

Croscombe Stoke St Michael Federation Re-Opening Risk Assessment

Social-Distancing Risk Assessment for Potential School Re-Opening (COVID-19)

This is a risk assessment for the re-opening of Croscombe Stoke St Michael Federation - both schools have been closed for an extended period (except for a small number of Critical Worker and Vulnerable children at Stoke from across the federation) due to the Coronavirus Pandemic. **In our view, the school could only re-open with social-distancing in place if there were a significantly reduced population in the school.** If this were the case, the following social-distancing guidelines should be applied to reduce the risk of spread of infection:

We must also consider staffing issues as many of the staff have their own children – if other schools follow the same plan there may be weeks or days where their children are at home and staff have no childcare.

All decisions will be based on the following principles and in this order of priority:

1. **SAFETY/ SAFEGUARDING: Safety and protection of our pupils, staff and community**
2. **HAPPINESS/ WELLBEING: Mental health and wellbeing of our pupils, staff and community**
3. **LEARNING: Quality of education for all pupils**

Infection Risk Level Alert Level (Red High and Dark Green Very Low)					
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Area or Procedure	Suggested Strategies
Beginning of the school day	<ul style="list-style-type: none"> • Stagger the start times for children to reduce numbers of people on site. Children MUST be on time and if not parents will be contacted and if it reoccurs children will not be able to attend school: See Appendix 1 • Parents should follow social-distancing guidelines when arriving and should leave children at the metal school entrance gate where a member of staff will be on duty. Parents will not be allowed to enter school grounds. A walk way will be marked. They will not be allowed to gather and talk to parents. • No parents to be allowed on school site. • Messages should not be given to the person on duty but to the school email address. • When entering the building, children and staff should wash hands at the class sinks before touching tables or doors. • Children should wear clean school uniform every day but consideration for those who have grown out of their uniform, trainers permitted. Pupils to wear a school jumper unless it is in the wash. All clothes should be fresh daily. • Staff may wish to change into clean clothes before returning to the family home, laundry bags have been donated from the community. • If a teacher feels the child might have high temp they must use non-contact thermometer to check using appropriate PPE • Areas to be used by the different groups – Appendix 1
End of the school day	<ul style="list-style-type: none"> • Stagger pick-up times to reduce numbers of people on site. Children MUST be on time and if not parents will be contacted and if it reoccurs children will not be able to attend school: See Appendix 1 • Children and staff should wash hands before the end of the school day. • Parents to wait, socially distanced at least 2m apart, children will be sent out when adult sees parent. • Parents will be advised to follow social-distancing whilst around school site.
Break time	<ul style="list-style-type: none"> • Areas to be used by the different groups - see plan at end of this document • Stagger morning break time • Children to be reminded about keeping 2m spaces between each other. • Games such as football – no tackling, only passing i.e. non-contact. • Encourage games such as 4-square, skipping, catch which involve keeping a distance. • Children to have own snack

	<ul style="list-style-type: none"> • Each bubble to have a dedicated play space • Children to wash hands when they come back to class. • Class teachers will sort 1 box of suitable equipment per bubble
Lunch time	<ul style="list-style-type: none"> • Children to wash hands before eating. • Each bubble to have a dedicated play space • Children should sit in their bubble spaces at their designated tables, at least 1m apart • Packed lunches to be eaten in own bubble places. • Children to be reminded about keeping 2m spaces between each other. • Games such as football – no tackling, only passing i.e. non-contact. • Children should line up in their bubble groups as normal but with a 2m space between each other in the line. • Class teachers will sort 1 box of suitable equipment per bubble • Children to wash hands when they come back to class.
Wet Play	<ul style="list-style-type: none"> • Children to do activities in their seats e.g. drawing, colouring individual games. IWB could be used to show programmes.
Classrooms/lesson time	<ul style="list-style-type: none"> • Children should sit at their designated table at all times, which have been set for 2m distancing • 1 child per table. • 2 adults per room. • Try to restrict children's movement around the room as much as possible by keeping them in their seats and enabling resources to be brought to them or be within reach. • Children to be allocated their own pencil/pen, scissors etc. no pencil cases from home to be brought in. • Water bottles and entirely disposable lunches should be named and water bottles taken home to be washed properly every day.
Washing Hands	<ul style="list-style-type: none"> • Children should wash their hands before sitting at their desk; before and after food; leaving to go to the toilet and again before they return to their table; after play times; after using any outdoor equipment; each bubble to systemically have hand washing times throughout the day • All doors where possible will be propped open (unless internal fire doors) to limit the contact with door handles
Laptops	<ul style="list-style-type: none"> • Ipad and Chrome-books to be used by children and named if possible. Chn to be allocated an individual Ipad and Chrome-book to be kept at their table at all times. Charging is only to take place on a Thursday at the end of the school week once the equipment has been sanitised.
Playground	<ul style="list-style-type: none"> • Climbing wall/fixed equipment/bars cannot be used. This will be taped off. • See Appendix 1 for details of areas to be used by the different groups.
Toilets	<ul style="list-style-type: none"> • Each 'bubble' assigned a toilet. • Limit to one person in the toilet at a time. Staff member to monitor and if there is a queue, children should wait in 2m. • Toilets will be checked by a member staff at 11.10am, 12.20pm, and 1.20pm. Member of staff to wipe toilet seats and tap handles using PPE. A monitor chart will be displayed in the toilet for the member of staff to complete after each cleaning schedule. • Staff to only use staff toilets
Staff Room/s	<ul style="list-style-type: none"> • No more than 2 staff in the staff room at a time. • All staff must be responsible for their own crockery and cutlery which will they will put in the dishwasher • There will be a full dishwasher cycle every day.
Office	<ul style="list-style-type: none"> • All computer keyboards/mouse, desk and telephones to be cleaned at start of each day.

	<ul style="list-style-type: none"> • No children to enter reception. Staff to use the internal email system to pass messages to office staff. • Staff only to enter offices one at a time. • Phones must be cleaned. • Office to ensure that parents are contactable each day
Cloakrooms	<ul style="list-style-type: none"> • Cloakrooms not in use • Children place their coats on back of chair and Power Maths and lunches on desk in entirely disposable packaging. No P.E. kits allowed, children to wear trainers and not school shoes.
PE	<ul style="list-style-type: none"> • Hall and outside areas may be used for PE but activities should ensure spaces between children are adhered to. The field should always be the preferred option when weather is dry. • No large equipment to be used in hall unless, it can be cleaned after each PE session • Any equipment used would need to be cleaned afterwards. • Children to wash hands when they come back to class. • Croscombe- Access to school field; Year 6 bubble and Critical Worker Bubble will walk up with assigned adults separately and use marked off areas. • Toilet: Church toilet available.
Visitors to school	<ul style="list-style-type: none"> • No reading volunteers on site. • Limit visitors to essential services contractors outside school hours. • All visitors to use hand sanitising gel in reception lobby before entry and to be briefed on social-distancing guidelines.
Cleaning	<ul style="list-style-type: none"> • As per routines developed during school closure, following government recommendations. Deep clean in each school at the end of the school day. Even deeper clean each Friday. • Teachers and staff to spray clean desks, backs of chairs and door handles mid-way through the day. • Emphasis on frequently touched surfaces such as door handles, tables, chairs. • Apart from key worker children, the school will be closed every Friday for a deep clean by contractor. This is to ensure a 72 hour period is left before the children return to school on Monday. • All areas that are not used in group bubbles or office areas will be closed to stop any cross contamination or additional cleaning requirements. • Teachers and staff to wear PPE and wipe clean toilets at intervals throughout day.
Collective Worship	<ul style="list-style-type: none"> • There will be no whole school collective in the hall but each bubble should have a short Collective Worship and Reflection time each day in their own room. • Possibly collective singing through virtual systems – Music Monday / Talk about Tuesday / Well-being Wednesday and Theme Thursday
After School Clubs	<ul style="list-style-type: none"> • There will be no after school/lunchtime clubs.
First Aid by child in class (low injury)	<ul style="list-style-type: none"> • A first aid kit will be available in each class, the child will be capable of applying a plaster and depending on the injury, could be tended to themselves with adults supporting / supervising or they will be sent home. Staff will have access to aprons and gloves and sanitiser.
First Aid by child in class (more severe injury)	<ul style="list-style-type: none"> • Child tended to by a member of staff otherwise they will be sent home. Staff will have access to aprons and gloves and sanitiser. A mask will be needed for these tasks. • SEVERE case ambulance called
First Aid by Adult	<ul style="list-style-type: none"> • A first aid kit will be available in each class, adults are capable of applying a plaster but if another adult is needed, staff will have access to aprons and gloves and sanitiser. A mask will be needed for these tasks. • SEVERE case ambulance called

Suspected Case or Symptoms of Covid-19	<ul style="list-style-type: none"> Any child or adult who has a temperature/fever or a new continuous cough will be sent home and should self-isolate for 14 days (as well as any siblings). Whilst awaiting collection they should be kept away from others in the library (Crocombe) the heads office (Stoke) with windows and door open(PPE to be worn- an essential equipment box will be kept in this room at all times for use)
Behaviour School Policies	<ul style="list-style-type: none"> Children should be reminded positively about keeping their spaces regularly. If a child repeatedly refuses to follow social-distancing rules, they should be warned and parents informed. If this does not improve, they will be restricted from going out at break/lunchtimes and should be separated from peers during lesson time. Deliberate breaking of rules will be dealt with using updated in line with COVID school behaviour policy. Children not adhering to new behaviour procedures after SLT has spoken to child, parents informed and in extreme cases children will not be allowed to join school Children who show poor behaviour and have a EHCP will be discussed on an individual basis with SLT and Senco
General Health & Safety	<ul style="list-style-type: none"> Windows to be opened wherever possible and ensure good ventilation of all rooms. Use Doors to be open unless fire doors. Try not to pass in the corridors or communal areas. If someone sneezes/coughs, they should be sent to wash their hands straight away. Please reinforce the Catch it, Bin it, Kill it message – remind children of posters around school. Lidded bins. Parents MUST provide clean washed clothes every day There will be a fire drill periodically and in the first week of term. The class furniture and bookcases and any other furniture should be covered or blocked off whichever is easier to limit use.
Learning	<ul style="list-style-type: none"> Children will need sessions focusing on their wellbeing and understanding the reasons behind our school changes so they do not become upset, too anxious or worried. It is not expected that staff mark children's work, this would contravene the guidelines of social distancing. The children could self-mark spellings etc. If a member of staff feels it appropriate to ark children's work (Power Maths for example) books should be left for 24 hours before touched by a teacher and then 24 hours before touched by the child again, making this above a 48 hour process.