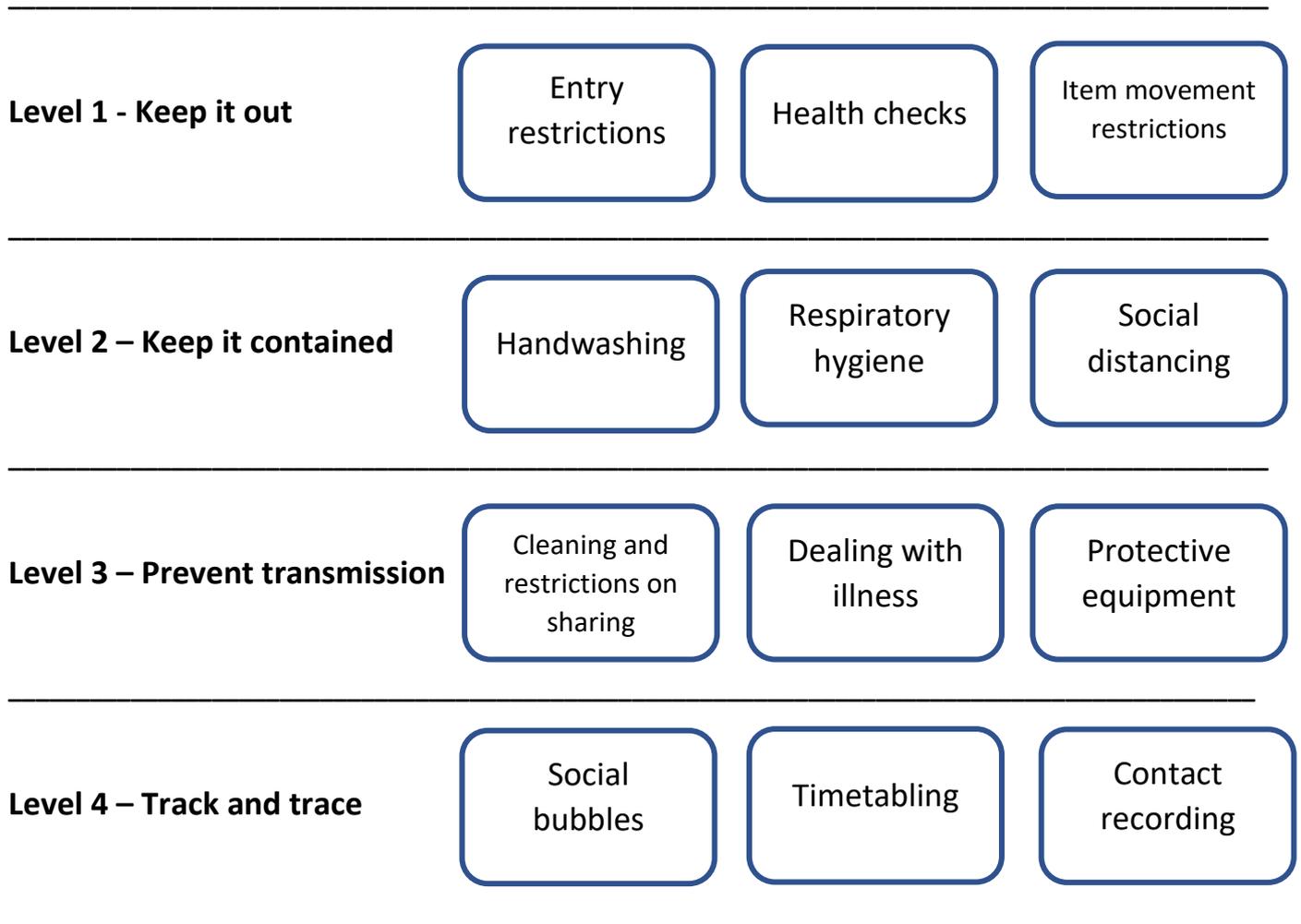




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**Risk management**

The school's risk assessment has been updated and defines a hierarchy of risk management:-



If a level is 100% successful then subsequent levels are not needed. Nonetheless all levels will, of course, be implemented, and required, at all times.

Other matters covered in the risk assessment are the fact that emergency evacuation procedures must take precedence over Covid 19 procedures, that the air conditioning in the building draws air from outside the building and should therefore be used and that individual risk assessments can be prepared for any member of staff or child in a vulnerability group.

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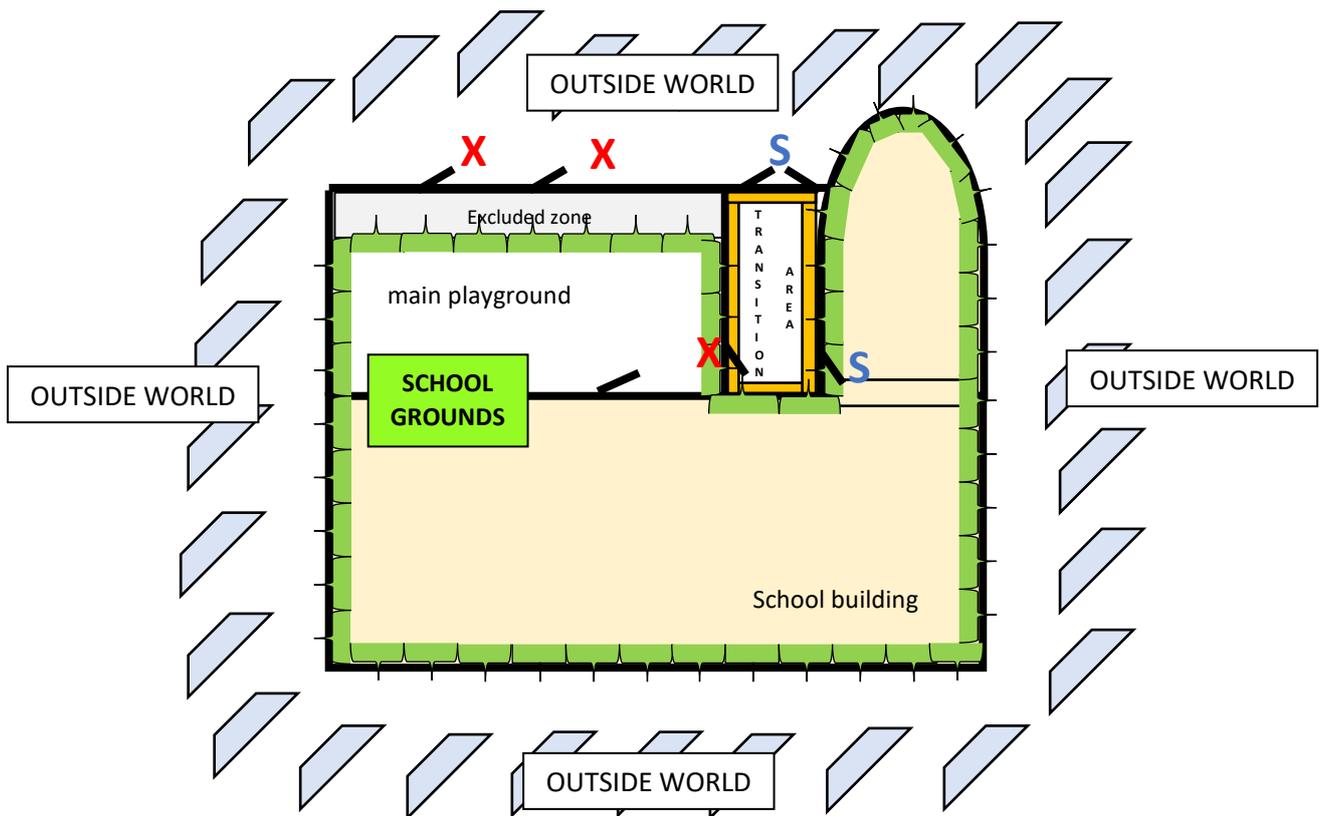
**Definition of the school grounds**

The **school grounds** are the interior of the school building and the main playground.

The **transition area** is where movement between the school grounds and the outside world happens

The **outside world** is everywhere else

In pictorial terms this is:-



The transition area will be the **only** place where movement between the school grounds and the outside world happens. Therefore the gates marked **X will not be used** (except if an emergency evacuation was needed). The gate and door marked **S** are where all possible security measures will take place. The excluded zone is to provide a safety margin. Free movement is then possible between the main playground and the school building via the playground door.

The following rules cover the aspects:-

- Health awareness before coming to school
- Entry to the school grounds
- Items brought into the school grounds
- Cleanliness within the school grounds
- Social distancing within the school grounds
- Track and trace



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## HEALTH AWARENESS BEFORE COMING TO SCHOOL

### 1. General illness

The school's normal procedures in respect of illness continue to apply. A child must not be brought to school if they have symptoms of:-

- fever, with body temperature in excess of 37.5°C
- diarrhoea
- vomiting
- any known communicable disease

However, until further notice, the symptoms are extended to also include a rash of any kind and the period of absence from school required is extended from the normal 24 hours to 48 hours.

### 2. Covid 19

In addition to the general illness procedure, a child must not be brought to school if:-

- They have a new, continuous cough (according to government guidance this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours) **or** body temperature in excess of 37.5°C **or**, possibly, shortness of breath **or** a loss of, or change to, sense of smell or taste. The child must remain away from school until all symptoms have been absent for 48 hours.
- Anyone in the child's household, or with whom the child has had contact, has developed symptoms of any of a new continuous cough, body temperature in excess of 37.5°C, shortness of breath or a loss of or change to sense of smell or taste. The child must remain away from school for 14 days.
- The child or any member of their family has travelled to a country on the government list of quarantine requirement or to an area of the UK in local lockdown. In either case the child must remain away from school for 14 days from the date of return from travel.

### 3. Medication

We are aware that occasionally in the past children have been given Calpol or a similar medicine in the morning to reduce their body temperature before being brought to school. We regret that, under the present circumstances, if we find that this has occurred we will need to take stringent measures to prevent a recurrence, which could include requesting that a child be withdrawn from the school.

These rules also apply to all staff coming into the school.



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## ENTRY TO THE SCHOOL GROUNDS

### 1. Avoid public transport

All those travelling to school should try to avoid using public transport, unless it is clear that social distancing can be maintained. It is a government requirement that a face mask is worn while using public transport and face masks used for this purpose must be removed and disposed of in a designated bin on entering the transition area. All people using public transport are recommended to read the [government guidance](#). Clearly walking or cycling are the best options but if driving is an absolute necessity then, for this unprecedented time only, that is preferable to using crowded public transport.

### 2. Cleaning of shoes before entering the grounds

All those entering the school grounds must walk through the trays of disinfectant in the transition area.

### 3. Only children and staff allowed daily access to the school grounds

Children and staff will be the only people allowed into the school grounds. Children will be met at the gate by staff and parents will not be allowed to enter. Scooters and bicycles will be stored in the transition area. Meetings between staff and parents will take place in a virtual medium.

### 4. Access for essential maintenance

Any visitor needing access for essential maintenance will be asked to read a summary of the rules applicable to them and confirm that they can comply with them before being allowed entry.

### 5. Health check

Everyone entering the school grounds will have their body temperature checked, in the transition area, before entry. Anyone who's body temperature is read as higher than 37.5°C will not be allowed entry. Everyone who arrives at the school will be observed and asked if they, and all members of their household, are feeling well. Children will be asked if they have been given any medication before coming to school.



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## ITEMS BROUGHT INTO THE SCHOOL GROUNDS

### 1. Deliveries

Any items delivered to the school will be left at the main gate and brought into the transition area, where they will be disinfected, after the delivery person has departed.

### 2. Staff personal belongings

Staff must place personal belongings in a locker or a plastic bag which will be supplied and only take them out when they leave the school premises.

### 3. Children's belongings

Children may not bring a school bag or any personal belongings into school. The school will not send homework materials home with children. Instead materials, such as reading books, will be made available via the Google classrooms.

### 4. Children's lunch boxes

The only items which children may bring into school are their lunch box and a water bottle. These should be carried inside a compostable lightweight plastic bag which will be removed as the box and bottle are brought into the school. The outer bags will be disposed of. Both lunch box and bottle must be clearly named.

### 5. Staff lunches

Staff and secondary students should bring their lunch into school with them. No member of staff or secondary student will be allowed to visit any shops during the school day.



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## **CLEANLINESS WITHIN THE SCHOOL GROUNDS**

### **1. Hand cleaning**

- Children and staff will be required to use the hand sanitiser in reception each time they enter the building.
- On first arrival each day children will be required to take their lunch box and coat and put them away and then immediately wash their hands with soap and water.
- Regular hand washing will take place during the day, at a minimum of two hourly intervals, following the 20 second rule.

### **2. Respiratory hygiene**

Children and staff will be reminded at all times to use a disposable tissue if coughing or sneezing and to immediately dispose of the tissue in a bin provided in each classroom and at other areas around the school for that purpose. We do not encourage wearing of face masks in school except when it is not possible to maintain a social distance between a member of staff and a child. However individual circumstances will always be taken into account.

### **3. Surface cleaning**

- Staff will use the disinfectant and wipes provided in each classroom to regularly clean surfaces and items which are frequently touched during the school day
- Soft furnishings will be removed from classrooms
- Door handles, push panels, light switches and handrails will be cleaned every lunch time and evening during the school week and more frequently as appropriate
- Hard floors will be cleaned with disinfectant every evening during the school week
- Carpets will be hoovered every evening during the school week
- Hard surfaces in the playground which are regularly touched during the school day will be cleaned with disinfectant and wipes after any group of children has used the playground

### **4. Clothing and hair**

All those entering the school ground should aim to be wearing different clothes every day. Wherever possible coats should be alternated daily. All adults and children with long hair must have it tied up. The requirement for school uniform to be worn is reinstated.

### **5. Special subject teaching rooms**

Use of special subject rooms will be carefully scheduled to ensure that social bubbles are maintained. When a room is used by more than one group, all frequently touched surfaces and any equipment used will be sprayed after the group has left and at the end of each day. Resources which cannot be sprayed will be quarantined for three days.



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## **SOCIAL DISTANCING**

### **1. Arrival at school**

We request that children are brought to school by one adult only. A queue line, with appropriate distancing, will be marked outside the gate. Parents are asked to be patient while the entry procedures are followed for each child separately.

### **2. Circulation areas**

Circulation areas within the school building are marked with two metre spaced intervals and a one way system.

### **3. Initial awareness**

Upon first return to school after the closure all children will be shown the markings in the circulation areas and given an understanding, using age appropriate language, of the distance between the markers.

### **4. Within classrooms**

When sitting at tables, children will be seated at a minimum of one metre distance wherever possible. The aim will be a two metre distance. Children will be encouraged to always be aware of those around them and to maintain a minimum one metre distance from others at all times.

### **5. Lunch**

Some children will have lunch in their classrooms to allow for adequate spacing within the lunch hall.

### **6. Playground**

Children will use the playground for free play. The playground is divided into three areas, groups of not more than 18 children will occupy one area.

### **7. Ill or injured children**

Staff will tend to ill or injured children as necessary, even though this will involve closer than one metre proximity, and face masks, visors, aprons and disposable gloves will be provided for use. Any child developing possible symptoms of Covid-19 while in school will need to be collected by a parent or carer as quickly as possible. The child will be accompanied to the transition area, in inclement weather using the shelter, to wait for collection.

### **8. Unwell staff**

Any member of staff developing possible symptoms of Covid-19 while in school will immediately self isolate and leave the school straight away.



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## TRACK AND TRACE

### 1. Social bubbles

Each class in the school will be a social bubble. This, taking into account half day attendance in pre school, gives a maximum number of 20 children in each bubble. Through class and personal timetables, every member of staff having contact with a bubble can be identified at any time. Staff will be required to report if they have had inadvertent close contact with a child at any time.

### 2. Testing

Parents or carers of any child collected from school with suspected Covid 19 symptoms, or who develops symptoms outside of school should arrange a test for the child and for all members of the household. Testing can be arranged via the [NHS website](#). Parents must advise the school of the results of the test as soon as they are received.

The school is registered, as an employer of essential workers, with the National Testing Centre and will request a test for any member of staff with suspected Covid 19 symptoms. Staff must advise the school of the results of the test as soon as they are received.

### 3. Self-isolation

Any child or member of staff awaiting test results should self-isolate until the test results are received.

### 4. Advising contacts

In the event that a child or member of staff receives a positive test result the school will advise all known contacts within school (both parents of the children and members of staff). All contacts should follow the [NHS guidance](#) on self-isolation.

### 5. Public Health England

The school will work with Public Health England as necessary.