

## Sandgate Primary School

COVID Risk-assessment – Reviewed February 2021

Hazard	Control Measures
<p>Contact between individuals in the school building increases risk of transmission.</p>	<p>Classrooms to have all desks in rows, facing the front and, where possible, have a suitable distance between each individual desk.</p> <p>Teachers and teaching assistants have designated zone at least 2m apart from each other. Zones should also be 2m from nearest child's desk wherever possible – some furniture will be removed from classrooms to allow for this.</p> <p><b>All</b> areas of the school to be adequately ventilated (Feb update gives this even higher priority – c.f. email by MG)</p> <p>Fire doors should not be propped open.</p> <p>To balance the need for ventilation and a comfortable working environment, windows can be opened further when the rooms are empty.</p> <p>When partially closed, with only children of critical workers and vulnerable children attending, class size should be kept as small as possible. Staffing does not allow additional classes to be opened so measures should be taken to ensure that all those attending are doing so are entitled to a place, only attending on days when parents are working and only as a 'last resort'. Proof of entitlement will be asked for and Headteacher will follow this up where it is reasonably believed that places are being taken unnecessarily.</p> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <p>Pupils are only taught in their allocated classroom and must use their allocated seats. All classes must have a seating plan to ensure seating is consistent and to assist with tracing contacts should this be required.</p> <p>Pupils to be provided with their own equipment and books, these are to be kept in their trays to reduce risk of contact and minimise the need to move around the classroom. Year 1 do not have trays so plastic wallets to be fixed to desks for pupil's equipment.</p>

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	<p>All communal water stations to be put out of use (flushing through to continue – CT). Every class has mains drinking water, disposable cups will be placed in all classrooms for children to use if they forget their own water bottle.</p> <p>Each classroom has an external door which will be used to enter and exit the classroom minimising the need for corridors to be used.</p> <p>Toilets will be allocated by class. Adjacent cubicles not to be used.</p> <p>Adult toilets to be allocated by staffroom rota to prevent additional contact.</p> <p><b>[REDACTED]</b></p> <p>When in corridors, adults and pupils must use the indicated one way system. All adults (unless medically exempt) must wear face covering in corridors, rooms other than their own and communal areas. Face coverings must also be worn in staffrooms unless eating or drinking.</p> <p>Adults and pupils can choose to wear face covering in classrooms if they wish.</p> <p>All shared office and staffroom areas to have maximum capacity identified and sign posted.</p> <p>PPA arrangements to be changed to minimise the number of adults interacting with each class. PPA will be covered by the class teaching assistant. All PPA to be taken at home.</p> <p>All leadership time to be suspended to reduce the number of adults interacting with each class.</p> <p>Where another adult does is required to cover, it will only be done by a teacher who has not taught in another class in the previous 48hrs. RS, LJ, RS, JE, WH and MG to be used to this effect.</p> <p>No face-to-face meetings will be held, instead these will be done via Google Meet. This includes Teacher and TA briefings, leadership meetings, deputy and Headteacher meetings, and all training. JE will not deliver any face-to-face TFW training and this will be communicated to relevant schools.</p> <p>All Maths Hub training will be delivered remotely. There will be no visiting schools and VW will deliver all training via Zoom.</p>

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	<p>Playground zones to be used during all outside play; zones should have 2m distance between them. Only allocated adults should supervise the children and must not enter the playtime zones unless absolutely necessary. When entering and exiting the playground, designated pathways must be used.</p> <p>Additional 'damp playtime' rota in place to ensure that children are all able to have playtime even if the grassed zones are out of use.</p> <p>Breakfast club will be limited to 16 places to allow for adequate distancing. Each large table must only be used by pupils in the same class. There should be at least 2m between tables contain pupils in different classes. Service area to be altered to keep AR and VD at least 2m apart when serving children. Food and drink should not be handed directly to pupils but should rather be place on the allocated table for collection.</p> <p>One lunchtime supervisor will be allocated to each class, there will be no mixing. Where this cannot happen (in the case of absence for example) cover will be provided by either a non-class based member of staff or a member of the leadership team.</p> <p>All registers will me made electronic and submitted via Google Drive to avoid possibility of contamination through surface contact when they are being collected or distributed.</p> <p>Additional staffrooms to be set up in the main hall, small hall and large intervention room. Each to have its own food and drink prep area and fridge. All seating will be at least 2m apart. Adults will be allocated according to class (see above for linked toilet arrangement). Admin staff will also have their own facilities provided.</p> <p>Each class will provided a reading book quarantine area where finished books are kept for one week before being redistributed. Communal reading book shelves will be put out of use.</p> <p>All Acts of Worship and assemblies will take place virtually this includes Gold Book assembly which will be hosted by MG via Google Meet.</p> <p>To avoid the need for additional items to be brought in to school, pupils will wear their PE kit into school when they are timetabled to undertake that lesson.</p>



Hazard	Control Measures
Positive case brought in to school	<p>All staff and families to be kept informed of current guidance relating to isolation if any person in the household is displaying symptoms or tests positive.</p> <p>PHE contacted if when any case is confirmed in school; they will assist with a risk assessment and their guidance followed.</p> <p>If a positive case is confirmed, close contacts will be traced and asked to isolate in line with current guidance. No additional members of staff will be sent to cover a class where any members of it have been asked to isolate through contact with a positive case in school.</p> <p>If any member of staff develops symptoms whilst in school, they will be sent home and be required to take a PCR test.</p> <p>If any pupil develops symptoms whilst in school, they will be sent home and not return unless a negative test is given or 10 day period of isolation has taken place. Intervention Rm A will be used as a quarantine area for pupils to use whilst waiting for collection. Any member of staff supervising must wear a mask, face shield, apron and gloves if there are not able to maintain a distance of more than 2m. PPE to be disposed of in a lidded bin.</p> <p>Wherever possible, the pupils should be supervised by an adult who works within their cohort.</p> <p>PPE should be available outside the isolation room.</p> <p>Isolation room must be deep cleaned after use.</p> <p>If a pupil needs the toilet while waiting for collection they will use the green adult toilet. This will be cleaned immediately after use.</p> <p>Lateral Flow home testing kits to be distributed and staff will be strongly encouraged to use these. Tests should be taken on Wed and Sun with a positive result being reported to the HT by 6:30 and 12:30 respectively. Results must also be recorded with NHS. Any positive case must isolate with household and a PCR test should be arranged.</p>

Hazard	Control Measures
<p>Contact between staff members, pupils and their families on the school grounds increases chance of transmission.</p>	<p>All visiting adults (unless medically exempt) are required to wear a face covering at all times while on the school grounds.</p> <p>Entry to the school reception area by families will be prohibited unless absolutely necessary. Initial contact will be made via the intercom with a view to dealing with enquires in this way.</p> <p>Any visitor into the school will be required to either scan the QR code or have details of their visit recorded via EntrySign.</p> <p>Entry into the school will be via the small playground gate and the new car park gate. Drop-off and collection times will be staggered to avoid having too many adults on site at any one time.</p> <p>During drop-off and collection, a one way system will be in place at all times.</p> <p>Seahorses will use the main entrance to reduce crowding at the gates.</p>

Hazard	Control Measures
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Class	Drop-off	Pick-up	Entry to the school via (for drop-off/collection from classrooms)
Bumblebees	8:40-8:50	2:50	New car park gate
Butterflies	8:40-8:50	2:50	New car park gate
Owls	8:30-8:40	3:00	Small year one gate
Rabbits	8:30-8:40	3:00	Small year one gate
Panthers	8:30-8:40	3:00	Small year one gate
Penguins	8:30-8:40	3:00	New car park gate
Wolves	8:30-8:40	3:00	New car park gate
Bears	8:30-8:40	3:00	New car park gate
Seahorses	8:40-8:50	3:10	Main entrance
Turtles	8:40-8:50	3:10	Small year one gate
Geckos	8:40-8:50	3:10	New car park gate
Tigers	8:40-8:50	3:10	New car park gate
Gorillas	8:40-8:50	3:10	New car park gate
Eagles	8:40-8:50	3:10	New car park gate

A cordon will be installed opposite the main entrance to keep Seahorses and other groups apart.  
 Only one parent or family member will be allowed on site for collection.

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	<p>No after school clubs or lettings will take place until further notice, this includes holiday clubs.</p> <p>Where there are siblings in school, they can be dropped off at the earliest time and picked up at the latest.</p> <p>Signage will be placed around the school grounds reminding families of our requirements; breaches will be followed up by the Headteacher.</p> <p>Face-to-face conversations between parents and teachers at classroom doors will be prohibited.</p>
<p>Poor hygiene and cleanliness increases the risk of infection and transmission.</p>	<p>All rooms to have access to hand washing facilities, if this is not possible, then hand sanitiser will be in place. It will be stressed that hand washing is preferable over sanitiser.</p> <p>Pupils and staff will be taught the correct method for handwashing and reminded of the need to wash hands thoroughly for at least 20 seconds – repeat in assemblies.</p> <p>Hand towels to be disposed of in lidded bins.</p> <p>Catch-it, bin-it, kill-it will be promoted and used. Any dirty tissues should be disposed of in lidded bins and hands cleaned afterwards.</p> <p>Hands will be cleaned when entering class in the morning, entering after a playtime and before and after eating.</p> <p>Outside sinks will be installed to provide additional handwashing facilities during playtime and lunchtime. Installations to be:</p> <ul style="list-style-type: none"> <li>• By year 6 classrooms</li> <li>• Opposite KS1 slope</li> <li>• Next to EYFS gate</li> <li>• Adjacent to Penguins Classroom</li> </ul> <p>All rooms will have cleaning spray and disposable cloths provided.</p> <p>Additional cleaning will be put in place. All toilets will be cleaned at 11:30 as well as after school. All classrooms will be cleaned during lunchtime play as well as after school. [REDACTED]</p> <p>Facemasks and aprons to be worn whilst cleaning is under taken. Particular attention will be given to frequently touched areas.</p>



Hazard	Control Measures
	<p>Management of PPE stock will be responsibility of AH</p> <p>Management of cleaning stock will be responsibility of CT</p> <p>PE activities can produce a higher level of airborne particles, so this will be done outside wherever possible. If a PE lesson is conducted inside, it must be in the large hall with all windows open. There must also be a half an hour unoccupied time between sessions.</p> <p>There will be no choir sessions until guidance is updated.</p> <p>All photo copiers to have a supply of cleaning wipes which will be used before and after copying.</p> <p>All staffrooms to contain signs reminding staff to clean equipment before and after use.</p>
<p>Use of dining area for meals would compromise social distancing and minimising contact</p>	<p>The school hall is not to be used for serving or eating meals.</p> <p>All pupils will eat in their allocated classroom.</p> <p>Bento Boxes will be used to deliver hot meals to classrooms, these will then be collected by pupils one at a time. Each class will have waste bins for finished boxes and cutlery to be placed in. These will be collected by CH and CT.</p> <p>Lunchtime Rota:</p>

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	<p><b>11.45am -12.45pm</b></p> <table border="1" data-bbox="831 304 1673 560"> <thead> <tr> <th>Year Group</th> <th>Supervising Adult</th> <th>Zoned Area</th> </tr> </thead> <tbody> <tr> <td>EYFS – eat first and then play</td> <td>LF and KW</td> <td>EYFS Playground</td> </tr> <tr> <td>Year 1 – play first and then eat at 12.15pm</td> <td>AR</td> <td>Playground</td> </tr> <tr> <td>Year 2 - play first and then eat at 12.15pm</td> <td>NS</td> <td>Playground</td> </tr> <tr> <td>Year 3 – play first and then eat and 12.15pm</td> <td>TC and VD (1-1 child)</td> <td>Playground</td> </tr> </tbody> </table> <p><b>12.15pm -1.15pm</b></p> <table border="1" data-bbox="831 649 1673 844"> <thead> <tr> <th>Year Group</th> <th>Supervising Adult</th> <th>Zoned Area</th> </tr> </thead> <tbody> <tr> <td>Year 4 – play first and then eat at 12.45pm</td> <td>AL</td> <td>Playground</td> </tr> <tr> <td>Year 5 - play first and then eat at 12.45pm</td> <td>CO</td> <td>Playground</td> </tr> <tr> <td>Year 6 – play first and then eat and 12.45pm</td> <td>KW</td> <td>Playground</td> </tr> </tbody> </table> <p>Classrooms to be cleaned when children are at play.</p> <p>Parents will be asked to open all packets and wrapped items before sending them to school so the staff do not have to touch packed lunch items. If this is ever necessary however, hands must be washed or sanitised immediately afterwards.</p>	Year Group	Supervising Adult	Zoned Area	EYFS – eat first and then play	LF and KW	EYFS Playground	Year 1 – play first and then eat at 12.15pm	AR	Playground	Year 2 - play first and then eat at 12.15pm	NS	Playground	Year 3 – play first and then eat and 12.15pm	TC and VD (1-1 child)	Playground	Year Group	Supervising Adult	Zoned Area	Year 4 – play first and then eat at 12.45pm	AL	Playground	Year 5 - play first and then eat at 12.45pm	CO	Playground	Year 6 – play first and then eat and 12.45pm	KW	Playground
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Sharing of resources	<p>To minimise the need for resources to be shared between classes, each will be given sets of art, design, PE and IT equipment for their sole use, however it is inevitable that some sharing will be needed. Where this is the case, all equipment will be thoroughly cleaned with disinfectant and quarantined for 48hrs between use.</p> <p>Teachers to co-ordinate planning so that themes and concepts which are resource heavy are not all delivered over the same period of time.</p> <p>Children’s books can be given feedback but hands must be cleaned immediately before and afterwards.</p>																											

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<p>First-aid, intimate care and additional needs may require close contact increasing the risk of transmission.</p>	<p>[REDACTED]</p> <p>First-aid may be needed at any point. If it is possible, this should be given by a member of staff allocated to the child's class, they should also be wearing an apron, gloves and masks. In the case of an emergency, it might not be possible for an allocated member of staff to attend – this should not prevent emergency medical care being given.</p> <p>Vulnerable children attending school may require intervention that makes adults a close contact. Face shields should be worn when working with these children. Where additional support is required, this should be given by the school leadership team rather than staff from other classes.</p>
<p>Vulnerable children and adults</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The Headteacher holds a list of CV and CEV staff.</p> <p>Pregnant members of staff will have a statutory risk assessment carried out with additional COVID measures included.</p>
<p>Contractors</p>	<p>Visiting contractors should follow the guidance above regarding face coverings and social distancing.</p> <p>Wherever possible, works should be undertaken out of school hours, at the weekend or during the school holidays.</p> <p>Where this cannot be arranged, a balance between need and risk will be made to decide whether the works should go ahead.</p>