ul> | SLT<br>Transport company | School to make parents aware that they must contact transport department at the local authority if needed.   |
| <b>Should staff or pupils show symptoms of Covid 19 in school</b> | <ul style="list-style-type: none"> <li>- Ensure staff follow guidance when dealing with the ill person</li> <li>- Isolation room to be used</li> <li>- Immediate phone call for parents to collect should it be a pupil</li> <li>- Follow government guidance for return to work or setting</li> </ul>  |                          | <p>Isolation room to be as close as possible to an exit</p> <p>Staff to wear goggles, gloves, aprons and mask when dealing with ill person</p> <p>Person showing symptoms to access testing</p>                          |
| <b>First Aid</b>  | <ul style="list-style-type: none"> <li>- Ensure staff follow guidance when dealing with the injured person</li> <li>- Isolation room to be used</li> <li>- Full clean of any body fluids to be done and area not to be used by others until this is complete</li> </ul>   |                          | <p>Staff to use ppe when dealing with injured person</p> <p>SLT &amp; cleaning staff to be notified when a clean is needed.</p> <p>Pupils to be encouraged to clean own wound, apply plasters etc wherever possible.</p> |
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