

# Croscombe C of E & Stoke St Michael Federation

## Risk Assessment for Full Pupil Return

### Monday 8<sup>th</sup> March 2021

This is a risk assessment for the full return of pupils to Croscombe Stoke St Michael Federation - both schools have had restricted access to pupils 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.

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	Mitigating Strategies
Beginning of the school day	<ul style="list-style-type: none"> <li>Parents and carers to check child's health before leaving home.</li> <li>Stagger the start times for children to reduce numbers of people on site. Children <b>MUST</b> be on time and if not parents will be contacted and if it reoccurs children will not be able to attend school.</li> <li>Wearing face masks, 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.</li> <li>Duty staff to wear masks</li> <li><b>No parents to be allowed on school site.</b></li> <li>Messages should <b>not</b> be given to the person on duty but to the school email address.</li> <li>When entering the building, children and staff should wash hands at the class sinks before touching tables or doors.</li> <li>Children should wear uniform if possible but consideration for those who have grown out of their uniform, trainers permitted. Pupils to wear a school jumper.</li> <li>Staff may wish to change into clean clothes before returning to the family home</li> <li>Children's temperatures to be taken, if a teacher feels the child might have high temp with non-contact thermometer.</li> </ul>
End of the school day	<ul style="list-style-type: none"> <li>Stagger pick-up times to reduce numbers of people on site. Children <b>MUST</b> be on time and if not parents will be contacted and if it reoccurs children will not be able to attend school.</li> <li>Children and staff should wash hands before the end of the school day.</li> <li>Wearing face masks, Parents to wait, socially distanced at least 2m apart, children will be sent out when supervising adult sees parent.</li> <li>Duty staff to wear masks</li> <li><b>No parents to be allowed on school site.</b></li> </ul>
Break time	<ul style="list-style-type: none"> <li>Marked areas to be used by EYFS/KS1 and 2</li> <li>Children to be reminded about keeping 2m spaces between each other.</li> <li>Games such as football – no tackling, only passing i.e. non-contact.</li> <li>Encourage games such as 4-square, skipping, catch which involve keeping a distance.</li> <li>Children to have own snack</li> <li>Children to wash hands when they come back to class.</li> </ul>

	<ul style="list-style-type: none"> <li>• Class teachers will sort 1 box of suitable equipment per bubble</li> </ul>
<b>Lunch time</b>	<ul style="list-style-type: none"> <li>• Marked areas to be used by EYFS/KS1 and 2</li> <li>• Children to wash hands before eating.</li> <li>• Each bubble to have a dedicated play space</li> <li>• Children should sit in their bubble spaces at their designated tables, 2m apart</li> <li>• Packed lunches to be eaten in own bubble places.</li> <li>• Children to be reminded about keeping 2m spaces between each other.</li> <li>• Games such as football – no tackling, only passing i.e. non-contact.</li> <li>• Children should line up in their bubble groups as normal but with a 2m space between each other in the line.</li> <li>• Class teachers will sort 1 box of suitable equipment per bubble</li> <li>• Children to wash hands when they come back to class.</li> </ul>
<b>Wet Play</b>	<ul style="list-style-type: none"> <li>• Children to do activities in their seats e.g. drawing, colouring individual games. IWB could be used to show programmes.</li> </ul>
<b>Classrooms/lesson time</b>	<ul style="list-style-type: none"> <li>• Children should sit at their designated table at all times, which have been set for 2m distancing</li> <li>• 2 adults per room.</li> <li>• 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.</li> <li>• Children to be allocated their own pencil/pen, scissors etc. no pencil cases from home to be brought in.</li> <li>• New phone system enables communication between classrooms and office. All phones in classrooms have external dialling (Croscombe and Stoke)</li> </ul>
<b>Washing Hands</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• All doors where possible will be propped open (unless internal fire doors) to limit the contact with door handles</li> </ul>
<b>Chrome books and ipads</b>	<ul style="list-style-type: none"> <li>• iPads and Chrome-books to be used by children and named in each bag if possible and 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.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Climbing wall/fixed equipment/bars cannot be used. This will be taped off.</li> <li>• EYFS/KS1 and KS2 will play in separate areas of the playground.</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Each 'bubble' assigned a toilet.</li> <li>• 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.</li> <li>• 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.</li> <li>• Staff <b>only</b> to use staff toilets (Unless under very specific circumstances)</li> </ul>
<b>Staff Room/s</b>	<ul style="list-style-type: none"> <li>• No more than 2 staff in the staff room at a time.</li> <li>• All staff must be responsible for their own crockery and cutlery which will they will put in the dishwasher</li> <li>• There will be a full dishwasher cycle every day.</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• All computer keyboards/mouse, desk and telephones to be cleaned at start of each day.</li> <li>• No children to enter reception. Staff to use the internal email system to pass messages to office staff.</li> <li>• Staff only to enter offices one at a time.</li> <li>• Phones must be cleaned.</li> <li>• Office to ensure that parents are contactable each day</li> </ul>
<b>Cloakrooms</b>	<ul style="list-style-type: none"> <li>• <b>Cloakrooms not in use</b></li> <li>• Children place their coats and bags under their own table or on back of chair.</li> </ul>

PE	<ul style="list-style-type: none"> <li>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.</li> <li>No large equipment to be used in hall unless, it can be cleaned after each PE session</li> <li>Any equipment used would need to be cleaned afterwards.</li> <li>Children to wash hands when they come back to class.</li> <li>Croscombe- Access to school field; Year 6 bubble and Critical Worker Bubble will walk up with assigned adults separately and use marked off areas.</li> </ul>
Visitors to school	<ul style="list-style-type: none"> <li>Volunteers will take Rapid Corona Virus Tests (Lateral Flow) and email the result to the school office on the day of the test before coming on site.</li> <li>Essential services contractor's visits restricted to outside school hours unless addressing a significant health and safety risk.</li> <li>All visitors to use hand sanitising gel in reception lobby before entry and to be briefed on social-distancing guidelines.</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>Cleaning contractor will conduct daily enhanced cleaning regime.</li> <li>Emphasis on frequently touched surfaces such as door handles, tables, chairs.</li> <li>All areas that are not used in group bubbles or office areas will be closed to stop any cross contamination or additional cleaning requirements.</li> </ul>
Collective Worship	<ul style="list-style-type: none"> <li>There will be no whole school collective worship in the hall but each bubble should have a short Collective Worship and Reflection time each day and remote worship delivered online.</li> <li>Possibly collective singing through virtual systems</li> </ul>
After School Clubs	<ul style="list-style-type: none"> <li>There will be after school clubs run in accordance with Covid-Safety measures</li> </ul>
First Aid by child in class (low injury)	<ul style="list-style-type: none"> <li>A first aid kit will be available in each class, a child may be capable of applying a plaster and depending on the injury, could tend to themselves with adults supporting / supervising or they will be sent home. Staff will have access to aprons and gloves and sanitiser. Staff to be mindful of child's level of distress and act according to their best judgement.</li> </ul>
First Aid by child in class (more severe injury)	<ul style="list-style-type: none"> <li>Child tended to by a member of staff otherwise they will be sent home. Staff will have access to aprons and gloves and sanitiser. <b>A mask will be needed for these tasks.</b></li> <li>SEVERE case ambulance called</li> </ul>
First Aid by Adult	<ul style="list-style-type: none"> <li>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. <b>A mask will be needed for these tasks.</b></li> <li>SEVERE case ambulance called</li> </ul>
Suspected Case or Symptoms of Covid-19	<ul style="list-style-type: none"> <li>All adults attending schools will undertake two weekly Rapid Corona Virus Tests (Lateral Flow) and email the result to the school office on the day of the test.</li> <li>Adults should follow NHS guidance following a positive test.</li> <li>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). <b>Whilst awaiting collection they should be kept away from others in the PFSA room with windows and door open(PPE to be worn- an essential equipment box will be kept in this room at all times for use)</b> Staff to be mindful of child's level of distress and act according to their best judgement.</li> </ul>
Behaviour School Policies	<ul style="list-style-type: none"> <li>Children should be reminded positively about keeping their spaces regularly.</li> <li>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 school behaviour policy.</li> <li>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</li> <li>Children who show poor behaviour and have a EHCP will be discussed on an individual basis with SLT and Senco</li> </ul>
General Health & Safety	<ul style="list-style-type: none"> <li><b>VENTILATION:</b> Windows to be opened to ensure good ventilation of all rooms.</li> <li>Use Doors to be open unless fire doors.</li> <li>Try not to pass in the corridors or communal areas.</li> <li>If someone sneezes/coughs, they should be sent to wash their hands straight away.</li> </ul>

	<ul style="list-style-type: none"><li>• Please reinforce the Catch it, Bin it, Kill it message – remind children of posters around school. Lidded bins.</li><li>• Encourage parents to provide clean washed clothes every day</li><li>• There will be a fire drill periodically and in the first week of term.</li><li>• The class furniture and bookcases and any other furniture should be covered or blocked off whichever is easier to limit use.</li></ul>
<b>Learning</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul>