



# BROOKE PRIORY SCHOOL



Summer Term 2020

## COVID-19 School Re-opening Risk Assessment (edited)

### Overarching Principles: -

- Handwashing and good personal hygiene are the foremost priority.
- Work from home where possible and contain movements in school to a minimum (time and area).
- Consideration to social distancing must be shown to all activities and routines. If social distancing cannot be maintained consideration has been given as to whether an activity needs to continue or to be adapted. 'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.' DfE
- The key principal to maintain safety, staff (as far as possible) and children will be assigned a 'bubble' and will remain in their bubble throughout the school day. The general principle is that two members of staff will be assigned to each bubble to maintain integrity of the bubbles and facilitate effective working arrangements. Within a bubble every effort is made to maintain social distancing, but it is understood that children will come into closer contact within their bubble during the course of the day. For this reason, where practicable siblings of similar age will be in the same bubble.
- Staff and pupils will stay in their same fixed small groups and not mix with other groups, as far as possible (including staff interaction) 'It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups. If you can keep older children within those small groups 2 metres away from each other, you should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk' DfE

### Pupil Expectations

**The children will be introduced, in a positive way, to the following expectations in school to keep the community safe (whilst these are the ideals, we are being realistic with our age-related expectations).**

You must concentrate to follow these at all times.

1. Wash your hands before you come to school, use the pumps before you go through the doors, then wash them again when you get inside school.
2. Wash your hands before and after eating, using the bathroom or going outside.
3. Use a tissue to cough or sneeze where you can 'catch it, bin it, kill it'. If you can't - cough/sneeze into your elbow.
4. Don't touch your mouth, nose or eyes.
5. Try not to touch anyone else.
6. Follow your teachers' instructions very carefully.
7. Make sure you try to stay 2 metres away from your friends and teachers (at play, in class when queueing etc).
8. As normal, if you need to leave your place ask your teacher first.
9. Take turns to go through doors, tight spaces.
10. Only mix and socialise within your bubble.
11. Follow the one-way system around school (inside and outside school).
12. Don't share any equipment with anyone else unless directed. Keep your personal equipment in your desk/box.
13. Tell an adult if you are feeling poorly.

*The following are edited sections of the overall School Risk Assessment for re-opening following the COVID-19 closure. Some details have been removed to safeguard the pupils or simply for ease of reading. These actions are in addition to routine procedures in school, so should be considered in consultation with our other published policies.*

Actions for staff, pupils, parents and visitors to School to reduce risk:

- Children will arrive at school with thoroughly washed hands and should use hand sanitiser on arrival at school.
- Children will come into school via the external doors to their classroom.
- Children will not shake hands at the start or end of day.
- Parents will remain out of the building at drop off and pick up.
- One-way system put in place around exterior perimeter of school. Side car park will not be used for car parking.
- Reception will be 1 in, 1 out with social distancing in the line (Outdoor Reception for morning drop off set up for the first week).
- School day start and finish times staggered.
- Parents not to congregate in the one-way system and are encouraged to leave the school site promptly. However, if they choose to have a socially distanced conversation in the car park, they should ensure social distancing rules are followed by them and their children.
- Rapid drop off facility available and encouraged (for older pupils).
- Hot lunches to be suspended to ensure children and staff remain in their 'bubble'. Everyone to bring a packed lunch from home.
- Staggered break and lunch times.
- Children to be sent to the toilet individually where appropriate (EYFS to supervise toileting as appropriate for the age of children ensuring thorough washing of hands).
- Teachers to wipe over door handles/light switch/shared surfaces with disinfectant spray at lunchtime (and at other times as required).
- Desks separated to allow 2m gap between children where possible and appropriate.
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows)
- Unnecessary items will be removed from classrooms and other learning environments (e.g. soft furnishings, soft toys and toys/equipment that are hard to clean).
- Written feedback by teacher's is not expected in books.
- Verbal feedback from teacher's is encouraged as the principle form of feedback.
- Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books.
- Increased use of outdoor environment and outdoor activity.
- Face-to-face interactions to be avoided where possible (side-by-side is preferable).
- Pupils with EHCP will be invited into school. Risk assessment for children with an EHCP will be reviewed weekly. If parents decide they would prefer not to send their child into school adjustments to remote learning will be put into place to ensure that a child's needs can be met and therefore can be safely educated at home.
- Adjustments for all children on the SEN register not in school either through choice or year groups not included in school to include a range of teaching strategies bespoke to the pupil needs.
- SENCo will be remote teaching but will continue to oversee the SEN provision at Brooke Priory. Through the use of Microsoft Teams SENCo will be available to support staff.
- Providing sporting and physical activity is desirable and important to the well-being of the children.
- Learning objectives in PE should be revised and all planned activities should be non-contact and distanced where possible.

- All equipment used in PE should be allocated to 'bubbles'.
- Shared equipment should be cleaned after use.
- Children will be in PE kit therefore changing rooms should not be required.
- Music practice rooms not to be used.
- Individual music lessons (for year VI pupils) to take place remotely outside the school day.
- One-way system put in place, internally and externally.
- Every effort made not to move en masse around the school. If movement is necessary, external movement should be used where possible as this is lower risk.
- Internal doors to be propped open / left open (other than fire doors) to aid ventilation as appropriate to the weather conditions.
- Cleaning hands on re-entry to class rooms.
- Field/playground split into sections for each class (bubble).
- Bubble staff to supervise break times.
- Box of toys will be available for each group at playtime which are not to be shared between bubbles.
- Staff and children should: -
  - o Have hair tied up.
  - o Have nails cut back
  - o Clothes washing to be completed as normally appropriate.
- Visor, apron and gloves to be worn if staff giving medical treatment of suspected cases and where personal care is administered where social distancing cannot be maintained.
- Chairs re-positioned in staff room to maintain social distancing (other chairs put out of use).
- Staff meetings to continue via Microsoft Teams.

#### Admin

- Screen for indoor Reception.
- Coronavirus safety protocols displayed on posters on entrances to school and at key points around the site.
- Visitors limited to essential visitors only.
- Face coverings to be worn by contractors (provided on the door). Where a contractor doesn't need to enter the building, the signing in process will take place outside on the desk.
- Admin desks not to be shared.
- Wipes to clean phone handset, photocopier and alarm key pad after shared use.

#### Medical

- Any child or adult with symptoms developed/noticed in school will go immediately to the front office and be sent home.
- The door should be left open with member of staff at the door, windows open for ventilation. Member of staff in contact with possible case only need self-isolate should symptoms develop. The chair used by the suspected case in the front office will be taken out of commission for quarantine period (72 hours). PPE should be worn by staff dealing with a suspected case/a child displaying symptoms if social distancing cannot be maintained when administering medical care.
- Medical issues will be dealt with in the normal way with the following adjustments. If required the spare ASC classroom will be used as a first aid base, where possible children asked to administer wipes, plasters themselves. Social distancing to be maintained as far as possible. Class teacher or bubble staff will administer first aid as far as possible.