

Old Park Primary School Risk Assessment for Full School Re-Opening (COVID-19)

November 2020

This risk assessment will be reviewed regularly and updated whenever necessary

All decisions are 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**

During the School Day	
Area or Procedure / Issue	Strategies and Actions
General	<ul style="list-style-type: none"> • Class groups to be bubbles indoors and year group outdoors (playtime/lunchtime) • Windows and doors to be open wherever possible to ensure good ventilation of all rooms. High level windows programmed to open every hour for 5 minutes. In colder weather external door to be open for 30 minutes at the beginning of the day and 15 minutes during break and lunchtime. • Internal doors to be kept open. • Coloured carpet tiles must be used for social distancing in corridors. • Children to wear school uniform other than on PE days. • Other than to use the toilet, children must not move around school unattended. • Items brought from home should be limited to book bag, lunch box, water bottle and all labelled with the child's name. • If a child is unwell, they should not attend school and parents must contact the office by telephone. • If a child repeatedly refuses to follow social-distancing rules, they will have a warning and parents informed. If this does not improve, they will be restricted from going out at break/lunchtimes and could be separated from peers during lesson time. Deliberate breaking of rules will be dealt with using school behaviour policy. Positive behaviour reinforcement to be used as the rule. • Children with specific needs who are at greater risk will have individual risk assessments.
Beginning of the school day	<ul style="list-style-type: none"> • Stagger the start times for children to reduce numbers of people on site. • Parents with siblings should arrive at the earliest time in the morning and the latest time in the afternoon. • One-way system around the school site – entrance Spout Lane gate/exit Stone Row gate. • Adults to wear face coverings whilst on site. • Y6 can use the gate by the main entrance but parents/carers are not allowed beyond that point. • All children to enter through external classroom doors between 8.30am and 9am – unless agreement to use the front door • When entering the building, children & staff to use sanitiser/wash hands before touching tables or doors

	<ul style="list-style-type: none"> • It is not recommended that children wear face coverings. If they arrive wearing a face covering they must wash their hands immediately, dispose of temporary face coverings in a covered bin or place reusable face coverings in a sealable plastic bag they can take home with them, and then wash their hands again before going to their table. • Painted hearts/spots on ground to indicate distances • No parents/carers are allowed beyond the blue nursery gates or onto the bricked areas outside classrooms • Members of staff to greet families at each gate. • Older children (Y4, 5 and 6) encouraged to go straight to class by themselves. • Parents should maintain social distancing from each other and staff when arriving. Parents must not congregate on the playground. • No parents/carers allowed in classrooms or beyond the main entrance. • Late arrivals enter through the main reception and escorted to class. • Main reception limited to 2 people/families at a time. • Anyone who shouts at staff or is aggressive or confrontational will be instructed to leave the site. • Staff on duty in the office to escort any late arrivals to their class • In order to reduce congestion, conversations with parents/carers should not take place at classroom doors. 	
Children who are refusing to come into school and cling to parent	<ul style="list-style-type: none"> • Teachers to contact parents if a child struggles to separate from parent to discuss a plan. • Limited time at a close proximity does not have a high infection rate. Class adult to remove child from carer as normal. If child cannot be removed from carer after 5 minutes the class adult is to return to a 2 metre distance. 	
Communication	<ul style="list-style-type: none"> • Face to face communication must be kept to a minimum. • All letters and newsletters will be sent out via ParentPay, the Ourschool app and website where possible. • Twitter to be regularly used to post information about classroom activities. • Parents to be reminded to inform school of new phone numbers, register with Parentpay and update email address on Parentpay if they change. • Direct communication between teachers and parents must take place by phone or through year group email addresses. • Messages about collecting children at the end of the day must be made by telephone • Any staff or parental concerns regarding the risk assessment must be reported to the Headteacher or Business Manager. 	<p>Year Group email addresses:</p> <p>Nursery.oldpark@taw.org.uk F2.oldpark@taw.org.uk Y1.oldpark@taw.org.uk Y2.oldpark@taw.org.uk Y3.oldpark@taw.org.uk Y4.oldpark@taw.org.uk Y5.oldpark@taw.org.uk Y6.oldpark@taw.org.uk</p> <p>oldparkprimary@telford.gov.uk</p>
Breakfast Club After School Club	<p>Breakfast Club – 8am – 8.30am</p> <ul style="list-style-type: none"> • All places must be booked via Rachel Briggs -nursery administrator - 01952 567967 or nursery.oldpark@taw.org.uk • Priority to be given to working parents • £1 for all children - payment must be made through ParentPay 	<p>After School Club – Community Room</p> <ul style="list-style-type: none"> • All places must be booked via Rachel Briggs -nursery administrator (01952 567967) Charges on request. • Places limited so priority to be given to working parents • Sessions 3.15pm – 4.30pm or 3.15pm – 5.30pm • Payment must be made through ParentPay.

	<ul style="list-style-type: none"> • Children enter via the external community room door. • Children to wash hands and use sanitiser on arrival • F2/KS1 to use community room • KS2 to use the sports hall • Toast and drinks served by adults 	<ul style="list-style-type: none"> • Group split according to key stage bubbles using community room and sports hall. • Children to use sanitiser on arrival and wash hands before eating. • Crossbar coach to run multisport/games activities until 4.15pm • Snacks to be served by adults • Parent to collect from the external community room door. • Contact phone number during sessions
Lunch time	<p>Dinners/Packed lunches</p> <ul style="list-style-type: none"> • Children to wash hands before eating • Nursery to have packed lunches and eat in the classroom. • F2, Y1 and Y2 lunch in dinner hall • Packed lunches to be kept on trolleys by classrooms. • <u>Reception</u> – 11.45pm • <u>Year 1</u> – 12.15pm • Year 2 – 12.30pm • No queuing - children sit at tables and lunch brought to them. • Exit doors by music room. • Tables completely cleared and cleaned between groups. • Y3 – 6 to collect lunch from Kitchen door and eat in the classroom. 	<p>Playground</p> <ul style="list-style-type: none"> • Children to be reminded about not touching each other • Children play in year groups. • Games such as football – no tackling, only passing i.e. non-contact • PlayPod to remain closed • 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/classroom e.g. drawing, colouring, small group games. IWB could be used to show programmes. 	
Outdoor spaces	<ul style="list-style-type: none"> • Adults and children can use the outdoor areas at any time. • Outdoor learning is encouraged as much as possible. 	
Classrooms/ lesson time	<ul style="list-style-type: none"> • Whilst children can move around the room, this should be minimised to avoid congestion • Where possible resources should be within reach • Children to be allocated their own wipeable pencil case with own pencil/pen etc. • All lessons to be taught as usual • Limited time at a close proximity does not have a high infection rate so any close working with children should be limited to a maximum of 10 minutes. • Where possible staff should stay above children’s heads and to the side of them • Children should be reminded positively about keeping to their own space and follow the behaviour policy. • If a child’s behaviour puts others at risk an individual risk assessment will be completed and discussed with parents/carers. • Children should work in books as usual with use of our marking policy (stamps not written comments) • Classrooms must be kept tidy. Clutter and unnecessary equipment should be removed 	

EYFS	<ul style="list-style-type: none"> • 15 hour children to attend pre-school 2.5 days per week with a deep clean over lunchtime on Wednesday. • Children will be allowed to play in their classroom as usual but with no more than 4 children in each area. Areas may include: outdoor space, role-play, quiet room, carpet space, tables, art area - this is the intention but cannot be guaranteed. • Stairgates to be used where necessary so that doors can be kept open. • Resources will be limited each week due to the sheer number of small parts in the classroom. They will, where possible be wiped with antibacterial cleaning wipes/sprayed/rotated • Intimate care such as first aid and toilet accidents will be managed carefully – staff will have access to aprons, masks/visor and gloves and sanitiser. Any soiled clothes must be double bagged and sent home. • Staff will follow the procedures in the Nappy Changing Policy and wear appropriate PPE (apron, gloves, mask or visor) • Playdough to be made and only used for one day – not to be shared with others 	
Curriculum	<ul style="list-style-type: none"> • A broad and balanced curriculum will be taught in all key stages and include all subjects over the year. • Teachers will plan sessions focusing on their wellbeing and understanding the reasons behind our school changes, so they do not become upset, too anxious or worried. • Reading is still high priority. Rotate reading books and leave them out over the weekend before putting them away. • Phonics (Read, Write Inc) will be taught in Year group bubbles. • Educational Visits will not be planned for the Autumn term. 	
In Harmony	<ul style="list-style-type: none"> • All children have their own instrument – no instrument can be shared. • All instruments to remain in school • Hand washing for 20 seconds before and after lessons. • Year group only string ensembles (Y2/3) and orchestras with classes in separated groups only in large spaces (sports hall) • Class orchestras in Y4, 5 and 6 – in larger spaces (round hall/sports hall/double classroom) • Wind and brass lessons in small groups with 2m distancing and children facing the same direction. • Drumsticks and percussion instruments cleaned after use. • Woodwind and brass groups limited to 15 or fewer and distancing must be maintained. • Online tool used as much as possible and no sharing of music. Music stands and chairs cleaned between groups. • Singing can take place with appropriate distancing, but children encouraged not to shout. 	
Hygiene	<ul style="list-style-type: none"> • Regular hand washing for 20 seconds for children and staff. • Hand sanitiser to be used until hand washing is possible (ie entry to classroom in the morning/after lunch/PE/Music lessons. • Paper towels at all sinks – hand driers switched off. • If someone sneezes/coughs, they should be sent to wash their hands straight away. • Please reinforce the Catch it, Bin it, Kill it message. • Lidded bins provided for used tissues. • Bins to be emptied twice a day, or when full. • Children/staff encouraged not to touch their faces. 	Minimum hand washing: <ul style="list-style-type: none"> • On arrival to school • Before and after break • Before and after lunch • Before and after PE • Before and after music lessons
PE	<ul style="list-style-type: none"> • PE to be delivered weekly by Crossbar • Children to wear PE to school on PE days. 	PE Days Monday Y2 and Y6

	<ul style="list-style-type: none"> Daily physical activities (15 mins) in classrooms or on the playground. (ie PE with Joe) Contact sports should be avoided and outdoor PE is the preferred option when weather permits Any equipment used to be cleaned afterward each class Children to wash hands when they come back to class 	Tuesday Nursery and Y4 (including 3/4W) Wednesday F2 and Y3 Friday Y1 and Y5
Assemblies	<ul style="list-style-type: none"> There will be no whole school assemblies until further notice Collective worship will need to take place in class 	
Extra-curricular Clubs	<ul style="list-style-type: none"> There will be no extra-curricular clubs until further notice except Nucleo. Football and sports fixtures to have individual risk assessments. No fixtures during lockdown periods. 	
End of the school day	<ul style="list-style-type: none"> Stagger pick-up times to reduce numbers of people on site Parents encouraged to arrive at the time for the oldest sibling Children and staff should wash hands before the end of the school day Gates to be opened at 3pm. Parents to wait, socially distanced, in playground – children will be sent out when adult sees parent Parents to wear face coverings and advised to follow social-distancing whilst on the school site Children not collected by 3.30pm will be taken to corridor outside the sports hall where they will be met by staff managing lates. 	<ul style="list-style-type: none"> All classes to leave via classroom doors. Y5 and 6 may go home independently with parents' permission. Exit times 3pm – F2 and Y1 3.05pm – Y2 3.10pm – Y3 and 4 3.15pm – Y5 and 6 Gates and classrooms to stay open until 3.30pm to allow for parents to collect later if they are more comfortable.
Hygiene and Cleaning		
Area or Procedure / Issue	Suggested Strategies and Actions	
Class Hygiene	<ul style="list-style-type: none"> Hand sanitiser, soap, paper towels, tissues and lidded bins available in all classrooms. Bins to be emptied twice a day. Tables and touch surfaces to be cleaned at regular intervals. Children have wipeable pencil cases allocated to them. KS2 children to have specific seats for most of the day. 	
Doors	<ul style="list-style-type: none"> Internal doors kept open at all times to ensure ventilation and limiting door handles being touched. External classroom doors to be kept open if the weather allows. If too cold – doors to be kept open for 30 minutes at the beginning of the day and 15 minutes at lunchtime and playtime. 	
Laptops	<ul style="list-style-type: none"> Laptops/iPads to be cleaned with anti-bacterial wipes after each use. Each bubble to have a number of ipads. 	
Playground	<ul style="list-style-type: none"> Year group bubbles to play on separate playgrounds. Children to be encouraged to avoid physical contact with each other 	

	<ul style="list-style-type: none"> • Teachers to have playtimes when it is convenient for their class and separate from other year groups.
Toilets	<ul style="list-style-type: none"> • Limit the number people in the toilet at a time – signs on all doors • Use the coloured carpet tiles to distance queues down the corridors. • Toilets to be cleaned twice a day and taps and flush buttons cleaned hourly throughout the day • Bins emptied at lunchtime and the end of the day.
Intimate care	<ul style="list-style-type: none"> • PPE to be worn when staff clean and/or change children into clean clothing – Apron, gloves, visor/mask. • Recyclable PPE (visors) must be cleaned immediately after use.
First Aid	<ul style="list-style-type: none"> • First aid to be carried out by class teacher/TA • PPE (gloves/apron/visor) provided in class packs. • Recyclable PPE must be cleaned immediately after use. • Phone calls to be made by class teacher/TA or lunchtime supervisor – phone in staff room. • If a second opinion is needed contact Kelly Ryder in Safari by phone or radio. • Medication to be given to class teacher each morning, locked in the medicine cabinet in the staffroom during the day and given back to the parent at the end of each day. • Medication to be administered by class teacher/TA and recorded in class file. • Medication stored in locked fridge/first aid cupboard in the staffroom.
Cleaning	<ul style="list-style-type: none"> • As per routines developed during school closure, following government recommendations • Emphasis on frequently touched surfaces such as door handles, tables, chairs

Adults in school	
Area or Procedure / Issue	Suggested Strategies and Actions
Staff Room	<ul style="list-style-type: none"> • No more than 12 staff in the staff room at a time and only 1 person can sit at each table. • Staff must use sanitizer when entering the staffroom. • Taps must be sprayed with antibac after use. • Staff must wash cutlery before and after use or bring their own. • Staff must clean tables after use. • Where possible staff to have lunch within their own classrooms • Areas for lunch on wet days – staffroom, community room, spare classroom, computer area, VR room.
Adult interaction at school	<ul style="list-style-type: none"> • All adults on the school premises during the school day to maintain a distance of 2 meters from each other at all times • All staff to wear face coverings when moving around school independently of children. • Adults are not to go into other classes or rooms during the school day unless timetabled
Staff well-being	<ul style="list-style-type: none"> • During lockdown periods Clinically extremely vulnerable staff must work from home. • Staff who are clinically vulnerable will have individual risk assessments • Staff at greater risk can wear a clear visor if they choose.

	<ul style="list-style-type: none"> • Staff who live with those who are clinically vulnerable can attend work unless advised otherwise by an individual letter from the NHS or a specialist doctor. • Workload to be monitored to support staff well-being. • 24 hours Advice/Counselling Service – Health Assured available to all staff and their families. Telephone: 0800 783 2808 Website: healthassuredeap.com • Staff to keep a spare change of clothes in school in case bodily fluids come into contact with their clothing. • 2 showers available for staff use.
Use of staff toilets	<ul style="list-style-type: none"> • No more than 2 adults can use the toilets at any time. • Disabled toilets to be used by staff in that corridor. • Taps and flush buttons must be sprayed/wiped after use using the cleaning agent provided. • Staff must use sanitiser when returning to the classroom.
PPA time	<ul style="list-style-type: none"> • Higher level teaching assistants to be allocated to an individual year group to limited movement. • Staff must wash their hands between classes and use sanitiser when entering a classroom. • Teachers must observe social distancing during planning time. • PPA can take place in the VR room, Mandie’s office or the computer suite. • Tables must be cleaned after use.
Office	<ul style="list-style-type: none"> • All computer keyboards/mouse, desk and telephones to be cleaned at start of each day. • No children to enter offices. • Staff only to enter offices one at a time and 2m distance must be maintained. • Phone calls can be made from the staff room or classroom telephones. • Where possible, another member of staff should be present during phone calls to parents.
Use of photocopier/ printer/laminating	<ul style="list-style-type: none"> • All equipment must be cleaned with antibacterial wipes after each use. • Hand sanitiser available.
Parent meeting with staff	<ul style="list-style-type: none"> • Parent contacts office or class teacher via phone, year group emails or the school email address. (see above) • Teacher contacts parent via phone to organise a Microsoft Teams meeting or phone call. • Face to face meetings should be avoided as much as possible. If unavoidable, they must be socially distanced, only one parent can attend and parents and staff must wear a mask or visor.
Visitors on Site	<ul style="list-style-type: none"> • Only essential visitors can be on site during the school day. • Main reception limited to 2 people at a time. • Anyone who shouts at staff or is aggressive or confrontational will be instructed to leave the site. • All visitors will need an appointment to come into the school building. • Parents/carers will only be allowed into the building by appointment or in an emergency. • Sign in process will include a CV-19 health declaration form and a contact number left for Track and Trace. • Sign in screen will be cleaned between each use. • All visitors to use hand sanitising gel in reception before entry and to be briefed on social-distancing guidelines. • All building work must take place outside the school day unless the work is an emergency or away from shared areas (boiler room) • Contractors/professionals will need to provide a copy of their risk assessment and confirm that they have read the school risk assessment.

Child and staff Illness

Stomach Upset – sickness or diarrhoea	<ul style="list-style-type: none"> • Children with sickness or diarrhoea must stay off school for 48 hours. • If symptoms dissipate, they can return to school after 48 hours from the last bout. • If symptoms persist after 48 hours parents must contact school and a CV-19 test arranged.
Suspected Covid-19 symptoms -child	<ul style="list-style-type: none"> • If someone sneezes/coughs, they should be sent to wash their hands straight away • Please reinforce the Catch it, Bin it, Kill it message • Parents must comply with Track and Trace and keep school informed by telephone or email. • Parents must not send children to school if they are unwell. • Children must not be brought to school if any member of the household has CV-19 symptoms – in this event the family must self-isolate for 14 days. • If a child feels or appears to be unwell must be referred to Ms Haywood, Mrs Machin or Mrs Bebb and their temperature must be taken. • CV-19 symptoms; <ul style="list-style-type: none"> ❖ A high temperature – this means that they feel hot to touch on their chest and back (thermometers available on each corridor + safari, staff room) ❖ A new and persistent cough – this means coughing a lot for more than an hour or 3+ coughing episodes in 24 hours (if they have a cough it may be worse than usual) ❖ Loss of taste or smell) • If a child displays any of these parents must be contacted and the child taken to the isolation room whilst they wait to be collected. • Designated adult (class teacher or TA) to monitor child outside the isolation room. • If the Designated adult cannot maintain 2m distancing or has to go into the room full PPE must be worn (available in room and main office) • Designated area for child to be isolated is the Sports office by the main office and community room disabled toilet. • The designated area will be thoroughly cleaned and disinfected once vacated. • Parent/carer advised to follow public health advice • School inform Telford Health Protection Team and will follow all advice given. • Any siblings should also be sent home. • Child cannot return to school until the test results are received and have no symptoms.
Suspected Covid-19 symptoms -staff	<ul style="list-style-type: none"> • Staff must comply with Track and Trace procedures and keep school informed. • Staff must not come to work if they, or any member of their household has CV-19 symptoms. Follow the usual protocol of contacting the office. A test will be booked for staff if necessary. • If symptoms start at work adult must inform SLT or Business Manager and go home immediately • School inform Telford Health Protection Team for advice and next steps and a test booked where necessary.

	<ul style="list-style-type: none"> • Staff can return to school following a negative test and/or they have no symptoms. • Current advice must be followed if the test is positive.
<p>Contingency in the event of local lockdown or isolation of bubbles.</p>	<ul style="list-style-type: none"> • School will follow all advice from Telford Health Protection Team regarding bubble/school closures <p>Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ➤ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ➤ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ➤ travelling in a small vehicle, like a car, with an infected person <p>They will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p> <ul style="list-style-type: none"> • In the event of Telford wide lockdown, school will remain open for children of keyworkers and vulnerable children. • Teachers resume planning for online learning, from home if they are isolating. • Apply to DfE laptop scheme for KS2 children who do not have access to a suitable device • Allocate school laptops to FSM children in Y5/6 who do not have access to a suitable device • Online learning to resume on school website • Communication with families through year group email addresses • Accelerated reader MyOn to be rolled out to all KS2 children for home reading activities • All children to have a Purple Mash login to enable online communication and activities • Teachers to contact children/parents weekly to support home learning