

The Bythams Primary School

Risk Assessment:

School Operations During Covid-19 Pandemic

Updated August 2021

RISK ASSESSMENT		
Who is at risk?	Control measures in place	How?
Staff and pupils	Minimise contact with individuals who are unwell by ensuring that those who have symptoms, do not attend school until a PCR test has been completed.	Clear communications to parents and staff: <ul style="list-style-type: none"> ● Office inform any parents with queries ● Parentmail ● Website ● Information sent home
	Cleaning/sanitising hands regularly	Staff to wash/ sanitise hands: <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 Children to be supervised to ensure that thorough hand washing or sanitising takes place: <ul style="list-style-type: none"> ● Beginning of the day ● Before break ● After morning break ● Before going out to lunch ● Before eating lunch ● After lunch time

		<ul style="list-style-type: none"> • After using the toilet • After coughing or sneezing • Before going home- sanitise hands • Before and after using iPads and laptops • Encourage children and staff to keep hands away from their eyes, nose and mouth • Hand sanitiser to be kept near every door
	Ensuring good respiratory hygiene	<ul style="list-style-type: none"> • Promote the 'catch it, bin it, kill it' approach through verbal reminders and signage • Ensure bins used to dispose of tissues • Ensure children cough or sneeze into the crook of their elbow if tissues are not available. • Used tissues disposed of immediately and hands washed/sanitised.
	Ventilation	<ul style="list-style-type: none"> • Ensure good ventilation through the opening of windows and propping doors open where deemed safe to do so • Windows should be open just enough to provide constant background ventilation and opened more fully during break times • Government to provide CO2 monitors over the course of the Autumn Term. These will be set up as per guidance once they arrive and should help all staff to monitor when ventilation needs to be increased. • Keep the library door open when in use and open the windows in the corridor opposite
	Cleaning frequently touched surfaces using standard cleaning products	<p>Cleaned daily:</p> <ul style="list-style-type: none"> • All tables, chairs, light switches, toilets, basins and door handles • If iPads or laptops are shared, devices should be cleaned with the wipes provided
	Minimising contact and mixing between staff	<ul style="list-style-type: none"> • Limitations of staffroom use removed but will be monitored and re-introduced if cases increase within school or local community • Staff will move freely around the school and between classes, as required. This will be monitored in line with Government guidance.

	Social distancing between adults	<ul style="list-style-type: none"> • Social distancing to be maintained between all staff, inside and outside whenever possible • Staff do not need to wear a face covering around the school site, but this may be re-introduced if Government guidance changes. • Parents/Carers and visitors to the school site do not need to wear a face covering but may feel more comfortable in doing so.
	Social distancing in the offices	<ul style="list-style-type: none"> • Speak to Ms Miner in the office from the corridor- do not enter the office if possible • Clean the telephones using wipes at the end of the day • Ms Miner and Mrs Martin should only use their own telephones, when possible • If someone else uses the telephone, clean it with a wipe before and after use
	Agreed use of the dishwasher	<ul style="list-style-type: none"> • All cutlery and crockery must be washed in the dishwasher at the hottest setting • Cutlery to be placed in the dishwasher basket handle upwards so whoever empties the dishwasher only touches the handle • Staff to wash their hands thoroughly before emptying the dishwasher • Staff are encouraged to bring in their own cutlery.
	Minimising contact and mixing between children in bubbles	<ul style="list-style-type: none"> • There is no longer a requirement for children to be in bubble groups. • Bubble groups may be re-introduced as a protective measure if case thresholds met. • Whole school assemblies will recommence in the hall, with spaces between classes and the door open for ventilation. • Start of the day: Gate opens for all children at 8:45am, school begins at 8:50am. Parents/Carers should leave children at the gate with staff and not come onto the school site. • Children who are late must go to the front entrance and ring on the door bell to be let into school • Break time: 10:30am – 10:45am for all children • Lunch time: 12pm-1pm for all children (KS2 break time at 12pm and eat at 12:30pm) • End of the day: 3:05pm for Hedgehogs, 3:10pm for all children (Each class will stagger around this time) • Continue to limit the number of children using the toilets at any one time

		<ul style="list-style-type: none"> • Ensure that children do not loiter in the corridor • All children to walk on the left hand side of the corridor
	Set up of the classrooms	<p>In KS1 and KS2:</p> <ul style="list-style-type: none"> • Children to work with most equipment to hand • Teachers to decide whether the children will sit in rows, or groups. This will be monitored in line with Government guidance. • Windows open and use of CO2 monitors (as they arrive in schools) to ensure adequate ventilation. • Safety behaviours to be discussed with children (safe distancing from adults, regular hand washing, catch it bin it kill it) • Make use of the outdoors as a learning environment
	Quarantining school books	<ul style="list-style-type: none"> • When a child returns their school reading book, this needs to be quarantined for 3 days before being given to another child
	Lateral Flow Tests	<ul style="list-style-type: none"> • All staff will continue to test twice a week on a Sunday and Wednesday morning. • If the result is positive or double void, you must self-isolate immediately and inform the HT. You will need to book a PCR test to confirm your result and isolate whilst waiting for the result. • Close contacts will now be identified via NHS Test and Trace. School is no longer expected to undertake contact tracing. • Close contacts who are fully vaccinated/are children will not be expected to self-isolate but will be advised to book a PCR test. • Please see testing protocol for more details
	Visitors to be allowed into school	<ul style="list-style-type: none"> • Visitors will be able to come onto the school site. • Essential visitors to be advised of control measures on signing in: to follow their own protocols as to whether or not to choose to wear a mask, remain socially distant from everyone, sanitise hands • Visitors to be advised that they must not enter the building if they are displaying any of the symptoms of the virus • Staff should be warned in advance if a visitor is coming into school

	<p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at school</p>	<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. Children will wait under the covered area outside, if weather allows, otherwise children will wait inside the Den. Windows should be opened for ventilation. Mrs Martin or Mrs Shepherd will be called to supervise. They will wear a mask, apron, visor and gloves and should stay at least 2 metres away if possible.</p> <p>If the child needs to go to the bathroom whilst 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 well 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>
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OTHER PROTECTIVE MEASURES

Beginning / end of the day	<ul style="list-style-type: none"> • Staff may choose to wear a mask when at the school gate and should stay socially distant from each other and parents whenever possible • Parents/Carers may choose to wear a mask at the school gate • Children to be dropped off at school at allocated time of 8:45am - parents should not come onto the school playground • At the end of the day (3:05pm Hedgehogs, 3:10pm rest of school), teachers to take their class to the gate. Teachers should look out for parents and call children one at a time • Parents should not come onto the school playground • Parents must come to the gate to collect their child • Teachers should not send children out to cars across the playground without their parent/carer
School bus	<ul style="list-style-type: none"> • As there is no longer a requirement for children to stay in bubble groups, the children can choose where they sit on the school bus. • Children should wash/sanitise their hands on arrival at school.
Lunchtimes	<p>All children:</p> <ul style="list-style-type: none"> • Will go to the hall to eat at 12pm (Reception may go a little earlier, if required). <p>Hall:</p> <ul style="list-style-type: none"> • Children to wash hands before entering the hall • Tables and chairs are disinfected by midday-meal supervisors after each the children have eaten.