

Risk Assessment for Full Reopening of School Autumn Term – September 2020

Version 11/9/2020



Location / Site
CAM WOODFIELD JUNIOR SCHOOL
Activity / Procedure
WHOLE SCHOOL RE-OPENING
Assessment date – Reviewed & Updated: 11.9.20
New Amendments in BLUE.
Original 13/8/2020 – to be updated regularly until re-opening

PEOPLE IDENTIFIED AS AT RISK	
All School Staff	YES
Pupils	YES
Visitors	YES
Contractors	YES

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 2nd July 2020

This document has been cross-referenced with the COVID 19 Risk Assessment provided by the SHE (LA) – Revised for full reopening in September 2020

Government guidance for schools states:

“Given the improved position, the balance of risk is now overwhelmingly in favour of pupils returning to school. For the vast majority of pupils, the benefits of being back in school far outweighs the very low risk of coronavirus (COVID – 19)”

Government guidance for parents concerning re-opening of schools states:

“The scientific evidence shows that coronavirus (COVID-19) presents a much lower risk to pupils than adults of becoming severely ill, and there is no evidence that pupils transmit the disease any more than adults. Of course, there will still be risks while coronavirus (COVID-19) remains in the community, and that is why schools and colleges will be asked to put in place a range of protective measures. ”

“It is vital that pupils and young people return to school and college - for their educational progress, for their wellbeing, and for their wider development. School and college attendance will again be mandatory from the beginning of the new academic year. For parents and carers of pupils of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply.”

<u>Hazard Identified</u>			
Lack of preparation of school building resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.). 2. INSET days cover Health & Safety protocol for all staff and pupils. Staff to complete fire drills with pupils in the first week back in September and continue to recap procedures and updates as and when necessary. 3. Classroom and corridor windows are open wide to provide good ventilation in busy areas. If required, due to an increase in high weather temperatures, stand alone fans will be used at low level to circulate cool air. These fans will not be placed directly at face level. 4. COVID-19 posters/ signage displayed adequately 5. Classrooms set with desks in rows and forward facing. Any surplus furniture items that will not be used, can be removed and stored in the school hall. 6. Designated isolation room to be relocated to the Access Room. 7. PPE and sick bucket in isolation room with two chairs spaced at least 2 metres apart 8. Contaminated waste bin remain located in Access Room. 9. School reception area to maintain social distancing modifications (screen to be kept closed, sanitise upon arrival, non-staff visitors e.g. contractors to be monitored). 10. Maintain plentiful supply of advised cleaning products in stock. 			

<u>Hazard Identified</u>			
Lack of knowledge of updated DfE Guidance for parents/carers resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ul style="list-style-type: none"> Comprehensive letter to parents/carers detailing measures and arrangements. A copy of this risk assessment made available on the website. <i>Schools should consider how to communicate this to parents and remind them about agreed processes for drop off and collection, including that gathering at the school gate and coming onto the site without an appointment is not allowed.</i> Emphasise in above letter that any pupil or member of their household who displays symptoms MUST NOT ATTEND SCHOOL Inform parents that pupils will be expected to attend school in uniform. <i>"We would encourage all schools to return to their usual uniform policies in the autumn term."</i> Give parents guidance on how the school will engage with NHS Track and Trace process if any of the school community becomes symptomatic. Parents/carers and visitors coming onto the site without an appointment are not permitted. 			

Hazard Identified			
Lack of social distancing when arriving at and departing from school resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control Measures Taken			
<ul style="list-style-type: none"> Staggered drop off and pick up times to be used as follows: 			
Year Group	Entry Time	Exit Time	Entry/Exit into/from School
Year 3	8.35am	3pm	Back Green Gate / Front Blue Gate
Year 4	8.55am	3.20pm	Back Green Gate / Front Blue Gate
Year 5	8.45am	3.10pm	Back Green Gate / Front Blue Gate
Year 6	9.05am	3.30pm	Back Green Gate / Front Blue Gate
<ul style="list-style-type: none"> Cones or tape placed 2m apart for pupils to follow the correct path UKS2 door (Y5 & Y6) or LKS2 (Y3 & Y4) door preventing cross over to proposed entrances. LB & TW to supervise arrival of pupils at the back green gate. Teachers collect pupils from the back green gate and walk their class into school for the entry timings. (refer to site map) Teachers & TA's monitor entry into classroom directing pupils to allocated desks and ensuring hand sanitiser is used upon entry. When exiting the school, teachers will walk their class up to the main front gate and release their pupils to parents. Pupils attending The Nest before and after school club will be dropped off by the class teacher on the way to releasing their whole class at the end of the school day. All Junior parents wait to collect their child on the top school field away from the school building and playgrounds. This reduces risk of large gatherings and the congestion of cars and pedestrians directly in front of the school driveway, reducing the risk of pupils running across the road to see their parents / carers. From 7.9.20 			

PARENTS WILL NOT BE ALLOWED ON SITE AND WILL BE REQUIRED TO SOCIALLY DISTANCE AWAY FROM THE GATES

- All staff, visitors and parents accessing the school site to wear a mask or a facial shield. 11.9.20
- Back Green Gate accessible to Junior pupils only as from 14.9.20
- Infant pupils and parents will now enter the front gate and follow the infant school one way system – reducing footfall around the Junior school building and surrounding play areas. From 14.9.20

Hazard Identified			
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control Measures Taken			
<ol style="list-style-type: none"> 1. Restrict groupings to Year Group Cohorts - school estimate largest group to be 53 pupils (Y6) 2. Pupils to sanitise their hands upon arrival. 3. Tables and chairs have been set up in rows so that no pupils are facing each other. Individual class teachers have reviewed where pupils will sit. Those pupils who have had low levels of engagement during lockdown and may require additional support and will be seated nearer to the front. Each pupil will have their own set of resources in an individual zip wallet on their desk space, to limit movement around the class. 4. Pupils will line up when coming into class in the morning and from break times, in the order of front row to back row to ease movement into classrooms and avoid pupils having to pass each other once seated. Seating plan to remain set. 5. <i>Teachers and TAs to stay at the front of the class and away from their colleagues where possible. Ideally, adults should maintain 2m distance from each other and from pupils however, if this is not possible, minimise any time spent within 1m.</i> Where staff need to work with individual pupils or small groups of pupils from more than one bubble, care will be taken to maintain distancing. 6. <i>All staff to avoid close face to face contact.</i> 7. Where possible pupils stay at their desks when in the classroom 8. EHCPs to be reviewed and adjusted to address pupils' 1:1 needs. Adults to work at the side or from behind to avoid face to face contact. 			

9. Social distancing charter created and shared for pupils returning for the first time and revised with pupils who have attended key worker and vulnerable groups previously.
(Include instructions how to line up, use of toilet, moving around the classroom etc)
10. Charter frequently re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance
11. Staff to be reminded of amendments to behaviour policy with ref to isolating pupils if they cannot adhere to safety measures and in class reflection time.
12. Where possible, lessons planned for individual work (not pairings or group work) and timetables reviewed with outdoor space used extensively
- 13. Feedback – maintain in class marking system using interactive whiteboard whenever possible - no close interaction. *Teachers can take books home, although should be avoided if deemed unnecessary. Thorough handwashing guidance before touching them and again afterwards, applies.***
- 14. *Teacher and TAs are able to work across classes in their year group bubbles (and across different year groups if required).* If applicable: this flexibility will be restricted for BAME members of staff.**
- 15. *Pupils do not mix with other 'bubbles' (year groups).***
16. Bags, coats PE bags and lunchboxes kept under pupils' tables
17. Additional furniture removed
18. The playing of musical instruments on the curriculum to be moved to the spring term.
- 19. *Classroom based resources, such as books and games, can be used and shared within the bubbles; these are to be cleaned regularly, along with all frequently touched surfaces. Other resources, such as PE, art, science or computer equipment (with antibac wipes) must be cleaned thoroughly and always between bubbles, or rotated to allow them to be unused and out of reach for 48 hours (72 hours for plastics).***
20. Pupils to wear full uniform. If parents have difficulty in purchasing uniform or orders are delayed, then school will make an allowance for pupils to wear alternative clothing during Autumn term 1.
21. Staff to plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to self-isolate.
22. Staff to identify and plan lessons whenever possible to take place outdoors.

Hazard Identified			
Lack of social distancing during intervention groups resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Remaining level of risk following control measures													
HIGH	MEDIUM	LOW	NEGLIGIBLE										
Control Measures Taken													
<p>1. Areas are designated for certain intervention groups taking place throughout the day. One intervention per area or room. From 11.9.20</p> <p>2. Tables and chairs have been set up in rows so that no pupils are facing each other. Teachers and TAs have reviewed where pupils will sit and have a seating plan that will remain in place. Each pupil will bring their own set of resources from class. Pupils will exit classroom under supervision of TA.</p> <p>3. All adults involved in intervention to wash their hands prior to the start of the session and immediately afterwards.</p> <p>4. Teachers and TAs to stay at the front of the class and away from their colleagues where possible. Ideally, adults should maintain 2m distance from each other and from pupils however, if this is not possible, minimise any time spent within 1m. Where staff need to work with individual pupils or small groups of pupils from more than one bubble, care will be taken to maintain distancing.</p> <p>5. All staff to avoid close face to face contact.</p> <p>6. Pupils stay at their desks during the intervention session.</p> <p>7. Staff to be reminded of amendments to behaviour policy with ref to isolating pupils if they cannot adhere to safety measures</p> <p>8. Lessons planned for individual work (not pairings or group work) and timetables reviewed with outdoor space used extensively</p> <p>9. Feedback – books can be marked by TA during session. TAs to wash hands prior to session starting and at end of session.</p> <p>10. TAs to wipe clean surfaces and any shared resources at the end of session and before next group.</p>													
<table><tr><th>COHORT</th><th>LOCATION</th></tr><tr><td>Y6</td><td rowspan="2">Bay Areas UKS2 corridor</td></tr><tr><td>Y5</td></tr><tr><td>Y4</td><td rowspan="2">Bay Areas LKS2 corridor</td></tr><tr><td>Y3</td></tr><tr><td colspan="2">All areas must be cleaned down thoroughly after each group. This includes the Library, Butterfly Room, Sensory Room, Kitchen, IT Room and any laptops if used.</td></tr></table>				COHORT	LOCATION	Y6	Bay Areas UKS2 corridor	Y5	Y4	Bay Areas LKS2 corridor	Y3	All areas must be cleaned down thoroughly after each group. This includes the Library, Butterfly Room, Sensory Room, Kitchen, IT Room and any laptops if used.	
COHORT	LOCATION												
Y6	Bay Areas UKS2 corridor												
Y5													
Y4	Bay Areas LKS2 corridor												
Y3													
All areas must be cleaned down thoroughly after each group. This includes the Library, Butterfly Room, Sensory Room, Kitchen, IT Room and any laptops if used.													

<u>Hazard Identified</u>			
Lack of social distancing in corridors and shared spaces resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. External corridor doors to be used for arrival and departure, including break and lunchtimes. 2. Small groups of pupils going to toilet at any one time always supervised by an adult to maintain at least 1m distance (adults to maintain 2m from pupils where possible). 2 girls and 2 boys (year group only) 3. If staff assistance is required, messages/calls to be sent to office or SLT via TA 4. Staff use empty classrooms and alcoves to maximise the distance between each other (no more than 4 adults in any of the designated respite areas (staffroom)). 5. One - way system will be maintained around the school and stops/ cones outside toilets 6. Clarify and agree instructions with pupils concerning going and returning to toilet 7. When moving around the school – at least 1m distance between pupils – adult to monitor and ensure it is adhered to. 8. Social distance markings visible in corridors along one-way system 9. There will be no whole-school assemblies. Celebration assembly will go ahead using Microsoft Teams and the video call will be projected onto classroom IWB. 10. Staff required to wear masks where social distancing measures are not possible in communal areas and corridors. From 3.9.20 			

<u>Hazard Identified</u>			
Lack of social distancing and poor hygiene when using the toilets resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. One-way system maintained 2. Staff to monitor amount of pupils in toilets at any one time ensuring at least 1m distance. All toilets opened as they are closed cubicles- urinals will be taped off and boys will be asked to use the cubicles. 3. All sinks available for handwashing 4. Hand gel used after toilet use as well as washing hands 5. Signage in toilet re washing hands 6. External toilet doors wedged open as long as they are not fire doors. 7. Adequate supplies of soap ordered to ensure the school does not run out. 8. Paper towels to be used and hand dryers out of use 9. Pupils to have access to toilets at all times during the day to prevent queues developing at social times 10. Teachers and TAs are to be assigned to each bubble and, as far as possible, monitor toilet access 11. Paper towels in the classrooms for pupils to take 1/2 at a time into the toilet. From 9.9.20 			

<u>Hazard Identified</u>			
Lack of enhanced hygiene and cleaning procedures resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. Hand sanitise stations to remain in every classroom and other used spaces. 2. Tissues to be available in all classrooms 3. Adults and pupils are reminded not touch their mouth, eyes and nose 4. Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste 5. Doors to be propped open to limit use of door handles and aid ventilation 6. All pupils, staff and any other visitors to hand sanitise upon entry to the building including re-entry after break and lunch. 7. Maintain enhanced cleaning procedures x3 times per day. Frequently touched surfaces x2 per day at break and lunch. Cleaning staff apply thorough cleanse at end of day. 8. If wet play, MDS will need to clean surfaces when eating has finished asking one pupil at a time to move from their desk to a safe area. 9. All shared resources such art, computing, PE, science equipment to be cleaned thoroughly between use amongst different bubbles or allow 48 hrs between use; 72hrs for plastics. 10. Anti bac wipes to be used on computers between different bubbles 11. All used cloths and gloves to be disposed of in designated contamination bin (located in the Access Room). 12. Trim Trail to be used one-year group at a time and left overnight before next bubble uses it during their break or lesson times if applicable. 			

<u>Hazard Identified</u>			
Lack of social distancing break and lunchtime play resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. Pupils to remain in cohort bubbles during break and lunchtimes: Ref: Timetable for break and lunchtime rotas. 2. 4 zones will be marked out for each cohort. These zones can be rotated as long as there is 'cross-over' of bubbles when going to or leaving the zones. 3. Bubbles will be able to be rotated around the playground and field 4. MDS to have cleaning pack and play box. 5. If the field becomes too wet for playtime, zones will be set out on the playground and teachers will be informed of staggered timings. 6. Staff to report any non-compliance to SLT 7. Y3 / Y4 lunchtime rota – all pupils now walk along the LKS2 corridor and out onto the lower playground where they then walk up to the large playground for their lunch play. From 11.9.20 			

<u>Hazard Identified</u>			
Contamination of PE equipment resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. PE Kit to be stored in the classroom and access and changing supervised with distancing control measures 2. Pupils kept in the same consistent bubbles during PE lessons 3. Sports equipment thoroughly cleaned between each use 4. More items purchased to ensure enough for individual use 5. Outdoor PE to be prioritised in the first term 6. Non-contact sports to keep social distancing 			

<u>Hazard Identified</u>			
Visits to other locations resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control Measures Taken

1. Non overnight visits only
2. Risk assessments of visits and journeys to be undertaken by visit leaders
3. No overnight visits until government guidance changes
4. Pupils grouped together in same school group bubbles at all times
5. Journey planned to allow for distancing within vehicles
6. Hand sanitiser to be used upon boarding &/or disembarking
7. Cleaning of vehicles between each journey

Hazard Identified

Lack of social distancing in dining hall resulting in direct transmission of the virus

Existing level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Remaining level of risk following control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control Measures Taken

1. All dining tables will be set out to accommodate no more than 7 pupils on each table. Ref: attached dinner hall sitting rota.
2. X2 sittings per lunch time and pupils positioned in bubbles in the hall.
3. All pupils forward facing.
4. All pupils to wash hands before eating lunch.
5. LB, TW & MDS to supervise pupils in dining hall.

6. No jugs of water available – pupils will bring their own drinks bottles into the hall.
7. X2 cleaning stations for pupils to scrape and stack their trays.
8. Tables are washed down and sterilized between sittings.
9. Caterers to hold hot food to avoid mixing bubbles
10. Cleaning of touched surfaces to be cleaned after each bubble

<u>Hazard Identified</u>			
Managing the risk of pupils or adults displaying symptoms resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms, or who has someone in their household who does will not attend school. • If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. • An unwell child awaiting collection, will be isolated in a suitable room (Access Room) with adult supervision. • Staff caring for a child who is waiting for collection, needs to keep a distance of 2 metres from them and the child. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been, needs to be cleaned after they have left. • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. 			

<u>Hazard Identified</u>			
Risk to medically vulnerable pupils/staff and their families resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. Individual risk assessments updated for vulnerable pupils, EHCP pupils, BAME and vulnerable members of staff. 2. Vulnerable members of staff to only work within their cohort bubble. 			

<u>Hazard Identified</u>			
Risk when carrying out First Aid or intimate care resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. For minor injuries, first aid staff will instruct pupil/adult on how to apply treatment. 2. Any situation that requires staff to give treatment and where 2metres cannot be maintained, will require them to wear PPE (including full-face visor). 3. All first aid staff to have own personal PPE pack (full-face visor, apron, gloves). 4. Staff to dispose of any used PPE in designated contaminated waste bin (located in the Access Room). 5. Qualifications are up-to-date and 10 members of staff trained with First Aid 6. Staff to wash hands before and after administering first aid 7. If CPR is required – compression only until ambulance arrives 8. If CPR is required on a child – use a resuscitation face shield if available to perform mouth-to-mouth 9. All waste disposed of safely in the appropriate bin 			

<u>Hazard Identified</u>			
Risk posed by pupils removing face masks in school resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<p>1. Some pupils have and may continue to wear face coverings to school. We are not against this if it gives our pupils and their families some reassurance. However, the risk of transmission should these be removed is heightened. Therefore, a clear procedure about how to do this is required.</p> <ul style="list-style-type: none"> ➤ Before removing a face covering, the wearer will need to wash their hands thoroughly. ➤ They can then remove the covering. ➤ Face covering to be placed in a sealed plastic bag which should then be placed in their school bag. ➤ Wearer will then need to repeat handwashing process. 			

<u>Hazard Identified</u>			
Physical and Emotional Wellbeing of Pupils			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. COVID- 19 class charters to be used to reassure and clarify safety measures 2. Pastoral provision to be available for pupils who are distressed. Staff to try where possible to adhere to 2m distancing measures. 3. Implement recovery curriculum 4. Discuss with classes, amendment to behaviour policy. 5. Establish routines and behaviours quickly. 6. Ensure all pupils understand how they can keep themselves safe – using Ebug support materials 7. School to make regular contact with families who have COVID19 symptoms and carry out welfare checks 8. Home learning to be organised for those pupils who have to stay home due to self-isolation. 9. PSHE curriculum seen as a priority 			

<u>Hazard Identified</u>			
Physical and Emotional Wellbeing of staff			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meetings to take place via teams or in the hall – adhering to social distance measures of 2m 3. Staff meeting agenda to include a COVID19 section for updates and expressing concerns 4. Staff to remain 2m from pupils and other adults whenever possible. 5. Staff to have PPA as organised on school timetable. <i>Supply teachers can move between schools. They should minimise contact and maintain as much distance as possible from other staff.</i> 6. Sharing of support helplines – OH and others. 7. At least one SLT member of staff on site every day for staff to share concerns with if required. 8. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible and subject to change 9. Office staff to be limited wherever possible to the office area. 10. Designated “staff respite areas” - refreshment facilities will be available in the staffroom. <u>No more than 4 adults in either room at any one time.</u> 11. Maintain regular communications with any staff member who may have to self-isolate 12. Information shared with staff about testing available for those who have symptoms. This will be circulated by HT 13. SLT to update risk assessments for BAME and vulnerable staff. 14. Staff are to leave promptly at the end of the school day for own mental wellbeing (by 4.30pm) and in order to allow a thorough cleaning of the site. 15. Staff to understand how they are able to book a test if they are displaying symptoms 			

16. Staff are aware of how to inform the school immediately of the results of any test and self-isolate if necessary.
17. Governing Body and SLT to have regard for work-life balance and updates shared at Governing Body meetings

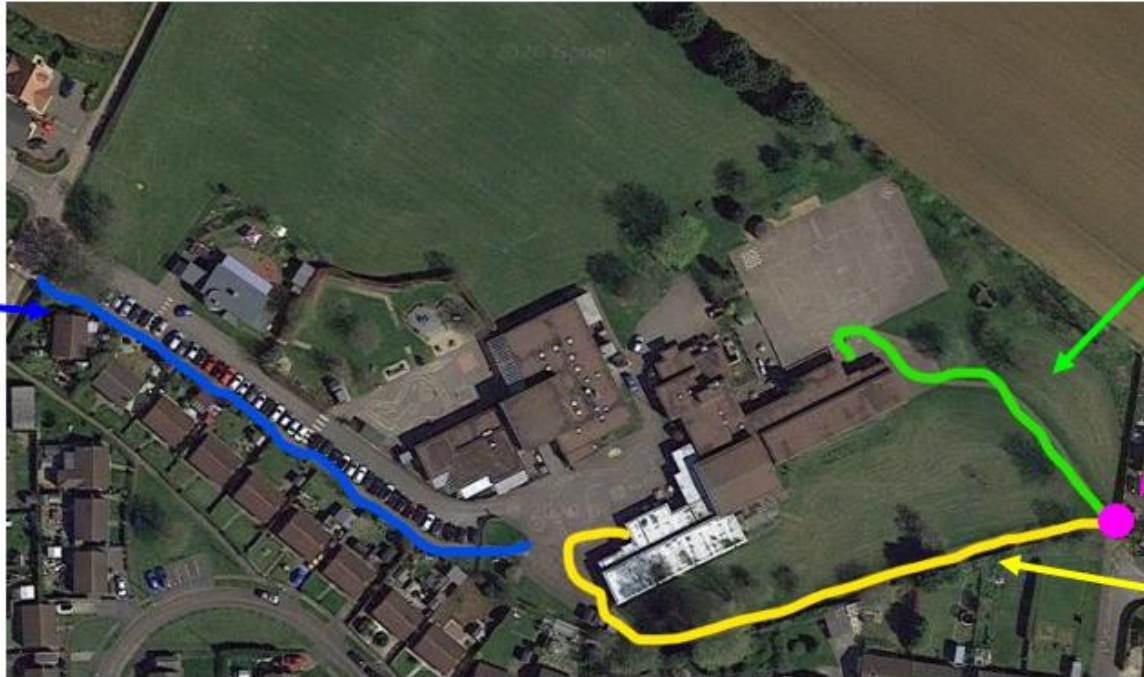
<u>Hazard Identified</u>			
Visitors including Parents/Carers / Governors to the site			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Remaining level of risk following control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control Measures Taken</u>			
<ol style="list-style-type: none"> 1. All staff, visitors and parents accessing the school site to wear a mask or a facial shield. 11.9.20 2. Glass screen in office to remain closed 3. Priority given to contactors and emergencies 4. Clear signage displaying expectations whilst on site – visitor protocol 5. Only office staff and SLT allowed in office 6. Deliveries supervised by member of office staff / SLT with controlled entry point if needed 7. Visitors do not sign in with the same pen – Disinfected after use 8. Hand sanitizer in the entrance for visitors, delivery staff and CWJS staff 9. Meetings kept to a virtual platform wherever possible 10. Parents/Carers/ Governors / Visitors enter the school only by appointment. 11. Site guidance on physical distancing & hygiene explained upon arrival (signage displaying information) 12. Visits where possible to be arranged outside school hours 13. A record of visitors logged to assist with NHS Track & Trace 14. Contact number to be given if school doesn't already have this information 			

Appendix

Site Map:

Please see the site map below for further details on the one way system around the school and how it will operate:

All classes will exit the school site by this pathway. Teachers will walk their class up to the front blue pedestrian gates.



Y5 & Y6 Classes will walk into the school with their class teacher using this pathway.

Parents leave their child / children at the back gate. Children walk into the school site and meet their class teacher.

Y3 & Y4 Classes will walk into the school with their class teacher using this pathway.

Class:

This was given out to teachers during the INSET.

Information to cover with Pupils over the next two days (3rd & 4th September 2020)

Activities and Learning that needs to be covered in order for pupils to understand the new routines regarding Covid – 19 measures and every day processes and systems that the school has in place.	Thu 3 rd Please tick when taught to pupils	Fri 4 th Please tick when taught to pupils
Arriving at school Coming into school – routine of the back gate and entering the school quietly , sanitising hands and storing personal items under their seats, inc. drinks bottle.		
Expectations of pupils walking in and out of the School Building Explain to pupils about entering and leaving the school building quietly for break and lunch times – other year groups will still be working.		
Teacher & Classroom Expectations Get the pupils to create a class charter especially reflecting on the measure in place to keep everyone safe. Not walking around the school unless they are with their teacher / TA. Items having to be cleaned after every use: Laptops, PE equipment etc. Discuss with your class your expectations of working in class, the work they produce. etc		
Break Times Changes Explain to pupils how break times will look and feel very different: Play within their class bubbles Class playtime resources		
Lunch Time Changes Explain to the pupils how lunch time will work and that they will no longer be in houses and they will still need to stay in their class bubbles during any play time.		
First Aid or Illness Explain to pupils about first aid – minor grazes, bumps will be them using the wipes and placing a plaster onto themselves etc. Pupils still need to inform an adult if they have had a head bump no matter how it has happened.		

Explain to pupils that if their injury is more than a bump or a scrape, then they may need further medical assistance from Mrs Ask or Mrs Morris. If this is the case, then they will be sent to the Access Room. They will also be sent to this room if they are feeling ill as well. Inform pupils that a member of staff will sit with them in PPE and what that will look and why it is necessary.		
Respiratory & Hand Washing Measures Remind pupils that if they want to sneeze or need to blow their noses that they MUST 'Catch it! Bin It! Kill It!' with a tissue. All children MUST wash or sanitise their hands before and after breaks, in and out of the school building and when they have touched their face etc.		
Toilets Explain to pupils that there will be up to 2 pupils allowed to use the toilets along the corridor at once. Therefore, if they see other pupils in the toilets they need to wait outside until they are finished (2m distancing in place).		
PE Lessons Inform the pupils when the class will be doing PE during the week.		
Pupils Wearing Masks Explain how they should use a plastic bag to store their mask and then sanitise or wash their hands.		
Teaching & learning in the Classroom Explain and discuss with the pupils about class bubbles and how that impacts on them throughout the day and during specific lessons. Personal learning packs etc not sharing items		
Departing from School Leaving the school – pupils going to The Nest at the front of the line and all other pupils to stay with the teacher, walking quietly and in line up to the front blue gates. Pupils only leave unescorted if the parent has given the school permission. A Pupil is not released until the parent or named adult is present.		
Coats Remind pupils to bring coats into school for both walking to and from school but also for break times.		
Rewards Awesome Award – every Friday (presented in the Virtual Celebration assembly). Diamond Award – 1 pupil per class every day (given out by the teacher)		

House points are now Class Points Pupil Cup – Class points cup (no longer house points) Star Time – in class on a weekly rota (No longer mixed year groups across the school) Star Tea Party – in classes (no longer mixed year groups)		
Assemblies Explain to children that they will not be able to perform class assemblies to parents as we have done in the past, due to COVID-19 measures.		
Curriculum Learning this term. Get the pupils to discuss and share their ideas and thoughts on what their theme is about and who /what / how they use the focal point... Create frontispiece for the theme books		
Pastoral Time Enjoy learning about your class – discuss these strange times and what they have missed and what they have enjoyed doing out of school or attending keyworker groups. etc		
Behaviour strategy Explain to pupils the school's expectations. Golden Rules, Corridor Rules, Reflection Time. Pupils act what to do and what not to do and this is recorded by photographs by the behaviour chart.		
Well Being Strategy Name it to Tame it! Explain to the pupils what this is and how they can use it.		
Fire Drill Procedures Run through procedure.		
PEEP Plans TAs run through with pupils the routine and procedure.		
Lockdown Procedures Doors shut, blinds down & external door locked.		
Please return to HT once completed – thank you.		

Dear Parents and Carers,

Revised Procedures for Entering and Exiting the School Site

Thank you for all your support and patience yesterday when we opened our school doors once again to all our amazing children!

We understand that there was always going to be teething problems, especially on the first day and with this in mind all three sites (Juniors, Infants & The Nest) have assessed the risks and made adjustments to the way the site will operate in the mornings and at collection times.

We hope that the changes that we have made will:

- reduce the number of parents outside the front gates at the end of the day
- make it easier to walk out at the end of the day
- make it easier for parents to pick up both infant and junior children.

We have therefore have made some changes to the procedures which will be effective from **MONDAY 7TH SEPTEMBER.**

JUNIORS – CWJS

Morning Drop Off – NO CHANGES

The mornings for the Juniors will stay the same. All the timings will be the same with the only difference that the Y5 & Y6 staff will wait for their classes on the large Junior Playground so that the Y5 & Y6 children can walk onto the school site when it is their time.

Collection Time – CHANGES HAVE BEEN MADE!

Parents will still be required to collect their children from the main front entrance.

Junior parents can now enter the school site via the main drive way, through the vehicle access and make their way onto the school field, which has been designated as an area for parents to wait safely for their child/children. There will be **NO** vehicle movement whilst children are leaving the school site and the main entrance into the school will be coned off with Junior staff monitoring that it is safe access for both children and adults to use. Please see the images below:



Parent use these gates to enter the school site to collect Junior children.



Parents make their way to the field to wait for their child/ children.



Junior parents wait in this area.



Classes will walk up the school carpark. There will be **NO** vehicles entering or leaving the site during this time.



Teachers will be walking their classes up the car park on the **RIGHT** and will position themselves in front of the area where the parents are waiting.



Once parents have collected their child/ children from the Juniors they then exit the school site by the pedestrian gate.



Parents who also need to collect children from the Infant school who have just collected a child from the Juniors, can then walk on the LEFT of the school carpark and enter the Infants.



Parents then enter the Infant school through the wooden gates and collect their child/ children.



Once Infant parents have collected their child/ children then they need to make their way out of the Infant School's wooden gates and along the school pathway.



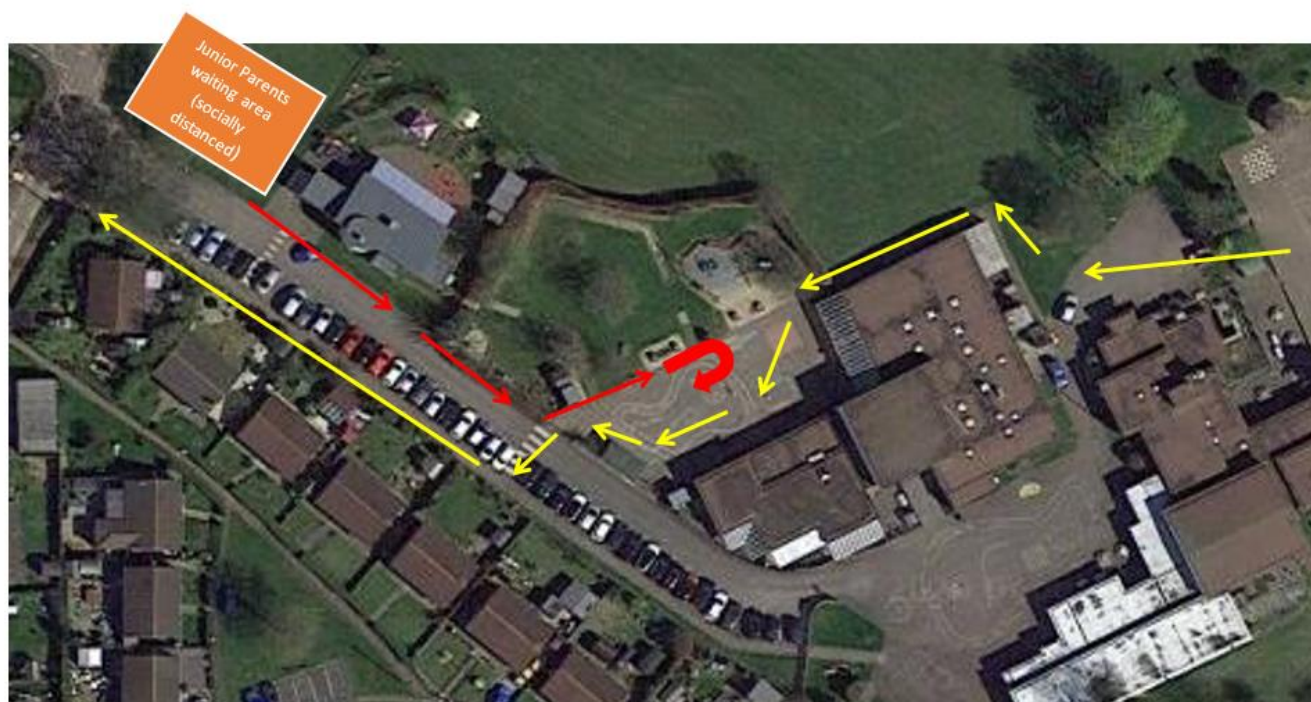
INFANTS – CWIS – CHANGES HAVE BEEN MADE!

Please note there are new timings for Infant children:

	Start of school	End of school day
Y1/2 Squirrel Class	8.40am	2.55pm
Y1/2 Owl Class	8.50am	3.05pm
Reception – Rabbit and Badger Classes. YELLOW DOORS in the main playground	9.00am	3.15pm
Y1/2 Hedgehog Class	9.10am	3.25pm

The Infants start of the school day is still the same route across the school site and has not changed.

Collection Time at the Infants



If you only have an INFANT child please use the yellow route through the site (from the back gate to the front gate).

If you have both JUNIOR AND INFANT children you can enter via the large main gates and wait in the Junior Parents waiting area (orange box) to pick up your Junior child. You will then walk down the driveway, next to the large hedge. You can enter the infant playground by the zebra crossing to collect your child. You then need to go back out of the gate by the zebra crossing and walk up the pathway and out of the pedestrian gate at the front of the school.

Please note that we are constantly assessing the risk and making sure that we implement changes to make ensure our site is safe for all children, staff, parents and visitors.

Thank you for your understanding and continued support. **Updated Staff on the above 4.9.20**

Reviewed and Updated Communication to Parents 11.9.20

Update on Changes Regarding COVID -19 Procedures- Morning Drop Off and Collection Times

Mrs Bennett has been assessing how the drop off and collection procedures have been across the site this week and as a result the following changes are now in place:

All parents accessing the school site **MUST** wear a facial mask or shield, unless medical conditions prevent them from doing so. This also includes waiting on the school field at collection times

As from MONDAY 14th September the following will be in place:

- The back Green Gate is only for Junior pupils to access in the mornings.
- The Infants will use the front gate for both morning and collection times using the Infants one way system on their playground.
- If a parent has both Infant and Junior children in the mornings, then depending on the time, parents can walk from the Infants playground to the Junior School's wooden gates, by the staff carpark. The Junior child then walks across the Y3 / Y4 playground (on their own) and onto the top playground, where staff will wait to collect their class.

There are NO changes to the Junior School collection procedures.

Mrs Bennett appreciates the support and adaptability that you have all shown during these unusual times, whilst she assesses and ensures the safety of the school community. She would like to take this opportunity to thank all parents for their patience.

With all these measures in place, they are subject to change and will reflect current updates from the Government.

Updated Staff on the above 11.9.20

11.9.20



The one way system will still be in place for pupils to enter and leave the school. Parents will be deterred from entering the school grounds to reduce the number of people on site.

Year Group	Start of school	Break time	Playgrounds	Lunch time sitting in the hall	Antibac time tables in hall	Lunch time play outside	End of school day
Y3 Juniper & Cherry Classes	8:35am	9:55 – 10:10	Lower	12:20-12:40	12:40 -12:50	12:40 -12:50 side field / LKS2 Playground then onto UKS2 playground 12:50- 1:10pm	3pm
Y4 Elm & Willow Classes	8:55am	10:15 – 10:30	Lower	12.20-12:40		12:40 -12:50 side field / LKS2 Playground then onto UKS2 playground 12:50- 1:10pm	3:20pm
Y5 Oak & Cedar Classes	8:45am	10:05– 10:20	Upper	12:50-1:10		12:20-12:50	3:10pm
Y6 Redwood & maple Classes	9:05am	10:25 – 10:40	Upper	12:50-1:10		12:20-12:50	3:30pm

Year 3											
Time	8:35 – 8:50	8:50 – 9:10	9:10–9:55	9:55 -10:10	10:10- 10:20	10:20-10:55	10:55- 11:45	11:45 -12:20pm (35mins)	12:20 – 1:10	1:10 – 2:15	2:15 – 3pm
Start time: 8:35am	Flying Start & 5mins Timetables	Maths Meetings	Intelligent Maths Sessions	Break Lower Playground	Spelling & Handwriting	English Reading	English Writing	Theme / home readers	Lunch First sitting 12:20-12:40	Theme	Theme
Year 4											
Time	8:55 – 9:10	9:10 – 9:30	9:30 –10:15	10:15 -10:30	10:30- 10:40	10:40-11:15	11:15- 12:05	12:05-12:20pm (15mins)	12:20 – 1:10	1:10 – 2:15	2:15 – 3:20
Start time: 8:55am	Flying Start & 5mins Timetables	Maths Meetings	Intelligent Maths Sessions	Break Lower Playground	Spelling & Handwriting	English Reading	English Writing	Theme / home readers	Lunch First sitting 12:20-12:40	Theme	Theme
Year 5											
Time	8:45– 9:00	9:00- 9:20	9:20 –10:05	10:05 10:20	10:20- 10:30	10:30-11:05	11:05- 11:55	11:55-12:20pm (25mins)	12:20 – 1:10	1:10 2:10	2:10 - 3:10
Start time: 8:45am	Flying Start & 5mins Timetables	Maths Meetings	Intelligent Maths Sessions	Break Upper Playground	Spelling & Handwriting	English Reading	English Writing	Theme / home readers	Lunch Second sitting 12:50-1:10	Theme	Theme
Year 6											
Time	9:05– 9:20	9:20- 9:40	9:40 –10:25am	10:25 -10:40	10:40- 10:50	10:50- 11:25	11:25- 12:15	12:15pm- 12:20pm (5mins)	12:20 – 1:10	1:10 – 2:15	2:15 – 3:30
Start time: 9:05am	Flying Start & 5mins Timetables	Maths Meetings	Intelligent Maths Sessions	Break Upper Playground	Spelling & Handwriting	English Reading	English Writing	Theme / home readers	Lunch Second sitting 12:50-1:10	Theme	Theme

Hall Seating Plan – All pupils facing forward

Y3 & Y4 Classes (94 PUPILS)

Hall doors

Aspen’s serving counter

Elm x 6 pupils

Elm x 6 pupils

Willow x 6 pupils

Willow x 6 pupils

Elm x 6 pupils

Willow x 6 pupils

Willow x 6 pupils

Cherry x 6 pupils

Elm x 6 pupils

Juniper x 6 pupils

Juniper x 6 pupils

Cherry x 6 pupils

Juniper x 6 pupils

Juniper x 6 pupils

Cherry x 6 pupils

Cherry x 5 pupils

Hall Seating Plan – All pupils facing forward

Y5 & Y6 Classes (90 PUPILS)

Hall doors

Aspen's serving counter

Maple x 6 pupils

Maple x 5 pupils

Maple x 6 pupils

Maple x 5 pupils

Oak x 6 pupils

Redwood x 4 pupils

Maple x 4 pupils

Oak x 6 pupils

Redwood x 6 pupils

Redwood x 6 pupils

Cedar x 6 pupils

Redwood x 5 pupils

Redwood x 5 pupils

Cedar x 6 pupils

Oak x 6 pupils

Cedar x 7 pupils

Please note: All the above is subject to change. As time goes by, there will be updates, additions or adaptations to the above measures.

Date Approved by the Governing Body:

Date Employees were fully briefed about the plans & protective measures:

The effectiveness of these protective measures will be monitored by SLT. This risk assessment will be reviewed if the risk level changes following local/national lockdown or cases/outbreak & updated guidance.