

**The Welland Primary Schools Federation Return to full school opening
September 2020
Risk Assessment**

This risk assessment is based on the government guidance document 'Guidance for full opening – Schools' update 28th August 2020.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This risk assessment will be reviewed regularly in line with any updated government guidance and to reflect local need within each school and the federation.

Risk can never be eliminated. Control measures are in place to reduce risk and mitigate against risk. Every member of staff must take responsibility for managing risk.

The link below directs you to the chief medical officer's statement for the United Kingdom on school reopening:

https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-schools-and-childcare-reopening?utm_source=eaef57b3-67ff-4d70-91ba-99fff10d1fb5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

And information on study carried out concerning numbers of Covid cases within schools.

https://www.gov.uk/government/news/study-finds-very-low-numbers-of-covid-19-outbreaks-in-schools?utm_source=01ce0967-35e6-401b-92c7-8d5c486b1fe3&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Andrew Raistrick Executive Headteacher 25.09.2020

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Risk of transmission of Covid-19 in the classroom.</p> <p>Heightened risk of transmission in cloakroom areas. <i>“schools should avoid creating busy corridors, entrances and exits.”</i> (DfE 28.08.2020)</p>	<p>High</p>	<p>Year groups will be referred to as Bubbles at PBE and SPS. Classes at Surfleet. Children to be seated in rows or horseshoe arrangements so that all children are facing the front and have their backs to each other. There will not be any group table layouts that allow children to face each other.</p> <p>Children to keep to their desks always when in the classroom unless they have been given explicit permission to be elsewhere or are going to the toilet or are part of a tutor group that is taught elsewhere.</p> <p>Teachers/TAs should avoid close, face to face interaction with pupils and should try to remain at a 1m distance from pupils. Teachers/TAs who choose to move within 1m of a child do so at their own risk.</p> <p>PPE is available for all staff who work 1:1.</p> <p>Excess furniture to be removed if necessary to increase space in classrooms. Bubbles will be fixed; children will always remain with their allocated bubble. Teacher/TA with that bubble to create social distancing and hygiene rules for and with the children so that children understand them and feel a sense of ownership. Children must only work independently. No paired or group learning. <i>“All teachers and other staff can operate across different classes and year groups.”</i> (DfE 28.08.2020). Teachers/TAs to work predominantly with children in their allocated bubble each day but may be asked to work with children in other bubbles.</p> <p>Bags, coats and lunchboxes to be kept under children’s tables SPS Y1: pupils will have spare clothes in buckets in Y1 cloakroom. Placed there by adults.</p> <p>Teachers/TAs to have mobile phones with them in the classroom so they can contact SLT for support eg child misbehaving, toilet break for staff member etc. All classrooms to have hand cleaning equipment, including hand sanitiser.</p> <p>Children to wash their hands using soap and water or hand sanitiser every time they enter and leave the classroom. Adults to direct children to use the sinks in the toilet or the classroom to ensure the process is efficient. Adults to remind children of the twenty second hand washing rule. Classroom sinks to be used for hand cleaning.</p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Contact of shared resources resulting in indirect transmission of the virus</p>	<p>Medium</p>	<p><i>“For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.” (DfE 28.08.2020).</i></p> <p>Children must have their own, named, allocated stationery pack that always stays at their desk. This will not apply to EYFS. (See page 3)</p> <p>Teaching resources (Maths manipulatives, art resources etc) can be shared within bubbles. They must be cleaned after use.</p> <p>Teachers to use minimum resources for and only those that can be easily cleaned.</p> <p>Any resources that have been shared and used during the day must be washed every night and left to dry ready for the next day</p> <p>Tables, door handles and other surfaces cleaned every night</p> <p>Lessons planned so resources are individual and not shared – or on white board</p> <p>Resources on tables ready for lesson and not distributed within the lesson</p> <p>Plastic packets (zippy) bags used for individual resources</p> <p>Children to wash hands / use hand gel before lessons and after each lesson</p> <p>Y4 pupils to have priority use of ipads to practise times tables daily. (Y4 times tables tests will go ahead in June 2021). Other year groups may use ipads and/or laptops to support learning.</p> <p><i>“Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.” (DfE 28.08.2020).</i></p> <p>Respective Computing Leads to draw up a rota for the use of ipads/laptops in line with DfE guidance.</p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Risk of transmission of Covid-19 in the classroom, specifically EYFS settings.</p>	<p>High</p>	<p>The following control measures are designed to mitigate the risk for all who work and learn in EYFS settings across the federation whilst recognising and acknowledging that it is unreasonable to expect Reception pupils to adhere to social distancing.</p> <p>Cloakroom:</p> <p>PBE: Children enter via the cloakrooms. Two adults stationed in the cloakroom to quickly hang coats on pegs and place lunch boxes on the shelves. Adults direct children into their classroom. Adults to ensure congestion is avoided in this area.</p> <p>SPS: Reception children’s coats and bags to be stored in the cloakroom in buckets. Adults to take children’s bags and coats from them in the classroom and put them in the buckets in the cloakroom. At the end of the day, adults will return coats and bags to the children in the classroom. Children must not congregate in the cloakroom.</p> <p>SURF: Children have alternate pegs. Cloakroom supervised by an adult. Adult to ensure congestion is avoided in the cloakroom.</p> <p>All adults supervising cloakrooms or placing coats in buckets must hand sanitise before coming into the classroom.</p> <p>Toilets: All cubicles to be used. Children must wash hands and must hand sanitise when coming back into the classroom.</p> <p>Free Flow: All work stations to have hand sanitiser. All children must hand sanitise at each work station before beginning their learning activity.</p> <p>Seating: Tables to be set to facilitate group learning and social interaction. Children must sit in rows facing forwards on the carpet.</p> <p>Outdoor learning: All children must hand sanitise before going out and again when they come back into the classroom. Sand pits must not be used. Water play can be used, but water must be changed at lunchtime.</p> <p>Intimate toilet care: Any adult helping a child with intimate toilet care must wear PPE.</p> <p>All EYFS classrooms must have a constant supply of gloves and tissues.</p> <p>All adults must actively promote ‘Catch it, kill it, bin it’ Signs with that slogan written on must be prominently displayed in the classrooms.</p>	<p>Low</p>	

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<p>Risk of transmission due to adult (parent) coming into the classroom because their child is reluctant to come into school.</p>	<p>High</p>	<p>Teacher or TA to have conversation with parent outside to either as parent to take child for a walk around the playground until all other children are in the classroom and all other parents have gone. Teacher/TA to encourage child through cajoling, positive encouragement to come into school, As a last resort, Teacher/TA to ask permission of the parent to take the child's hand and lead them into school. This must only be undertaken if the Teacher/TA is comfortable with this action. Teacher/TA to ensure their hands, as well as those of the child, are washed as soon as the child is in the classroom. Child's parents to receive a reassuring phone call by break time.</p>	<p>Low</p>	
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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Risk of transmission of Covid-19 in the IT Suite at Spalding</p>	<p>High</p>	<p>Only one bubble can use the IT Suite each day. Half a bubble, ie one class, will be able to use the suite for one session. After each session, all equipment, including chairs and any equipment used by the teacher, must be cleaned thoroughly using anti-bacterial wipes. There must be at least a one-hour gap between the use of the IT Suite.</p> <p>Computing Lead to draw up a timetable for use of the Suite.</p> <p><i>“Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.” (DfE 28.08.2020).</i></p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
Risk of transmission of Covid in larger gatherings	High	<p><i>“Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.”</i> (DfE 28.08.2020)</p> <p>Collective worship and assemblies must be held within classrooms. Schools will not hold Harvest Festivals, Christmas Nativity Plays, Church Services, Christmas PTA events or any other event that would, ordinarily involve large gatherings, until further notice.</p> <p>There will be no whole school or Federation face to face meetings or briefings. Any face to face meetings will be in small focussed groups. Any large group meetings or briefings must be held via Teams. Briefing messages to staff from leadership must be delivered via email. Should a member of staff need something shared with all staff, this must be emailed to HoS to be included in the staff briefing email.</p>	Low	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Lack of children social distancing visiting the toilet resulting in direct transmission of the virus</p>	<p>High</p>	<p>Children are allowed to use the cubicles and urinals. If all are occupied, children must then wait outside the toilets on the marked standing place. A standing place, 1m from the door, to be marked for a waiting child to stand. A child standing on the spot indicates there is a child using the toilets.</p> <p>PBE</p> <p>EYFS Bubble to use EYFS toilets on the right of the block Y1 Bubble to use EYFS toilets on the left of the block Y2 Bubble to use Y2 toilets Y3 Bubble to use Y3 toilets Y4 Bubble to use toilets outside classrooms 9 and 10 Y5 Bubble to use Y5 toilets Y6 Bubble to use toilets in Y3 corridor</p> <p>SPS</p> <p>EYFS Bubble to use toilets near Y1 classrooms Y1 Bubble to use Reception classroom toilets. BH pupils will access through the meeting room. Y2 Bubble to use Y2 toilets Y3 Bubble to use Y3 toilets Y4 Bubble to use Y4 toilets Y5 Bubble to use Y5 toilets Y6 Bubble to use Y6 toilets</p> <p>Surfleet</p> <p>EYFS Bubble to use Class 1 and use the toilets outside Class 2 Y1 Bubble to use Class 2 and use the toilets outside Class 2 Y6 Bubble to use Class 3 and use the toilets outside Class 2</p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Lack of social distancing in the playground or field resulting in direct transmission of the virus</p>	<p>High</p>	<p>Bubbles to be allocated their own 15-minute playtime to ensure no social mixing with other bubbles. School Leadership to create time tables and attach to this risk assessment.</p> <p>Only one bubble allowed on one playground, where this is not possible. Large playground space to be visually partitioned to ensure Bubbles remain separate. If space permits, two or more bubbles may have the same, allocated playtime, if they are on separate playgrounds and/or the field.</p> <p>An appropriate number of adults, using recommended adult to child supervision ratios, to be with each bubble on the playground. Adults must ensure social distancing between children and themselves.</p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Lack of social distancing at lunchtime resulting in direct transmission of the virus</p>	<p>High</p>	<p>Bubbles to have lunch in their classrooms. Children to stay at their allocated place to eat their lunch. All lunches ordered through Farm Kitchens, including Universal Free School Meals, must be delivered to the classroom by SLT and/or support staff. Where a bubble and/or bubbles are using the hall (PBE):</p> <ul style="list-style-type: none"> • Children must not face each other. • Bubbles must not mix, ie each bubble must sit together in one row. <p>Children who bring their own lunch will have that with them under their table. Teacher/TA to ensure each child washes their hands before eating lunch. Teachers to have lunch in the classroom with children, if there is no social distancing space within the staff room, then have their break whilst the children are outside playing. This reduces the numbers of staff needing to use the toilets and staffroom.</p> <p>Each Bubble to have an agreed 30-minute lunchtime play time. School leadership to create a timetable for this and attach it to this Risk Assessment. Rules for lunchtime playtime this as per playtime rules.</p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Lack of social distancing by staff resulting in direct transmission of the virus</p>	<p>High</p>	<p>Staffroom seating to be arranged to ensure 2m social distancing. Staff to take own responsibility for ensuring social distancing in the toilets. Teachers/TA to remain with their bubble throughout the day unless they are scheduled to provide cover in another bubble as pre-arranged with SLT. <i>"All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable." (DfE 28.08.2020)</i> SLT and/or support staff to ensure Teachers/TAs have a lunch break from their bubble during the day. All adults to ensure a 2metre gap between each other when queueing to use any school equipment eg photocopier, shredder etc. All adults to ensure social distancing is maintained within the admin office.</p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Lack of social distancing by parents resulting in direct transmission of the virus</p>	<p>High</p>	<p>Only one parent/carer to drop off and collect their child(ren). Crosses to be marked on playground at 2m distances to mark where parents/carers must stand. Parents to wear face masks when in the building 2m distance markers to be placed on floor from the school offices to ensure social distancing whilst queuing for the office. Office screens to remain closed. Staff to speak through the partition to parents. Only one parent to be in the office reception area at any time. Parents must always wear face masks when in school. Any parent/teacher meetings must be arranged by appointment. Parents must not enter classrooms informally, without a prior appointment. Face masks must be worn by all adults in any parent/teacher meetings. All adults to wash/sanitise hands. Two metre distancing between adults must be maintained. For explicit RA guidance for visitors in school see page 19</p> <p><i>“Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.” (DfE 28.08.2020)</i></p> <p>Staggered start and finish times, entry and exit points as follows for SPS: See Annex A</p> <p>Start and finish times, entry and exit points for PBE. See Annex B</p> <p>Surfleet Staggered starts: All children on to playground through double gates and into school main entrance. Class 3: Start 8:30 – 8:45am. Finish 3:10pm – 3:20pm Enter and exit through staff room Fire Exit. Class 2: Start 8:30 – 8:45am. Finish 3:10pm – 3:20pm. Enter and exit through main front door on to front playground. Class 1: Y1 start 8:50am – 9:00am. Finish 2:55pm – 3:05pm. Front playground. Class 1: R start 8:50am – 9:00am. Finish 2:55pm – 3:05pm. Front playground.</p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
Y5/Y6 Tutor Groups moving in and out of bubbles.	Medium	Teacher with responsibility for teaching the group to collect the group from the group's bubble and taking them to the allocated teaching room. (Old Library at PBE. Mobile classroom at SPS). Children in the support group to be seated in rows or horseshoe style arrangement. Children to take their own stationery packs with them.	Low	

Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
Lack of social distancing whilst administering first aid resulting in direct transmission of the virus.	High	PPE available for staff administering first aid. First aid procedure for first aid protocols: If a first aid issue occurs that the Teacher/TA with the bubble deems needs extra support, the Teacher/TA must use their mobile phone to call SLT who will arrange First Aid support to attend the child in the bubble. All and any minor first aid issues must be dealt with by the Teacher/TA with that bubble.	Medium	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</p>	<p>High</p>	<p>Hand washing and social distancing signs displayed throughout schools Child friendly posters to promote handwashing displayed throughout school Hand gel in all classrooms Hand gel order in large quantities Extra soap dispensers and re-fills in each classroom Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. All staff to actively and explicitly promote 'catch it, bin it, kill it' approach to respiratory hygiene. Teachers/TAs to regularly and frequently remind children how to wash hands properly. All tables, chairs, resources cleaned at the end of every day.</p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Child or adult displays symptoms of coronavirus (cough, temperature, loss of sense of smell...) resulting in indirect transmission of the virus</p>	<p>High</p>	<p>All staff must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-midlands-hpt East Midlands HPT Public Health England Seaton House City Link Nottingham NG2 4LA Telephone 0344 2254 524 (option 1) Out of hours advice 0344 2254 524</p> <p>Staff and pupils must not come into the school if they have symptoms or someone in their household has symptoms. Anyone must be sent home to self-isolate if they develop symptoms in school and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Child to be isolated within school until parent/carer collect child. PPE must be worn by staff caring for the child while they await collection if 2 metres distance cannot be maintained. Parent/carer to be advised they must book a test for their child and signposted as to how to do that. Adult to be sent home immediately and must book a test.</p> <p>Staff must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</p> <p>Parents/carers must provide details of anyone their child has been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the</p>	<p>Low</p>	

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		<p>internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>if someone tests negative, if they feel well and no longer have symptoms like coronavirus (COVID-19), they can stop self-isolating.</p> <p>if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>The Executive Headteacher will contact Public Health England.</p> <p>The link to the Dfe guidance. (10.9.20) https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>		
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Working 1:1 with SEND and/or vulnerable pupils. Increased risk of transmission of Covid-19	High	<p><i>“Most staff in education settings will not require PPE beyond what they would normally need for their work.” (DfE 28.08.2020)</i></p> <p>Personal protective equipment (PPE) is available for staff working 1:1. Wearing PPE is not mandatory; staff must make their own decisions and take their own responsibility for choosing to wear PPE or not.</p> <p>PPE should be needed only in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where a child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a 2-metre distance cannot be maintained whilst the child isolating in a dedicated room that is ventilated and cleaned after each child accessing it, until collected by their parent/carer. • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>A disclaimer to be signed by adults opting NOT to wear PPE</p>	Low	

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<p>Risk of transmission and contamination through P.E kit and changing from school uniform in one classroom.</p>	<p>High</p>	<p>Children to come into school wearing their P.E kit for the days when they have P.E. This:</p> <ul style="list-style-type: none"> • Reduces the number of bags in school at any time. • Reduces the risk of children losing/misplacing kit. • Reduces the risk of a child inadvertently picking up another child's P.E kit. <p>Most P.E will be outdoors. Children may wear joggers, tracksuit type tops and trainers.</p>	<p>Low</p>	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
Educational Residential Visits and non-overnight educational visits.	High	<p>There will be no overnight residential visits until guidance from the government changes. <i>“Providers should not offer overnight or residential provision for children. This is consistent with the latest government guidance on meeting people from outside your household, which advises that you should not stay overnight away from your home with members of more than 2 households.”</i> (DfE 28.08.2020)</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Teachers may offer non-overnight domestic educational visits. These should be undertaken with bubbles only and should be planned in line with all the protective measures already in place in school as well as adhering to the COVID-secure measures in place at the destination.</p> <p><i>“Providers can, however, offer non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, relevant COVID-secure travel arrangements and the COVID-secure measures in place at the destination. Providers should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, providers will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Providers should consult the health and safety guidance on educational visits when considering visits.”</i> (DfE 20.08.2020)</p>	Low	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
Risk of transmission of Covid-19 for pupils who use dedicated transport to and from school, ie Taxi service	High	<p><i>“Pupils on dedicated school services do not mix with the general public on those journeys and pupil groups will tend to be consistent under return to school measures. Therefore, wider transmission risks are likely to be lower.” (DfE 28.08.2020)</i></p> <p>Where possible, ensure:</p> <ul style="list-style-type: none"> Social distancing is maintained within the vehicle Children clean their hands before getting into the vehicle and are instructed to clean their hands as soon as they get home. Children, ideally, sit with the same constant group of children each day. Children must not use home to school transport if they, or a member of their household, has symptoms of Covid-19. <p>Children under 11 years of age do not need to wear face masks.</p>	Low	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
Increased risk of aerosol transmission by singing	High	<p><i>“Singing should not take place in groups such as choirs or assemblies unless there is significant space and natural airflow.” (DfE 28.08.2020)</i></p> <p>It is recognised that children in EYFS and Year 1 in particular need to sing as part of their phonics learning. In order to reduce the risk of transmission to adults, the following control measures must be in place:</p> <p>Children must be in rows so they are facing each other’s backs. The room must be ventilated (window open etc) Adults at the front must wear a visor. The above applies to any whole class singing in any other year group. Any singing must be undertaken in groups no larger than a single class.</p>	Low	

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Hazard	Existing Risk Level	Control Measures/Action	New Risk Level	Completed by
<p>Risk of transmission through meeting parents and/or external agency staff in the building</p>	<p>High</p>	<p><i>“Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.” (DfE 28.08.2020)</i></p> <p><i>“Where visits can happen outside of school hours, they should” (DfE 28.08.2020)</i></p> <p>Any contractor, site visits should be arranged directly with Site staff and should, unless necessary, be arranged for outside of school teaching hours.</p> <p>If such visits need to happen during the school day, visitors and staff members must wear face masks.</p> <p>There must be no parents’ meetings within the school building. Staff who are outside at the start and end of the day must maintain a distance of 2m from all parents.</p> <p>External Agency visitors. There are occasions when external agency workers need to see children in school. In order to keep the risk of transmission to a minimum whilst not compromising children’s needs, all external agency workers can continue to come into school if there is an absolute need but must meet the child without the teachers or TA. The room in which any meetings are held must be cleaned immediately after use. Any follow up feedback from the external agency worker to school staff must be done by telephone, TEAMS or email off site. There must not be a direct meeting with agency staff and school staff.</p> <p>SLT visiting classrooms. SLT have a duty to know what is going on in school, to ensure standards are maintained and to ensure everyone is safe. When visiting classrooms, please be vigilant regarding the closeness you get to any person in the room, child or adult. As SLT, we do not belong to any particular bubble. The guidance does explicitly say that adults in school can move between bubbles, but</p>	<p>Low</p>	

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		in doing so we are increasing our own risk. It is harder when visiting EYFS classrooms especially to maintain a distance and the science suggests that these children carry a very low risk of contagion or transmission. SLT must not get too close to the children in any classroom. That is for the adults within the bubble who are the constant.		
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Spalding Primary School Arrival and Departure Times

Annex A

Arriving at School

Time	Year Group Bubble	Entrance
8:45am	EYFS	Gate by the office into EYFS outdoor area
8:45am – 8:55am	Year 4	Gates by the Staff Car Park
8:45am– 8:55am	Year 5	Gates by the Pedestrian Crossing
8:45am– 8:55am	Year 6	Gates by Nursery
8:55am – 9:05am	Year 1	Gates by the Staff Car Park
8:55am– 9:05am	Year 2	Gates by Nursery
8:55am – 9:05am	Year 3	Gates by the Pedestrian Crossing

Leaving School

Time	Year Group Bubble	Entrance
3:00pm	EYFS	Gate by the office into EYFS outdoor area
3:05pm	Year 1	Gates by the Staff Car Park
3:05pm	Year 2	Gates by Nursery
3:05pm	Year 3	Gates by the Pedestrian Crossing
3:15pm	Year 4	Gates by the Staff Car Park
3:15pm	Year 5	Gates by the Pedestrian Crossing
3:15pm	Year 6	Gates by Nursery

Pinchbeck C E Primary School Arrival and Departure Times

Annex B

Beginning of the day:

	Gate open at:	Gate/Entrance:	Notes:
EYFS	9:00am	EYFS Gate	This is slightly earlier than the booklet states at 9:15am The children are still to be collected at 12:30pm each day for week beginning 7.9.20
Year 1	8:45am	KS1 Gate	Older siblings can come through the same gate and walk around the outside of the building to their classroom.
Year 2	8:45am	KS1 Gate	Older siblings can come through the same gate and walk around the outside of the building to their classroom.
Year 3	8:45am	KS2 Gate	Older siblings can come through the same gate and walk around the outside of the building to their classroom.
Year 4	8:45am	Back Car Park (off Knight Street)	With older siblings straight to their classrooms
Year 5	8:45am	Forge Crescent	
Year 6	8:45am	Back Car Park (off Knight Street)	

End of the day: Please wait with your youngest child and your older children will walk to you. Teachers will go through the pick up points with all children on Monday and walk the route to you with them. Please ensure your children do not run around the playground – they **MUST** stay with you. Please no parents to wander between playgrounds.

	Gate open at:	Pick up point:	Exit via:
EYFS	12:30pm	KS1 Playground – outside EYFS door	This is for week beginning 7.9.20
Year 1	3:15pm	KS1 Playground facing Year 1 exit door	EYFS Gate to Fennell Road KS1 gate to Knight Street
Year 2	3:15pm	KS1 Playground facing Year 2 classroom exit doors	EYFS Gate to Fennell Road KS1 Gate to Knight Street
Year 3	3:15pm	KS2 Playground facing Year 3 classrooms, playground side of gym equipment fence	KS2 Gate
Year 4	3:15pm	KS2 Playground outside Y4 classrooms	Back Car Park (off Knight Street)
Year 5	3:15pm	Forge Crescent (If no younger siblings in school)	Forge Crescent
Year 6	3:15pm	Back Car Park (If no younger siblings in school)	Back Car Park (off Knight Street)

Wearing of Personal Protective Equipment Disclaimer

I, (Name) _____

know PPE is available for me to use in my role as a 1:1 but I have elected not to wear it.

Signed _____

Date _____

Wearing of Personal Protective Equipment Disclaimer

I, (Name) _____

know PPE is available for me to use in my role as a 1:1 but I have elected not to wear it.

Signed _____

Date _____

Wearing of Personal Protective Equipment Disclaimer

I, (Name) _____

know PPE is available for me to use in my role as a 1:1 but I have elected not to wear it.

Signed _____

Date _____