

The Bythams Primary School



Risk Assessment:

School Operations During Covid-19 Pandemic

Updated March 2021

RISK ASSESSMENT		
Who is at risk?	Control measures in place	How?
Staff and pupils	Minimise contact with individuals who are unwell by ensuring that those who have symptoms, or who have someone in their household with symptoms, do not attend school	Clear communications to parents and staff: <ul style="list-style-type: none"> • Office inform any parents with queries • Parentmail • Website • Information sent home
	Cleaning/sanitising hands regularly	Staff to wash/ sanitise hands: <ul style="list-style-type: none"> • When coming into/leaving school • When they enter every room • Before and after using the photocopier, laminator, touching the milk • When opening and closing the school gate (sanitiser clipped to gate) • Before & after eating Children to be supervised to ensure that thorough hand washing takes place: <ul style="list-style-type: none"> • Beginning of the day • Before break • After morning break • Before going out to lunch

		<ul style="list-style-type: none"> • Before eating lunch • After lunch time • After using the toilet • After coughing or sneezing • Before going home- sanitise hands • Before and after using iPads and laptops <ul style="list-style-type: none"> • Encourage children and staff to keep hands away from their eyes, nose and mouth • Hand sanitiser to be kept near every door
	Ensuring good respiratory hygiene	<ul style="list-style-type: none"> • Promote the 'catch it, bin it, kill it' approach through verbal reminders and signage • Ensure bins used to dispose of tissues
	Ventilation	<ul style="list-style-type: none"> • Ensure good ventilation through the opening of windows and propping doors open where deemed safe to do so • Windows should be open just enough to provide constant background ventilation and opened more fuller during break times • Keep the library door open when in use and open the windows in the corridor opposite
	Cleaning frequently touched surfaces using standard cleaning products	<p>Cleaned daily:</p> <ul style="list-style-type: none"> • All tables, chairs, light switches, toilets, basins and door handles • If iPads or laptops are shared, devices should be cleaned with the wipes provided • After using the staff toilet, clean the seat, inside door handle, flush handle, sink & soap dispenser
	Minimising contact and mixing between staff	<ul style="list-style-type: none"> • Limit numbers using staffroom to two at any one time • Bubble 1 only in staffroom between 10.15-10.30am and 11.45-12.20pm • Bubble 2 only in the staffroom between 10.30-10.45am and 12.25-12.55pm • If staff bubbles do mix, clean surfaces before and after
	Social distancing between adults	<ul style="list-style-type: none"> • Social distancing of 2m to be maintained between all staff, inside and outside. • If this is not possible, following government guidelines, face coverings should be worn

		<ul style="list-style-type: none"> • When walking in the corridors, adults must wear a face mask or turn their backs on each other as they pass, as a 2m distance is not possible
	Social distancing in the offices	<ul style="list-style-type: none"> • Staff are not to use the front entrance during the school day • The entrance lobby is to be used as an office when both office staff are in school • When the lobby is used as an office, speak to Mrs Willson through the glass door or open the door and speak from a 2m distance • Speak to Ms Miner in the office from the corridor- do not enter the office as keeping 2m distance is impossible • When speaking to the AHT in her office, stand at the doorway • Clean the telephones using wipes at the end of the day • Ms Miner, Mrs Shepherd and Mrs Willson should only use their own telephone • If someone else uses the telephone, clean it with a wipe before and after use
	Agreed use of the dishwasher	<ul style="list-style-type: none"> • All cutlery and crockery must be washed in the dishwasher at the hottest setting • Cutlery to be placed in the dishwasher basket handle upwards so whoever empties the dishwasher only touches the handle • Staff to wash their hands thoroughly for 2 minutes before emptying the dishwasher • Staff are encouraged to bring in their own cutlery.
	Minimising contact and mixing between children in bubbles	<ul style="list-style-type: none"> • EYFS & KS1 are Bubble 1 and KS2 are Bubble 2 and these bubbles should not mix • Bubbles have separate assemblies. Bubble 1 sit on the floor at the front of the hall and Bubble 2 sit at the back to avoid contamination • Bubble 1 use the toilets in the main building and Bubble 2 use the toilets in the hall • Start of the day: Bubble 2 at 8.40-8.45am, Bubble 1 at 8.50-8.55am • Children who are late must go to the front entrance and ring on the door bell to be let into school • Break time: Bubble 1 at 10.10-10.25 am, Bubble 2 at 10.30-10.45 am • Lunch time: Bubble 1 at 11.45am- 12.45pm, Bubble 2 at 12.00-1.00 pm • End of the day: Bubble 1 at 3.05pm, Bubble 2 at 3.10pm • Limit the number of children using the toilets • Ensure that children do not loiter in the corridor

		<ul style="list-style-type: none"> • All children to walk on the left hand side of the corridor
	Set up of the classrooms	<p>In KS1 and KS2:</p> <ul style="list-style-type: none"> • Children to work with most equipment to hand • Desks to face forward –not in groups • Windows open • Safety behaviours to be discussed with children (safe distancing from adults, regular hand washing, catch it bin it kill it) • Make use of the outdoors as a learning environment
	Quarantining school books	When a child returns their school reading book, this needs to be quarantined for 3 days before being given to another child
	Lateral Flow Tests	<ul style="list-style-type: none"> • All staff can test twice a week on a Tuesday and Friday evening by 8.30pm. • If the result is positive or double void, you must self-isolate immediately and inform the AHT. You will need to book a PCR test to confirm your result • The AHT will then inform those who have been in close contact and they will need to self-isolate • Please see testing protocol for more details
	Only essential visitors to be allowed into school	<ul style="list-style-type: none"> • Essential visitors only to the school such as contractors, job applicants • Essential visitors to be advised of control measures on signing in: to wear a mask, remain socially distant form everyone, sanitise hands • Visitors to be advised that they must not enter the building if they are displaying any of the symptoms of the virus • Staff to wear a mask when they are with a visitor • Staff should be warned in advance if an essential visitor is coming into school

	<p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at school</p>	<p>If anyone develops coronavirus (COVID-19) symptoms in school they must be sent home and advised to follow the staying at home guidance.</p> <p>When a child is awaiting collection, they should be moved to The Den where they can be isolated. Mrs Shepherd or Mrs Wilson will be called to supervise. They will wear a mask, apron, visor and gloves and should stay at least 2 metres away if possible. Windows should be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Members of staff who have helped someone who was taken unwell with coronavirus (COVID-19) symptoms do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly after any contact with someone who is unwell.</p> <p>Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. The minimum PPE to be worn is disposable gloves and an apron. Wash hands with soap and water for at least 20 seconds after all PPE has been removed.</p> <p>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p>
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OTHER PROTECTIVE MEASURES

Beginning / end of the day	<ul style="list-style-type: none"> • All staff to wear a mask at the gate and stay socially distant from each other and parents • Parents have been asked to wear a mask on the gate • Children to be dropped off at school at allocated time- parents not allowed in the school playground • Bubble 2 to come into school between 8-40-8.45 am and wash their hands • Bubble 1 to come into school at 8.50-8.55 am and wash their hands • At the end of the day, teachers to take their class to the gate • Bubble 1 finishes at 3.05pm • Bubble 2 finishes at 3.10pm • Teachers should look out for parents and call children one at a time • Children to be collected at their allocated time-parents are not allowed in the school playground • Parents must come to the gate to collect their child • Teachers should not send children out to cars across the playground without their parent/carer • Children in Bubble 2 should go to the toilet before 2.50pm so the toilets can be cleaned before After School club begins
School bus	<ul style="list-style-type: none"> • Bus is divided into 3 sections: Bubble 1 at the front; Bubble 2 at the back; siblings who want to sit together in the middle. • On arrival to school, the bubbles separate. • Bubble 1 go to Hedgehogs or Squirrels classrooms and wash their hands. • Bubble 2 go onto the playground where they wash their hands straight away.
Lunchtimes	<p>Bubble 1:</p> <ul style="list-style-type: none"> • 11.45 Go straight into the hall and eat • 12.15 Come out of hall and go on astroturf and MUGA- do not mix with Bubble 2 • 12.30 Children can go on the playground when Bubble 2 are in the hall • 12.45 End of lunch time- wash hands <p>Bubble 2:</p> <ul style="list-style-type: none"> • Children in Bubble 2 should go to the toilet before 11.45 if possible, to avoid mixing with Bubble 1 in the hall

- 12.00 Go outside to play
- 12.15 Bell rings- children move on to the playground to avoid mixing with Bubble 1 and wash hands
- 12.25 Second bell-children line -up
- 12.30 Go into hall to eat
- 1.00 End of lunch-wash hands

Hall:

- One bubble in the hall at one time
- Children to wash hands before entering the hall
- Tables and chairs are disinfected by midday-meal supervisors after each bubble has eaten