



Pocklington Community

Junior School

Risk Assessment for the re-opening of school

7<sup>th</sup> September 2020 (Version 1.0)

School staff: This should be read in conjunction with the guidance they have been provided with.

Keeping to this risk assessment is mandatory.

I confirm that have read and understand this risk assessment (Version 1.0)	Signed
	Date

## COVID-19 Daily Risk Assessment

The following risk assessment should be read in conjunction with the Wolds Learning Partnership Risk Assessment.

Significant risks	People at risk	Control measures	Amendments following review 11th September
<b>1. Arrival and Collection</b>			
Children mixing across bubbles when arriving and departing school.	Children and staff	<p>Different bubbles to have different entrance and exit points and times assigned for arrival and departure.</p> <p>Year 3 / 4 class bubbles to use different gates and doors. Classes Attenborough and Backshall to use door adjacent to rear carpark. <b>Backshall arrive at 8.20am, Attenborough arrive at 8.30am.</b> Classes Potter and Baker to use gate on front playground and follow the arrows round to the door near to the dining hall. <b>Baker arrive at 8.20am and Potter arrive at 8.30am.</b> <b>Year 5 classes to arrive at 8.15am,</b> use the large gate on the front playground, and follow their marked route to the door closest to Y5 corridor.</p> <p><b>Year 6 arrive at 8.25am</b> using the large gate on the front playground and follow their marked route to the door closest to Y6 classrooms.</p> <p>Classes depart at staggered times.</p> <p>Classes Attenborough, Baker and Year 5 depart at 2.55pm prompt.</p> <p>Classes Backshall, Potter and Y6 depart at 3pm.</p> <p>All classes using the front playground have their class initial marked on the playground for lining up purposes at departure times.</p>	<p>Congestion when accessing the front playground at morning drop off due to the majority of parents choosing to arrive at 8.20am to drop children off.</p> <p><b>See amendments in red.</b></p>

<p>Parents do not have a safe place to wait to collect their child(ren)</p>	<p>Children and parents</p>	<p><b>Lower School</b>  Parents of Classes Attenborough and Backshall will follow the route from the gate on School Lane, round the side of the above classes, to wait on the hard paved area outside the classrooms. There are socially distanced markers for parents to use. Children will line up on the second paved area directly outside their classrooms and identify their parents. They will then follow the one way system out of the car park back onto School Lane. The Gate will be closed prior to collection to prevent cars accessing the car park at this time.  Parents of classes Potter and Baker have a designated waiting area on the front playground. This is a rectangle behind the marker tape. Reminders to socially distance will be placed on the playground. The reason for allowing parents onto the playground is that due to trees and hedging, parents would not be able to see their children and vice versa from the pavement. Additionally, the pavement is short and narrow and the road extremely busy at this time.</p> <p><b>Upper School</b>  Due to limited space on and visibility from the pavement, parents of children in Years 5 and 6 will be able to wait in the front carpark in an area designated for each year group. Reminders to socially distance will be placed in the carpark. The carpark will be closed to vehicles during this time by the raising of a bollard.</p>	
<p>Children mixing in the corridors when entering and exiting the building.</p>	<p>Staff and children</p>	<p>The school has a one way system in operation wherever possible. Children will be escorted in and out of the building by a member of staff at break and lunchtime.</p>	

2. School clubs and external childcare providers			
Breakfast and homework club are not covid secure.	Staff and children	<p>School is providing two breakfast clubs- one for Years 3 and 4 and one for Years 5 and 6.</p> <p>Within these clubs, social distancing should be maintained as much as possible with children always mixing with the same friendship group where possible.</p> <p>Children are to sanitize their hands on arrival and wash them before returning to class</p> <p>A simple breakfast will be available, and this will be brought to the children by the staff running the breakfast club rather than self -service.</p> <p>Our homework club, children are to bring their own drawer with them from their classroom and return it afterwards.</p> <p>Staff running the clubs should ensure that they have a walkie talkie with them.</p>	
External childcare provider does not comply with school's arrangements for drop off and collection of pupils	Children	<p>School liaise with provider and inform which door different classes are entering and exiting though.</p> <p>School receive advanced notice of which children are being collected by provider each day.</p> <p>Parents inform provider of any change to collection arrangements to avoid any concerns about a child's whereabouts upon collection.</p>	

3. Hygiene			
Children and staff bringing the virus into school	Children and staff	<p>All children and staff have dedicated points of entry into the building.</p> <p>At these points, are stationed Zoono 24-hour active hand sanitizer. All children and staff are to use the hand sanitiser on arrival into the building in the morning. Where parents do not wish their child to use the hand sanitizer for health reasons, the child is to wash their hands thoroughly (in line with national guidance).</p> <p>If children are bringing their own sanitizer into school, this must be kept in their drawer.</p> <p>Teachers will remind these children to use the sanitiser before going to break and lunch.</p> <p>Children will wash their hands after break and lunch. Those on the rear playground will use the outdoor sinks. Those on the front playground will use inside sinks in their classrooms and in toilet blocks.</p>	<p>Congestion in the toilet blocks with children needing to wash their hands.</p> <p>See amendments in red.</p>
Children misusing or ingesting the hand sanitizer	Children	<p>Each door will have a member of school staff stationed nearby (socially distanced) to welcome children into school and supervise and ensure correct use of the sanitizer.</p> <p>Where parents wish children to use their own hand sanitizer, this must remain in their school drawer during the school day and children will administer when required under teacher direction.</p>	
Children and staff not cleaning hands during the day	Children and staff	<p>All children will be sent to wash their hands prior to morning break, lunch and after break and after lunch.</p> <p>Children will be reminded to wash their hands after using the toilet and after using tissues when sneezing, blowing their nose or coughing. They will then also use the hand sanitizer held in every classroom.</p> <p>Staff will follow the same routine as for children.</p>	

Unsafe disposal of tissues	Children and staff	Each classroom has a lidded bin with a foot pedal. These will be used for the disposal of any tissues used during the day. Any used bins will be emptied at lunchtime and a new bin liner put inside. All used bin liners will be double bagged before being disposed of in the usual way.	
Children not remembering hygiene routines	Children and staff	On the first day back at school, staff will re-enforce the routine for handwashing and using tissues to sneeze or cough into. The school is promoting; "Catch it, Kill it, Bin it". Every classroom and toilet has posters reminding children to wash their hands and how to use and dispose of tissues correctly.	
The rooms have poor ventilation increasing the risk infection	Staff and children	All windows in offices, corridors dining hall and classrooms will remain open throughout the day together with classroom and office doors to aid ventilation wherever possible –on the coldest, wettest of days – it may not be possible. Fire doors and external doors must remain closed for health and safety purposes.	
Children not having access to drinking water	Children	The school water fountains will remain out of use. All parents have been asked to provide a water bottle for their child in school. These bottles will remain with the children during the day at their desk. The school will keep a supply of water bottles for those children who do not bring one.	
<b>4. Cleaning Routines</b>		See the Wolds Learning Partnership Cleaning risk assessment	
Keeping the school clean during the school day	Staff and children	Prior to break and lunchtime, all desks will be wiped with antibacterial spray. Each child will have their own cloth and the teacher will spray this then the child will wipe their desk. Where a child may have dermatological problems, a member of staff will wipe their table. All classrooms have a plentiful supply of cloths and spray for additional cleaning of resources.	

		Staff will wipe the door frame to their classroom where it may be touched, before break and lunchtime.	
		Door frames and handles around the school building, including external doors, toilet doors and office doors will be wiped regularly throughout the day using antibacterial spray.	
		Toilet seats and taps will be wiped regularly throughout the school day using antibacterial spray.	
		Before and after school, the school's cleaning team undertake a daily thorough and deep clean of the whole building.	
<b>5. Classroom and Corridor Routines</b>			
Children mixing across bubbles	Children and staff	<p>Each year group forms its own bubble. As Years 3 and 4 are in mixed classes, these are split into two mini bubbles being Potter and Baker / Armstrong and Backshall.</p> <p>Each class remains in its classroom during lesson time. Children are not allowed to leave the classroom without permission (as usual) and this is only to go to the toilet. Children will not be sent on errands or to attend interventions in other parts of the building.</p> <p>At break, classes line up separately and only mix with other children in their bubble. They have their own designated outdoor space.</p>	
Children facing each other increasing the risk of inhaling bacteria	Children	All pupil desks in every classroom will face the front and children will remain at their table during lessons unless directed to visit the toilets, sink or to consult with the teacher at the front (behind a screen).	

Children/staff handling each other's equipment.	Children and staff	<p>All children will have their own drawer which remains with them at their desk. Within this will be all the child's stationery and books.</p> <p>There is a procedure for changing reading books enabling them to be out of circulation for 72 hours.</p> <p>Any equipment that is to be shared across bubbles- laptops/ PE equipment/art equipment/science equipment is to be thoroughly sanitized before being used by the next class.</p> <p>Staff are to have their own stationery and be vigilant in not leaving it in central places or picking up pens etc... that are not theirs.</p>	
Children overcrowding cloakrooms	Children	<p>Children will have number pegs or lockers and staff will use a numbered system for sending children to get coats and bags. This system will ensure that children do not access their peg or locker if it is within at least 1 metre of another child who is at their peg or locker.</p>	
Children overcrowding the toilets	Children	<p><b>The school is allowing children from the same bubble into their designated toilet block. The number is dictated by the number of toilets and sinks in each block.</b> This is facilitated by check-in boards outside every toilet block which staff have sight of, and can monitor.</p>	<p>The system did not work now school back at capacity leading to long waiting time for children who were in need of the toilet.</p> <p><b>See amendments in red.</b></p>
Staff / pupil interaction that may cause transmission of bacteria	Staff/ children	<p>If a member of staff needs to speak to a child about their work, each teacher has a desk with a Perspex screen on it to use as a consultation station. Staff may choose to wear masks or visors when consulting at this station and will not spend more than 10 minutes at any one time with an individual child.</p> <p>If staff need to move around the classroom to monitor learning, this will be kept to a minimum and they may choose to wear a mask or visor.</p>	



		Staff will avoid getting close to children's faces when talking to them.	
Staff handling of books that may cause transmission of bacteria	Staff / children	Staff will mark children's books during the lesson using the Perspex screen as protection. Staff may write a marking code in children's books at this point without handling the book and/or direct the child to write a code or comment. Children will also be directed to self-assess work during the lesson. If staff wish to handle books during or after the lesson, they may choose to wear gloves to do so. They must also wash/ sanitize their hands thoroughly afterwards.	
<b>6. Break and Lunchtime Routines</b>			
Children mixing outside their bubbles.	Children	Children will spend lunchtime with their bubble. Lunchtimes are staggered to allow only one bubble in the dining hall and any playground at any one time. All dining hall tables will be in rows facing the front and children will sit facing the front. All children will stay in the dining hall until their bubble has finished eating and then will be directed outside to their allocated play area. At the end of lunchtime each class within the bubble will be collected by their class teacher, returned to class from where they will be sent to wash their hands and use the toilet (if needed).	
Children not queuing for tuck-shop in a socially distanced way.	Children	Tuck shop will run at two stations instead of one. Due to bubbles, fewer children will be likely to be in the queue.	
Children and staff handling and	Staff and Children	Parents will be asked to provide children with the correct change for tuck shop and the children	

exchanging money at tuck shop.		will drop this into a container with anti-bacterial solution in it. No change will be able to be given. This will be dried and counted using the electronic counting machine.	
Children's lunchboxes cross contaminating.	Children	Children who opt to have a packed lunch will store their lunchboxes in their school bags. These will be accessed prior to lunch, using the arrangements outlined in section 4.	
Children not queuing for dinner in a socially distanced way.	Children	Children are walked to the queuing point at the start of lunch by their class teachers. Children then stand at the distanced markers to queue and are sent in by the lunchtime supervisors.	
Dining hall surfaces becoming unsanitary.	Staff and children	Lunchtime staff will have time to clean and sanitize all tables in between sittings for lunch.	
<b>7. Staff routines</b>			
Staff not entering / exiting the building in a covid secure way.	Staff	All staff to enter and exit the building via the staffroom door. The exception to this are: the kitchen staff who have their own entrance and the Head who will need to enter through the rear door to disable / set the alarm.	
Staff mixing across bubbles	Staff and children	<p>Staff should remain in their bubble unless it is pre-arranged for a specific purpose with the head of school.</p> <p>Staff should maintain social distancing in corridors and other central places around school and are encouraged to wear their visor in such places. Staff should not visit classrooms beyond those within their bubble unless for a specific purpose and pre-arranged with the Head.</p> <p>When using the staff room, staff should be vigilant in maintaining social distancing, using only the marked seats; some staff may choose to take their break in their classroom or outdoors. Whilst taking sensible precautions, it is important for staff wellbeing that they can see and talk to colleagues during their free time.</p>	

Staff handling equipment in the staffroom causing transmission of bacteria	Staff	When using equipment such as the fridge, dishwasher, microwave, water dispensers (both hot and cold) staff should wipe the surface thoroughly with anti-bacterial wipes after use. Staff should ensure all used crockery and cutlery is placed in the dishwasher after use and never left on surfaces around the staff room where another member of staff may come into contact with it.	
Staff sharing food causing the potential transmission of bacteria	Staff	Staff should not bring in food to share with others such as cakes, biscuits etc. This includes food that is home- made and shop bought.	
<b>8. Visitor Protocol</b>			
Unexpected visitors arriving at school.	Visitors, staff, children	<p>Visitors to school are strictly by appointment and only where it is not possible to resolve the issue by telephone.</p> <p>When booking contractors, unless it is an unforeseen emergency, all attempts should be made to book after or pre-school visits. Parents/staff should discuss any needs/ concerns via telephone calls.</p> <p>If unexpected visitors arrive at school, reception staff are to ascertain whether the visit is necessary or can be rescheduled as an appointment.</p> <p>If it is necessary, for example a parent arrives to collect a child due to an emergency situation at home, the parent is to be allowed into the foyer to wait whilst a member of the admin team deal with the matter.</p>	
Visitors may increase risk of transmission of the virus.	Visitors, staff, children	<p>Where visitors are pre- booked, they will be required to be wearing a mask before they may enter the building.</p> <p>Upon entering reception, they will be required to use hand sanitizer.</p>	

		Visitors will then follow the normal school protocol for safeguarding, being escorted around school where no DBS is present.	
<b>9. Curriculum routines</b>			
Children facing each other when changing for PE	Children and staff	Children will be trained to move into a space when getting changed and remain facing front as much as is reasonably possible. Children will be expected to get changed in a calm and speedy manner placing all their school clothing on their chair to avoid trip hazards.	
Different bubbles using the same equipment.	Children and staff	All equipment will be sanitized after use. Where this cleaning may not be able to be immediate, different classes will not timetable to use the equipment immediately so that lunchtime or after school can be used to clean it.	
Children mixing when congregating for collective worship and other gatherings.	Children and staff	Collective worship will take place within classrooms to minimize the contact across different classes. Classes will not gather together for any reason apart from break and lunchtime. This is to minimise the amount of time classes within a bubble spend together.	
Children singing together	Children and staff	In line with national guidance, staff will not plan to conduct lessons that include singing within the classroom. Singing lessons can take place outside as long as all children are facing the same direction and are socially distanced. Teachers must be 2 metres away from the children due to increased aerosol transmission of bacteria. Music should not be loud which may encourage children to sing loudly or staff to have to raise their voices unduly. Singing should not take place in large groups such as choirs.	

Children handling musical instruments	Children and staff	Children should wash their hands before and after handling instruments. Avoid sharing instruments within any one session. Ensure all instruments are cleaned thoroughly using antibacterial spray after use and between users.	
<b>10. Pupil Behaviour</b>			
Children do not know how to keep themselves and others safe in school	Children and staff	All children and their parents will receive the pupil code of conduct that will outline what they need to do to make sure that school is a safe place for themselves and others. This will need to be signed. Staff will re-iterate the code of conduct in school to help children follow it. this will take place in detail during the first week and then daily reminders will be given. Children who deliberately choose to conduct themselves in a way that goes against the pupil code of conduct will be sanctioned as outlined within the code.	
<b>11. SEND pupils</b>			
Pupils with SEND are unable to understand/ follow the guidance fully.	Children	All children with significant SEND to have a risk assessment prepared for them to take into account their additional needs.	
Not enough resources are available to meet the needs of pupils with SEND.	Children	Where additional resources are required liaison should be made between the SENCO and the business manager to secure these.	
Staff at added risk due to the delivery of intimate care.	Staff and children	Where intimate care is required the person performing this should be properly equipped with PPE as they normally would pre- lockdown.	

<b>12. Visits</b>			
Visiting other sites puts staff and children at increased risk.	Children and staff	No visits will take place in the autumn term. This will be reviewed according to Government guidance.	
<b>13. First Aid</b>			
Children need first aid that cannot be managed by first aiders in class or on the playground.	Children and staff	All teachers in classrooms have walkie talkies. Where simple first aid plasters etc... cannot be administered by the class teacher/teaching assistant, they will use their walkie talkie to call for assistance. A senior first aider will come to the classroom wearing PPE and administer to the child in situ. If the child needs to be removed from class for more intensive first aid, the senior first aider will do so. The same procedure applies to break and lunchtime first aid needs. <b>Teachers to take their class first aid kit on duty with them</b>	Not enough first aid pouches to assign to staff on break duty. <b>See amendments in red</b>
Disposal of first aid equipment including used PPE.	Staff	All used first aid materials and PPE will be disposed of in the clinical waste bags which will be double bagged.	
<b>14. Staff and Children showing symptoms of Covid 19</b>	Staff and children	Rigorous systems are in place should this occur. Please see the Wolds Learning Partnership risk assessment on our website.	

**Risk assessment completed 1<sup>st</sup> September 2020**

**Risk assessment reviewed:**

<b>Date</b>	<b>By whom</b>	<b>Key adjustments</b>
After week 1 (7 <sup>th</sup> September)	Sarah Carlisle meeting with staff bubbles.	See amendments in red.
After week 2 (14 <sup>th</sup> September)		
Week 7 (19 <sup>th</sup> October)		
Week 14 (14 <sup>th</sup> December)		