

The Bythams Primary School

Risk Assessment:

School Operations During Covid-19 Pandemic (updated December 2020).



RISK ASSESSMENT		
Who is at risk	Control measures	How
Staff and pupils	Minimise contact with individuals who are unwell by ensuring that those who have symptoms, or who have someone in their household with symptoms, do not attend school	<p>Clear communications to parents and staff:</p> <ul style="list-style-type: none"> • Office inform any parents with queries • Parentmail • Website • Information sent home
	Cleaning/sanitising hands regularly	<p>Staff to wash/ sanitise hands:</p> <ul style="list-style-type: none"> • When coming into/leaving school • When they enter every room • Before and after using the photocopier, laminator, touching the milk • When opening and closing the school gate (sanitiser clipped to gate) • Before & after eating <p>Encourage children and staff to keep their hands away from their eyes, nose and mouth Hand sanitiser to be kept near every door</p> <p>Children to be supervised to ensure that thorough hand washing takes place:</p> <ul style="list-style-type: none"> • Beginning of the day

		<ul style="list-style-type: none"> • Before break • After morning break • Before going out to lunch • Before eating lunch • After lunch time • After using the toilet • After coughing or sneezing • Before going home- sanitise hands • Before and after using iPads and laptops
	Ensuring good respiratory hygiene	<p>Promote the 'catch it, bin it, kill it' approach through verbal reminders and signage</p> <p>Ensure bins used to dispose of tissues</p> <p>Ensure good ventilation through the opening of windows and propping doors open where deemed safe to do so</p> <p>Windows should be open just enough to provide constant background ventilation and opened more fully during break times</p>
	Cleaning frequently touched surfaces using standard cleaning products including bleach	<p>All tables, chairs, light switches, toilets, basins and door handles to be cleaned every day</p> <p>Children must wash/sanitise hands before and after using iPads or laptops</p>
	Minimising contact and mixing	<p>Staff:</p> <ul style="list-style-type: none"> • Social distancing of 2m to be maintained between all staff, inside and outside • Make maximum use of the outdoor learning environment • Limit numbers using staffroom to two at any one time • Bubble 1 only in staffroom between 10.15-10.30am and 11.45-12.20pm • Bubble 2 only in the staffroom between 10.30-10.45am and 12.25-12.55pm • If staff mix eg. for a staff meeting, clean surfaces before and after • Staff encouraged to bring in their own cutlery. • All cutlery and crockery must be washed in the dishwasher at the hottest setting • Only one person should be in the main office at a time as social distancing is impossible

		<ul style="list-style-type: none"> • Talk to office staff from the door or use the entrance lobby, if it is not in use • The entrance lobby is to be used as an office when both office staff are in school • Staff should not enter the entrance lobby when used as an office but use the back gate • Visitors will be asked to wait outside when the lobby is used as an office, so social distancing can be adhered to <p>Children under staff supervision:</p> <ul style="list-style-type: none"> • Access classrooms from outside wherever possible, i.e. via fire doors • Limit the number of children using toilets / washbasins • Ensure that children do not loiter in the corridor • All children to walk on the left hand side of the corridor
	Personal Protective Equipment	<ul style="list-style-type: none"> • Staff to wear gloves when providing personal care including first aid; these to be disposed of immediately after use. • Staff to use appropriate PPE (gloves, apron, mask) to administer first aid to a child and dispose safely after use. • Masks / face coverings, gloves and aprons to be available in all classrooms • Face masks, aprons and visor to be worn by supervising adults if a pupil develops symptoms while in school
	Bubbles	<ul style="list-style-type: none"> • EYFS & KS1 to be known as Bubble 1 • KS2 to be known as Bubble 2 • Bubbles should not mix at any time
	What to do if someone develops symptoms of coronavirus (COVID-19) whilst at school	<p>If anyone develops coronavirus (COVID-19) symptoms in school they must be sent home and advised to follow the staying at home guidance.</p> <p>When a child is awaiting collection, they should be moved to The Den where they can be isolated. Mrs Shepherd or Mrs Wilson will be called to supervise. They will wear a mask, visor and gloves and should stay at least 2 metres away if possible. Windows should be opened for ventilation.</p>

		<p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Members of staff who have helped someone who was taken unwell with coronavirus (COVID-19) symptoms do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly after any contact with someone who is unwell.</p> <p>Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. The minimum PPE to be worn is disposable gloves and an apron. Wash hands with soap and water for at least 20 seconds after all PPE has been removed.</p> <p>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones.</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p>
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OTHER PROTECTIVE MEASURES	
Time-tabling	<ul style="list-style-type: none"> • Staggered start and end times – clear protocols regarding drop off and pick up in place to inform parents and children of procedures. Children that are late - to go to the front office. • Separate assemblies for Bubble 1 & 2 • Consider opportunities for outdoor learning
Classrooms	<ul style="list-style-type: none"> • Soft furnishings, soft toys and other toys that cannot be cleaned easily to be stored safely • Children to work with most equipment to hand • Desks to face forward –not in groups • Safety behaviours to be discussed with children (safe distancing from adults, regular hand washing, catch it bin it kill it, etc) and displayed around the school
Toilets	<ul style="list-style-type: none"> • Staff to clean the seat, inside door handle, flush handle, sink & soap dispenser after use. • Bubbles to have separate toilets. Bubble 1 – in the main building. Bubble 2- in the hall.

Travel to and from school	<ul style="list-style-type: none"> • Children to be dropped off at school at allocated time- parents not allowed in the school playground • Bubble 2 to come into school between 8-40-8..50 am and wash their hands • Bubble 1 to come into school at 8.50-9.00 am and wash their hands • At the end of the day, teachers to take their class to the gate • Teachers should look out for parents and call children one at a time • Children to be collected at their allocated time-parents are not allowed in the school playground • Bubble 1 finishes at 3.00pm • Bubble 2 finishes at 3.10pm • Parents should come to the gate to collect their child • Teachers should not send children out to cars across the playground without their parent/carer • Bus is divided into 3 sections: Bubble 1 at the front; Bubble 2 at the back; siblings who want to sit together in the middle. • On arrival to school, the bubbles separate. Bubble 1 go to Hedgehogs or Squirrels classrooms and wash their hands. Bubble 2 go into the playground where they wash their hands straight away.
Visitors	<ul style="list-style-type: none"> • Essential visitors only to the school such as contractors, applicants to jobs • Essential visitors to be advised of control measures on signing in: masks, social distancing, hand gel • Visitors to be advised that they must not enter the building if they are displaying any of the symptoms of the virus • Perspective parents to be offered a virtual tour. If they want to look round the school, this can only take place after school. Parents must sanitise their hands on entering the school. Parents and headteacher to wear masks at all times and stay over 2m away from each other. Other members of staff to be informed so they can stay away from the visitors if they choose to
Lunchtimes	<p>Bubble 1:</p> <ul style="list-style-type: none"> • 11.45 Go straight into the hall and eat • 12.15 Come out of hall and go on astroturf and MUGA- do not mix with Bubble 2 • 12.25 Children can go on the playground when Bubble 2 are in the hall • 12.45 End of lunch time- wash hands <p>Bubble 2:</p> <ul style="list-style-type: none"> • 12.00 Go outside to play • 12.15 Bell rings- children move on to the playground to avoid mixing with Bubble 1 and wash hands

- 12.25 Second bell-children line -up
- 12.30 Go into hall to eat
- 1.00 End of lunch-wash hands

Hall:

- One bubble in the hall at one time
- Children to wash hands before entering the hall
- Tables and chairs are disinfected by midday-meal supervisors after each bubble has eaten
- **Midday-meal supervisors to distance themselves from the children when serving from the other side of the table**