



## COVID Control Risk Assessment/Control Measures

### Social Distancing and Infection Control

Face coverings should be worn by all adults when in communal areas of the school outside of their own classroom bubble i.e corridors, staffroom, toilets etc. This does not include playground duty/outdoor PE but will include school grounds upon arrival/departure at the start and end of the school day.

**There must be no movement of adults or pupils between rooms.** All learning environments must remain as much as possible a protected classroom bubble. Classroom teaching teams must remain in their own bubble and not mix with adults from other groups.

Should a positive case arise within school, adults who have been in direct contact with each other will all need to self-isolate. **The consequences of this upon the school could be significant if there has been cross contamination between individuals (either staff or pupils) from different classrooms.**

You can be a contact of a positive person anytime from 2 days before they developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others

Direct contact is deemed as:

- **Any face-to-face contact** within one metre. (even for just 1 second)
- Conversations **within one metre for 1 minute or longer even without face-to-face contact**
- Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- Travel in the same vehicle

All adults must limit their movement around the school/ corridors to prevent cross contamination and the consequences of a positive case within the school.

Each classroom will have a designated marked area within each room. Should SLT have to enter the classroom they will remain within the marked area, distanced from adults and pupils within the room.

Classroom desks have been replaced with individual pupil tables spaced a minimum of 0.5m apart.  
Pupil chairs to be a minimum of 1m apart.  
Each pupil should have their own desk which they will use each day.

Room has been re/arranged to allow as much space between individuals as practical.

All classrooms will have all items of furniture removed to ensure maximum possible distance between pupil desks allowing for safe access to the sink and exit doors.

All non-essential items have been removed. Any items remaining in the room must be able to be easily cleaned.

Small items with intricate parts that are difficult to clean, should not be used. This will include some toys.

Surfaces **must be cleared of all items** at the end of the school day to enable them to be thoroughly cleaned daily. This includes, but is not limited to:

Teachers Desk

Windowsills

Any other furniture items in the room must be bare.

Items to be put away in cupboards where they cannot be touched.

The first 3 cupboards nearest to the classroom internal exit door must be made available for daily classroom resources to be put away safely each day. This will include, but is not limited to,

- Exercise Books
- Dictionary's
- Thesaurus, Atlas,
- Maths resources etc.

These cupboards should not be used for any other item. It is essential that these cupboards are kept specifically for this purpose to ensure that there is no cross contamination between resources.

All soft furnishings must be removed from the classroom.

Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and where possible, children should be discouraged from sharing these.

Malleable resources e.g. playdough should not be used.

Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place. Each activity should be risk assessed and should not be run unless the risks can be mitigated.

#### **Arrangements for arrival of pupils:**

- Greeted at the door by the teacher – Teacher to maintain social distancing
- Parents to remain outside and maintain social distancing
- Pupils to sit down immediately at their designated desk (as per classroom seating plan)
- Lunchboxes to be placed under the pupil's table
- When all pupils have arrived, and the door closed – each child to wash their hands one at a time
- Adult to collect all lunchboxes and place them on the dinner trolley

#### **Attendance including Registration of Pupils**

Registration of pupils should be done as soon as practicable once the classroom door has closed.

Late pupils may arrive at the classroom door. They will knock and wait to be asked to enter. If pupils arrive after you have closed your register, please use the classroom telephone to call the office reception on Ext 221 to let Kim know.

Pupil lateness will be addressed with the parent/carers by the Class Teacher. Pupils arriving late cause significant disruption and breaches social distancing control measures.

Class teachers to discuss this with parents in the first instances either upon arrival or via telephone later that day. Log on CPOMs.

STRICT Regime in place for handwashing (ONE CHILD AT A TIME AT THE SINK)

1. Upon entry to school
2. Before going to the toilet
3. After returning from the toilet
4. Before going outside
5. After returning from outside
6. Before eating lunch
7. After eating lunch
8. Before going home

Prior to the pupils entering the classroom the resources they will need for the first teaching session must be put out on their individual desk. The classroom teaching team will need to ensure that any resources the pupil uses have been cleaned before use.

Each pupil should be provided with their **own zip wallet** which will remain on the desk. This will contain, but is not limited to, the following resources that are to be used by the individual pupil only:

- Whiteboard
- Pencils, Pens, Erasers
- Reading Book
- Ruler
- Word Mats
- Scissors

Items used by the pupil that are not shared do not need to be cleaned at the end of the day.

**All** pupils should be provided with their own zip wallet for **Mathematics**. This should contain the resources that are to be used by the individual only and therefore do not need to be cleaned at the end of each day.

**Key Stage 1** pupils should be provided with their own zip wallet for **Phonics**. This should contain the resources that are to be used by the individual only and therefore do not need to be cleaned at the end of each day.

Each teaching team will be responsible for ensuring that any resources that are shared, including dictionary's, thesaurus, atlas etc are cleaned between use by different pupils.

Any shared surfaces should be wiped regularly, and appropriate cleaning materials are available.

Pupil exercise books must be put away by a member of the classroom teaching team in the classroom cupboards at the end of each lesson and replaced by the resources needed by for the next lesson. This must be done by an adult to prevent movement of pupils around the classroom. They must not be left out on desks.

Adults will need to wash their hands and wipe surfaces before and after handling pupils' books

Red Pupil Wellbeing/Feelings box to be brought out of the cupboard and placed on the Teacher Desk each day then returned to the cupboard at the end of the day.

Lidded pedal bin is available in each room for disposal of tissues.

Each teaching team will be responsible for ensuring that any equipment that is shared including, telephone, keyboard, mouse, laminator etc is cleaned between usage by different adults.

Outdoor equipment must be cleaned after every use before being put away.

Exchange of resources between staff and pupils is limited e.g. homework, marking etc.

Classroom windows to be kept open as much as possible for ventilation – **Teachers must close the windows at the end of the day** to prevent intruders entering the building via an open window when the class is empty.

Movement of pupils around the room is restricted as much as possible.

Pupils bring their own water bottles. Disposable cups are available if necessary but must be thrown away after each use.

#### **PE Kit**

On PE days, pupils will be allowed to come to school wearing their PE kit to avoid the need to change in school.

#### **Use of pupil toilets**

Each class must only allow one child to leave the classroom to go to the toilet at any given time to reduce the occurrence of individuals crossing paths in corridors.

#### **Assembly**

All assembly's will be virtual and timetabled. No group gatherings outside of the protected classroom bubble are permitted.

#### **First Aid**

Each classroom will be provided with their own first aid box.

First aid should be administered within the classroom. In the event of a First Aid emergency please contact the school office for urgent assistance. All other instances of first aid should be able to be dealt with within the classroom setting.

First aid supplies are readily available in the first aid cupboards. First aid boxes may need to be continually replenished to ensure first aid resources are available in the classroom when needed.

### **Breaktimes**

The school playground will be divided into 3 zones. 3 grouped classes will all have their breaks at the same time (one from each Key Stage) and each class will use only their designated zone.

**Times of breaks must be strictly adhered to.** This is to ensure that there is no cross over between groups using the playground.

Each class will need to be supervised by one adult from teach classroom teaching team (either Teacher or TA). The other adult should remain in the classroom to clear away and wipe down the resources from the previous lesson, return them to the cupboard and set up the pupil desk with required resources for the following lesson (either Teacher or TA).

This should be done when the room is empty to avoid limit the risk of infection and movement around the room when the pupils are present.

### **Comfort breaks for staff**

Can be taken at any time. One adult from each teaching team must remain in the classroom to supervise the pupils. The staffroom can be used to make drinks (please adhere to the maximum room capacity at all times).

The little kitchen has limited capacity and should only be used by office staff and the adults using the hall.

Drinks can be taken into classrooms provided they are in a sealed, thermostat cup. (Please refer to the schools Drinks Policy).

### **Lunchtimes & Including Free School Meals**

Orders for lunch (either free or paid) should be taken in the normal way.

Lunch trolleys need to be brought to the reception prior to the class lunch break. A member of the kitchen staff will transfer lunches onto the class lunch trolley ready for collection.

Pupils will eat lunch at their desk supervised by one member of the classroom teaching team - **Adult A** (30 mins) while the other adult- **Adult B has lunch (30 mins)**.

Pupils will have a designated time outdoors to have a break in their designated area of the school playground supervised by Adult B while **Adult A has lunch (30 mins)**.

**The timetable for pupils lunch breaks must be strictly adhered to.** This is to ensure that there is no cross over between groups using the playground.

A black bin bag will be provided to all classes. When the pupils have finished eating, lunch rubbish should be bagged and **put in the designated wheelie bin in the outdoor learning area**.

Staff can use the staffroom to prepare food and drinks (please adhere to the maximum room capacity at all times).

### **Emergency Evacuation:**

Please proceed to the usual assembly point on the school playground. During evacuation please try to adhere to social distancing. However, Fire safety and risk to life does take precedence over the risk of COVID transmission.

### **Pupil Medical Appointments**

Parents will be reminded that all medical/dental appointments must be made outside of school hours.

If an appointment is unavoidable and a parent needs to collect their child early, then Kim will ring the class and the parent will be directed to collect their child from the classroom door.

If a pupil arrives late after a medical appointment, they will be directed to the classroom external doors by Kim who will ring the classroom telephone to advise the class teaching team accordingly.

Parents will be continually reminding about the disruption caused by pupils arriving late or learning early and the risk of transmission due to the potential breach of social distancing control measures.

### **Personal Protective Equipment (PPE)**

Each class will be provided with a supply of PPE which should consist of:

Plastic Aprons  
Plastic Gloves  
Wipes  
Face Visor  
Face Masks

PPE should be worn when cleaning up bodily fluids. Adults can use the PPE as appropriate in other circumstances that may arise.

### **Breach of social distancing:**

**Pupil:** Normal procedures for behaviour management; reminder, warning then phone call home for parents to have discussion with regard to importance of social distancing. Bespoke interventions depending on maturity of pupil and understanding.

**Parent:** Warning & reminders about social distancing. Telephone communication if parent need support.  
3 serious breaches - discuss with SLT.

### **Arrangements for pupil departure:**

All pupils to wash their hands before leaving school – ONE AT A TIME  
Parents to wait outside maintaining social distance – Parents must not approach the door  
Teachers to maintain social distancing and remind the pupils to do the same.

Pupil to sit at designated desk then called one at a time to go outside to collecting adult or if they have permission from an adult to walk home alone, they will be asked to leave the classroom one at a time

### **Discussions with Parents**

Any parents who wishes to speak to their child class teacher will need to be telephoned after school using the classroom telephone. Discussions must not be held at the classroom door, face to face.

### **Use of telephone**

The classroom telephone must be used sparingly & not during teaching time unless there is a valid reason to do so.

Adults can communicate between classrooms during non-teaching hours, before and after school.  
The telephone can be used to request urgent assistance to the classroom. Please call Ext 221.

**Teaching desk MUST be kept free of clutter and any shared items cleaned and put away in desk drawers** to ensure that the adult desk can be thoroughly cleaned without obstruction.

The only items left on the desk should be the classroom visualiser, PC & Monitor, Keyboard and Mouse.

**No items must be left on pupil desks at the end of the day** to enable desks to be thoroughly cleaned.

Pupil's individual zip wallets must be put away in the daily resource's cupboard by a member of the classroom teaching team at the end of each day in order that the pupil desk can be thoroughly cleaned without obstruction.

### **PPA**

Pupils will not attend school after lunchtime on Wednesday afternoons to allow each teacher to take their PPA time. The majority of support staff will remain in school.

Staff will have the choice to take their PPA at home or remain in school and work within the classroom. PPA offices must not be used.