

Education – Corona Virus (Covid 19) Risk Assessment

Kimberworth CPS Full School Opening 8th March

Updated 2nd March 2021

Issue/Concern	Considerations to mitigate the risk	Actions to mitigate the risk
1. Health and Safety of staff	(a)Mental health and well-being	<ul style="list-style-type: none"> • Workplace wellness support information given to staff and on display in school. Provide regular reminders about this. Will provide 1-1 support over the telephone • EPS have offered whole school or 1-1 support. Arrange if needed • Resources and online training provided for staff to access • All staff keep themselves updated with latest government guidance –AS to forward updates to staff
	(b) Transport	<ul style="list-style-type: none"> • Staff encouraged to walk/cycle/travel in own car where possible • Staff travelling to school on public transport must follow safer travel guidance for passengers and clean their hands on entry • Flexible start finish times where possible to avoid peak times on public transport
	(c) Visitors to the school	<ul style="list-style-type: none"> • Visitors only on site where necessary and visit out of school hours where possible • Parents only enter the school building when necessary • All visitors asked to wear a mask and staff to wear masks during face to face meetings • Covid measures and rules are explained to all contractors and visitors upon their arrival. • All visitors logged via sign in system –wiped down after each person

	<p>(d) Staff/adult/pupil prevention measures</p>	<ul style="list-style-type: none">• The Head Teacher ensures that the school can be adequately and safely staffed.• Pupils, staff and other adults will not attend school if:<ul style="list-style-type: none">-They have one or more coronavirus symptoms-A member of their household has coronavirus symptoms-They are required to quarantine following travel-They have had a positive test• If you are contacted by NHS test and trace or the local health protection team and told to self-isolate you have a legal obligation to do so.• Anyone developing symptoms will be sent home immediately to begin isolation, be advised to follow guidance and be advised to book a test.• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Head Teacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.• Staff work in pairs to provide support allow for breaks, lunch etc.• Keep staffing arrangements as consistent as possible. Staff will only be used to cover more than 1 group where absolutely necessary. Changes to staff deployment should not be made at the expense of supporting pupils with SEND.• ITT trainees and volunteers to only work within one bubble.• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.• Posters and visual reminders of social distancing and hand washing/sanitising used in shared areas
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	Asymptomatic Testing	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • offer the LFD kits to all staff who are working in school, including teachers, support and office staff, cleaning staff, kitchen staff and SMSAs. • Communicate the purpose of the testing to develop an understanding of the service amongst staff, and parents. • Communicate with staff to inform them of the testing activities taking place, including test result guidance, a privacy notice, and an acknowledgement form to be signed, ensuring all staff are comfortable with the process and understand it is a voluntary process. • Share the privacy notice alongside the initial correspondence regarding the rapid testing process to ensure that decisions about consent are made with a full understanding of how personal data will be processed. <p>Covid Coordinator (CvC) and Registration Assistant (RA) (Sarah Whiteside and Joanne Dodd) will:</p> <ul style="list-style-type: none"> • Issue tests to staff, keeping records and logging Lot numbers as required. • Ensure LFDs are kept in a safe and secure location until handed out. • Ensure that legislation and official guidance is adhered to at all times during the process of conducting tests at home by ensuring staff have the full information available. • Oversee collation and keeping of information, including receipt and recording of outcome emails to school. • Staff taking part will test with LFDs twice a week following the existing guidance including those who are part time. • Staff will report results to the school (covid@kcps.org.uk) and to https://www.gov.uk/report-covid19-result
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2.Preparing for children in school	(a) Providing information for parents and carers	<ul style="list-style-type: none"> • Letter updating the safety measures put in place for full opening on 8th March sent to all parents and remains prominent on the school website and via email and Dojo and all follow up information available there • Limit the things children bring to school to essentials • Regular follow up information emailed, texted and via Dojo to remind parents and address any issues • School and class dojo/emails available and checked regularly to answer any questions. • Weekly newsletter to provide reminders
	(b)Preparing the school site	<ul style="list-style-type: none"> • HT and SBM liaise regularly with Engie re cleaning and caretaking • Signs/notices on site to help people to follow Covid expectations • Deep clean requested by SBM following any positive cases • Fire Drills have carried out according to schedule. The Head Teacher identifies how social distancing measures are to be observed at evacuation points (and meeting points) and communicates this to all staff, volunteers, pupils, parents and contractors.
	(c)Grouping the children to achieve greatest reduction in contacts and mixing	<ul style="list-style-type: none"> • Children kept in consistent year group bubbles • Bubbles kept apart from other groups • Each bubble given own work space out of the classroom – spaces to have cleaning wipes, sanitiser and plastic chairs • Learning mentor to use HLTA room -space to have cleaning wipes, sanitiser and plastic chairs and keep distance from children • Keep a record of any children who work ‘outside’ their bubble

<p>3. Entering and leaving the site - minimising contacts and supporting social distancing</p>		<ul style="list-style-type: none"> • Entry and exit gates signed and one way system around school • Any available staff to support outside before and after school to encourage social distancing around the entrance to school and path to encourage use of 1 way system and be aware of Kelford minibuses • Parents asked to keep children with them at all times on the school site. Staff to discuss this regularly with children setting clear expectations. • KS1 and FS children arrive at hall door and wait in the hall then move to classrooms down the KS1 corridor • Staggered start times to allow one group of parents at each entrance to leave the site before the next arrive. Classes sharing cloakrooms arrive and leave at separate times • Families with more than 1 child will arrive at the earliest time and leave at the latest time –TAs to support them getting to classes. • Ask parents for 1 only adult to come onto the site with a child • Parents asked not to gather on the school site and to leave immediately • Regular reminder messages to parents about arrangements and any issues • Parents strongly advised to wear face coverings when on the school site -masks provided if not worn • Staff to wear face coverings at drop off and collection times • Children remove face coverings when entering classroom – provide bags for reusable and dispose of temporary in a covered bin.
<p>4. Moving in and around school</p>	<p>Minimising movement around school considering:</p>	<ul style="list-style-type: none"> • Groups to enter/leave the classrooms via the outside playground doors on all occasions in an organised one person at a time basis

	<p>-Routes into and out of each classroom or space being used. Travel on corridors</p> <p>-Staggering of entry and exit times for breaks and lunch.</p> <p>-Trips to the toilets and for regular hand washing</p> <p>-Print room and office spaces</p>	<ul style="list-style-type: none"> • Children should not be on corridors except to move from the playground to the dining room. This should be done in single file. • No children to be sent to the office with registers/messages • Staggered break times and lunch times timetabled • Children use allocated toilets next to the classrooms. Use own toilets at break and lunch times. Continue –have a girls/boys toilet within each block • Children and adults wash hands regularly in particular after a change of activity and on entering/leaving a room and before and after eating. • Sanitiser and soap provided for every work space. • Staff to wear masks in shared spaces where social distancing from each other is not possible • No large group activities like assemblies -carried out remotely • No visits will take place
<p>5. Working in classrooms</p>	<p>Organising the classrooms to ensure as little need for movement around as possible.</p> <p>Facilitating regular cleaning routines for surfaces</p> <p>Facilitate regular hygiene sessions</p> <p>Guidance:</p>	<ul style="list-style-type: none"> • Arrange furniture in Y1-Y6 with children seated side by side and facing forward • Remove unnecessary furniture to clear space • Ensure classrooms are well ventilated with windows and internal doors open. Increase ventilation when spaces are unoccupied (break and lunchtimes). • Organise systems so that children do not use the corridors to move around school. • Children in Y1 –Y6 have trays at workspaces with all regularly used equipment they need to minimise movement • Where possible older children supported to maintain distance and not touch staff and their peers (even some of the time will help)

	<p>-Maintaining a distance between people and reducing the amount of time they are in face to face contact</p> <p>-Ideally adults maintain 2m distance from each other, and from children</p> <p>-Minimise time spent within 1m of anyone</p>	<ul style="list-style-type: none"> • Classroom based resources kept within 1 bubble and cleaned regularly • Resources shared between bubbles should be cleaned before it is moved or left unused for 48hours (72 hours if plastic) • In EYFS remove soft toys, playdoh, sand and water • Provide cleaning equipment for each work area. • Review/update checklist of expectations for regular cleaning • Pair staff for each group of children to enable time for cleaning between activities • Include reinforcement of handwashing routines in daily lessons with children. • Following lockdown, ensure regular age appropriate discussion and reminders about the importance of social distancing • Provide additional sanitiser area in each classroom • Update clear guidance for staff on working in classrooms safely • Provide tissues and bins with lids in classrooms
<p>6. Use of toilets</p>	<p>Consider:</p> <p>-Additional cleaning time</p> <p>-Number of toilet facilities you have</p> <p>-How will you organise use and will this be supervised?</p> <p>-How will you ensure used paper towels are disposed of regularly and not left in waste baskets?</p>	<ul style="list-style-type: none"> • Continue with specific toilets to be used by each group at all times –have a girls/boys toilet within each block • Organise which toilets are to be used by each group -day care/F1 separate toilets to use 1 area each and Y6 group 2 and Key worker children use 1 side of toilets each • Toilets cleaned before school and additional lunchtime clean • Only 1 child in toilet at once during lesson time • Regular hand washing reminders/posters in all toilet areas • Soap, hand driers and sanitiser available in all toilet areas • No paper towels in the toilet areas. If used in classrooms dispose of in lidded bins.

<p>7. Lunchtimes</p>	<p>-Need to minimise the number of children gathered in one location.</p> <p>-Organising the indoor eating space for collection of food?</p> <p>-How will the environment be kept cleaned between groups?</p>	<ul style="list-style-type: none"> • Hot meals to be provided – simplified menu arranged with Riverside catering • Dining room and hall used for eating hot meals -leave screen closed and use both ends of the hall to create 3 separate eating areas. Packed lunches will be eaten in the classrooms • Tables and chairs to be arranged to all face forward • Children to be seated and food brought to them • All children to remain in the dining room until the whole group has eaten • Timetable lunchtimes with stagger to seat 3 groups at once in separate areas • Tables and chairs to be cleaned between groups • One additional member of staff linked to each group for lunchtime cover –lunch supervisors remain with one bubble of children • All staff handling food trays should wear gloves and aprons • Staff to adhere to social distancing during their own lunchtimes • Review how staff spaces are set up and used to help staff distance from each other. Minimise the use of staff rooms.
<p>8. Outside Playtimes</p>	<p>Minimising the number of children gathered together. How will you organise this?</p> <p>-Can the outdoor space be divided safely?</p> <p>-How will activities be organised?</p> <p>-How will you timetable the space if needed?</p>	<ul style="list-style-type: none"> • Playground divided into 3 zones -ball court/playground/field • Playground separated if the field is very wet • Break times staggered and timetabled -each class allocated a zone to play in • Classes who share cloakrooms given separate break times • Children supervised by the staff linked to their group -staff work in pairs to allow for breaks • Groups access outdoor space via classroom door

		<ul style="list-style-type: none"> • Suitable equipment organised and used by 1 group then cleaned before being returned. Each class group has cleaning equipment available for this.
9. First Aid	<p>Minimise direct contact with children.</p> <p>-Will you provide PPE? -Will you provide masks and gloves? -How will used resources be disposed of?</p>	<ul style="list-style-type: none"> • Provide PPE in medical room and in EYFS for staff dealing with first aid or intimate care of children (nappy changing) • Staff to work in pairs so are available for first aid. All staff are trained and first aid administered by staff already working with that child • Handwashing equipment and sanitiser available in the room • Medical room will be cleaned after each use. • Bin with lid available in medical room.
10. Peripatetic teachers/Music sessions	<p>Working safely with more than 1 group of children</p>	<ul style="list-style-type: none"> • Visiting teachers do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell. • Maintain distancing requirements with each group they teach, where appropriate - keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. School staff from the bubble to carry out and close work with children. • Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing. • Playing instruments and singing in groups should take place outdoors where possible • Use the hall and open windows/door for ventilation • Seat children side to side on chairs when playing and singing • Keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly • Handwashing/sanitising before and after using instruments • No sharing of instruments –labelled for individual children

		<ul style="list-style-type: none"> No performances are to be held with an audience
12. PE - Visiting staff delivering PE	Working safely with more than 1 group of children	<ul style="list-style-type: none"> Visiting staff do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell. Maintain distancing requirements with each group they teach, where appropriate SMSAs responsible for close supervision i.e. first aid at lunchtimes Pupils kept in consistent class groups Children come to school dressed for PE so changing is not necessary Children and staff wash/sanitise hands at the start and end of each session Sports equipment thoroughly cleaned between each use by different individual groups (see cleaning guidance). Avoid situations where distancing requirements are broken for an example demonstrating partnering work in dancing. Outdoor sports to be prioritised when ever possible Active Regen staff work outside as much as possible. During indoor sessions provide ventilation and ensure distance between children During PE lessons a member of school staff from the class bubble available when needed for close contact Do not take part in any competitive sport between bubbles or with other schools
13. EYFS	Minimise mixing Children attending more than 1 setting	<ul style="list-style-type: none"> Minimise mixing within setting by keeping day care, F1 and F2 groups apart

	<p>Start/finish times</p> <p>New admissions</p> <p>Settling Children</p>	<ul style="list-style-type: none"> • Encourage parents to limit the number of settings their child attends. Work through the system of controls with parents to establish a joint approach to care • Provide virtual tours for parents • If parents require an in person visit this will be after school hours, observing social distancing and ensuring face coverings are worn. All people wash hands before and after visit. • Parents can enter a setting to help settle their child if needed. They should wear face coverings, have limited time and avoid close contact with other children.
<p>14. Wrap around provision</p>	<p>Grouping children</p> <p>Hygiene</p> <p>Food</p>	<ul style="list-style-type: none"> • Children placed into two separate groups to support social distancing and limit the number of contact with others. Siblings will be in the same group as well as children in the same class bubble. • Hall and activities separated into 2 separate spaces. • Additional cleaning throughout the sessions • After each session, all activities, surfaces and mats cleaned • Separate toilets and handwashing facilities for each group • Adults and children handwash regularly • Hand sanitiser available in the hall for both groups • Food served in the hall -separate area for each group • Staggered times used to allow social distancing • Tables cleaned before and after use • All children wash their hands before and after eating

	Dropping off and collecting	<ul style="list-style-type: none">• Start finish times adapted to ensure they are at quiet times on site• Last drop off at 8.30am to avoid school start time• Parents to follow all above guidance about adults on the school site
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