

**Southbourne Infant School
Year R children returning to school
Risk Assessment for all staff
May 2020**

Hazard	Control Measure
Lack of social distancing during drop off/collection	<p>Stagger drop-off and collection times – children in each group to arrive/be collected at different times.</p> <p>Parents will be advised of the drop and collection points and times for each group. ONLY ONE PARENT IS to DROP OFF/COLLECT THEIR CHILD Playground will be cordoned off as appropriate</p> <p>Parents/carers are to remain socially distant on the school premises (signs to remind parents around the school grounds) and not to enter the school building.</p> <p>Only one person to be allowed into the reception area at a time (sign displayed).</p> <p>Glass windows NOT to be opened, minimal contact to be made (no physical contact)</p> <p>Communication is encouraged by phone/email where possible.</p> <p>No visitors/staff/children/families/contractors can enter the building if they have symptoms.</p> <p>The adults in the classroom will <i>closely</i> supervise handwashing as all children enter the classroom.</p> <p>Children will not bring things back and forwards from school to home. . (eg books, toys)</p>

Hazard	Control Measure
Lack of social distancing in the classroom	<p>Class sizes – children will be split into groups, up to 15 children in any room at any time (half of their normal class) to allow for some increased spacing between children. This will not amount to full social distancing of 2m at all times.</p> <p>Groups will remain the same, based in the same classroom, for the duration of the term. The same staff will work with their groups as much as possible. This may not be their normal classroom or class teacher, but we have ensured that there is a member of staff with them from their year group. If there is a shortage of teachers, a teaching assistant can lead a group, following the teacher’s planning.</p> <p>There will be no direct contact between groups. Break times and lunchtimes will be staggered.</p> <p>Tables and chairs will be separated (2m distance) between them, if possible, if not max of 15 children per room. All tables to be facing the same way if possible.</p> <p>Excess furniture will be removed to increase space. Unnecessary items and soft furnishing/toys in classrooms that cannot easily be cleaned every day will be removed and stored elsewhere in the school.</p> <p>Children will keep to their own tables when working and will use the same table each day.</p> <p>Lessons planned for children to work individually (not pairings or group work). We will not necessarily follow the usual curriculum.</p>

Hazard	Control Measure
Lack of social distancing in the classroom	<p>Interactive whiteboard not to be used by children.</p> <p>The adults will adhere to social distancing where possible.</p> <p>Bags, coats, lunchboxes, books, stationery (contained in child's pencil pack) and drink bottles will be kept under each child's table. Stationery will not be shared, any resources that are shared will be kept within the group and disinfected weekly.</p> <p>Shared areas touch points and surfaces will be disinfected regularly throughout the day, as well as before and after lunch. Every classroom will have an anti-bac spray and blue roll.</p> <p>Use of laptops/i-pads/desktops will be limited, these will be cleaned daily and children will wash their hands before and after use.</p> <p>Outdoor lessons will be planned as often as possible. A timetable for the outdoor areas will ensure there is no direct contact between groups.</p> <p>Outdoor PE equipment will be colour coded for each group and not be used by other groups. It will be cleaned weekly.</p> <p>Hands to be washed before and after each activity, play and lunchtime. Hand sanitisers are available and may be used under the direction of an adult, but the preference is to use soap and water as it is more effective.</p> <p>Adults to closely supervise all handwashing ensuring the children follow the guidelines – washing hands for 20</p>

Hazard	Control Measure
<p>Movement around the school (corridors and toilets)</p>	<p>Reduce movement around the school - groups are to stick to 1 room during the day. Toilets are within the classrooms, so children do not need to move around the school.</p> <p>Divider (tape) down the middle of the corridor to ensure people only walk on the left side of it</p> <p>Toilets; adults will supervise to ensure children don't come in contact (one child at a time in the toilets).</p> <p>External toilet doors to be wedged open to minimise touchpoint contacts.</p> <p>Extra soap and hand sanitiser ordered to ensure we do not run out.</p> <p>Children must only move around the school accompanied by an adult if there is a first aid emergency (office).</p>
<p>Safeguarding</p>	<p>At least one DSL available at all times in the school</p> <p>Vulnerable children not attending school to be risk assessed and contacted/monitored regularly. Written log to be maintained by SLT and added to by class teachers if appropriate</p> <p>Safeguarding/Child Protection meetings to continue virtually</p>

Hazard	Control Measure
Playtimes and lunchtimes	<p>Staggered break & lunchtimes so that groups are not mixing together (timetable to be strictly adhered to)</p> <p>Each group to have own route to and from the playground, using external classroom doors, to avoid contact with other groups</p> <p>Teachers will discuss with the children socially distant activities for playtimes.</p> <p>Outdoor PE equipment: each group will be allocated a coloured basket to be used solely by that group and cleaned weekly.</p> <p>Climbing frames/play equipment will not be used.</p> <p>Each group of children will have their own MMS; this will not change. The hall will be used for lunchtime. One group at a time will have their lunch. Tables will be set up safely distanced from each other. Children will line up at appropriate distances from each other (marked on the floor). Children will choose their lunch, then have it brought to their table.</p> <p>Use of the staff room will be staggered as far as possible the table in hall and chairs to be used in addition to staff room. The teacher and TA for each group will cover each other's breaks.</p> <p>Extra station to be set up in staffroom. Touchpoints to be disinfected at least daily. Staff all to use own mug; to be washed and kept in own lockers.</p>

Hazard	Control Measure
Risk of spreading the virus	<p>Contact all contractors (food, cleaning, maintenance etc.) to ensure they are aware of protocols.</p> <p>Additional cleaning requirements discussed with cleaning contractors to include the use of anti bac for all surfaces, handles and toilets.</p> <p>Main entrance door to be wedged open for staff from 7.45am to 8.45 am to reduce necessity to touch entry system/handles. These to be disinfected regularly (office staff)</p> <p>All soft furnishings (cushions, teddies etc.) and toys to be removed.</p> <p>Resources for the week will be kept in the classroom and used only for that group. Topic resources to be sterilised at end of week ready to be passed to next class the following week. Classroom resources such as laminated phonic sheets and maths equipment to be sterilised at end of each week.</p> <p>Resources from classroom where group is stationed are not to be used.</p> <p>Reading scheme books – teacher will select a book for each child, once read to be placed in a labelled tray and left until the following Monday to put back.</p>

Hazard	Control Measure
Risk of spreading the virus	<p>If anyone has a cough/temperature/feels unwell at school, they will be sent home. They will need to self-isolate for 14 days, or until tested negative.</p> <p>If an unwell child is waiting to be collected, they will be kept in a room on their own supervised by one adult with the door closed and a window open. If this child/adult needs to go to the toilet before being collected, they will use a separate toilet (near the office) and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it.</p> <p>Contactless infra-red thermometer available to check children/staff temperature.</p> <p>Masks available for staff administering first aid</p> <p>PPE will be worn by staff working with children displaying symptoms (stored in Leigh's office).</p> <p>If a child or adult shows symptoms and tests positive for CoVid-19, then the whole group that the child was in will be sent home and they must self-isolate for 14 days.</p> <p>If other cases are then also confirmed at the school, then PHE will advise the HT/school on next steps/possible closure</p>

Hazard	Control Measure
Shielding and clinically vulnerable children and staff	<p>Shielding children should NOT attend school.</p> <p>Shielding (clinically extremely vulnerable – those with a GOV. letter) adults should NOT attend school.</p> <p>Clinically Vulnerable staff (risk-assessed staff, with underlying health conditions) will be encouraged to work from home. If they are vulnerable and their role means they cannot work from home, then they will be given tasks to do in a safe part of the school and contact to be minimised. It is down to the employee if they wish to work closely with others, but conversations must be had with them and they must understand/accept the risks to them first.</p> <p>If a child or member of staff lives with someone who is shielding (clinically extremely vulnerable – those with a GOV. letter) then they should NOT be in school.</p>

Hazard	Control Measure
<p>Risk of spreading virus due to close contact (intimate care/first aid/restraint) with children – 1:1 and restraint resulting in direct transmission of the virus</p>	<p>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that puts staff at risk.</p> <p>Timetable/plan put in place for admin staff to use offices</p> <p>PPE should be worn by staff working with children displaying symptoms.</p> <p><i>PPE (gloves, aprons, masks) available for use with child with intimate care needs</i></p> <p>If anyone has a cough/temperature/feels unwell at school, they must be sent home immediately. They will need to self-isolate for 14 days, or until tested negative.</p> <p>PPE has been supplied by WSCC for use if someone displays symptoms.</p> <p>Extra gloves and 5 litres of hand sanitiser purchased initially</p>

Hazard	Control Measure
<p>Risk of spreading virus due to close contact (intimate care/first aid/restraint) with children – 1:1 and restraint resulting in direct transmission of the virus</p>	<p>If a child is waiting to be collected, they should be kept in the Rainbow room on their own (or supervised depending on their age) with the door closed and a window open.</p> <p>If this child/adult needs to go to the toilet before being collected, they should use a separate toilet (near office) and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it.</p> <p>If a child or adult shows symptoms and tests positive for CoVid-19, then the whole group that the child/adult was in must be sent home and they must self-isolate for 14 days.</p> <p>If other cases are then also confirmed at the school, then PHE will advise the HT/school on next steps or possible closure.</p> <p>(Government guidance states that “Wearing face coverings or face masks is not recommended for general work with children”)</p>

Hazard	Control Measure
Emotional stress of children	<p>Groupings will take account of children’s friendships.</p> <p>Summer term curriculum adapted with emphasis on wellbeing and social and emotional support.</p> <p>All efforts will be made within social distancing to comfort any distressed child.</p> <p>If deemed appropriate, and adjusted timetable will be implemented to aid transition back to school.</p>
Emotional stress of staff	<p>Social distancing adhered to for all meetings within school.</p> <p>Details of the support helpline, West Sussex Core Group to be shared with staff.</p> <p>At least one member of SLT on site every day for staff to share concerns.</p> <p>Risk assessments to be reviewed weekly.</p> <p>PPA time, if needed, is to be taken through liaising with the group TA (e.g. where teachers need to set/review online work for children working at home)</p> <p>Staff that are shielding will be expected to work from home.</p> <p>Clinically vulnerable staff should work at home, or when in school should adhere to strict social distancing measures.</p> <p>Staff living with family members those that are clinically vulnerable can attend school but must adhere to 2m social distancing.</p>