

Return to North Road Community Primary School






Risk Assessment and Return to School Plan – Summer Term 2 2021

Hazard and Associated Risks	Risk without controls	Controls	New Risk Level
<u>Staff Numbers</u>			
Lack of staff due to self-isolation after becoming infected.	High	<p>Ensure staff and pupils socially distance as much as possible (see measures below), minimise sharing of equipment and regular cleaning of touch points. Staff to work in 'class teaching pods' limiting contact to a maximum of 32 children (KS2) and 45 children (EYFS/KS1). Mrs Pearce and Miss Hambly will be the only members of staff to cross-pods, with Mrs Pearce working in both Pluto Class (15 pupils) and Mars Class (30 pupils) and Miss Hambly in Neptune and Jupiter Class. At all times, when in the classroom with pupils, cross-podding staff will wear a face covering and hands will be washed and sanitised if moving between two pods within a day.</p> <p>If a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home immediately and advised to book a test. Their fellow household members should self-isolate until the test results are returned. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the pupil or staff member tests positive, the rest of their Pod will be sent home and are required to self-isolate for <u>10</u> days. In addition, anyone who has had sustained contact with the positive case in the preceding 48 hours.</p>	Medium

		The other household members of that wider class or pod do not need to self-isolate unless the pupil or staff member they live with that is in that pod <u>subsequently develops symptoms</u> .	
		<u>Staff Lateral Flow Tests</u> All staff will be asked to complete a lateral flow test by 6pm on a Sunday and Wednesday. Staff will confirm with the office, on entry to school, that a test has been completed and a negative result received. If a staff member receives a positive result, they will contact the headteacher immediately, by telephone, so that contact tracing can be initiated. The headteacher will then contact the LA and follow the required procedures. If staff take a test on a non-working day, they will email school to inform of the test and confirm the negative result. All staff will be provided with enough tests to last the school term. The school office will completed the required reporting to the DFE regarding staff testing.	
<u>Regularity of Pupils Attending School</u>			
Too many pupils to maintain a 1m+ social distance – risk of a spread of infection.	High	Pupils and staff members <u>must not</u> cross-pod to have contact within the school buildings. Contact with a pupil/pupils from a different pod will be taken after a specific risk assessment or only in an emergency situation where the risk to a pupil/pupils is considered greater than the potential risk of spread of infection. From Term 6, EYFS and KS1 Pod will be classed a one pod. Having contact on the playground during break times and sharing the hall for lunchtime. Staff will attempt to maintain a 2m social distancing at all time. Staff will be allocated a marked zone at the front of the classroom to which children must not enter and from which class teachers can deliver whole class teaching.	Medium
Pupils with underlying health conditions or who have home members with health conditions - risk of spread of infection and	High	Need to take medical advice – clinically vulnerable pupils may need to isolate/shield and access learning through the online	Low

serious outcomes.		teaching platform.	
Pupils not attending school due to parental anxiety.	High	Pupils are legally required to attend school from Monday 8 th March 2021, following the national closure of schools to most pupils. This is still the current position of the Local Authority. School will work with anxious families to support a transition back into school.	Medium
<u>Breakfast Club</u> Risk of spread of infection.	High	Breakfast Club will restart on Monday 19 th April in the school hall. Pupil entrance will be via the back door, off The British. Parents will leave children at the back door and pupils will enter straight into the school hall. Payment for Breakfast Club will be electronic with booking forms submitted to the main office via email at the start of the term. Children will wash/sanitise their hands on entering Breakfast Club and will be supported to pour their own breakfast cereal and butter their own toast. Pupils will eat on separate key stage tables and allocated places will be socially distanced using named placemats. Play activities will be socially distanced and follow a weekly timetable of activities to ensure breadth of play/social activities and allow for quarantining of shared toys/resources. Where possible, play activities will take place outdoors. The school hall will be well ventilated with windows and internal doors open. Tables and chairs will be cleaned with antibacterial spray, by the Breakfast Club leader, at the end of each session. The Breakfast Club Leader will wear a face covering at all times and will wash and sanitise hands at the start and finish of each Breakfast Club, using the facilities in The Medical Room.	Medium

<u>Drop-off/collection by Parents</u>																		
Too many parents and pupils to keep 1m+ distance - risk of spread of infection.	High	<p>Pupil's arrival at school is at different times, staggered start & finish times. (see table). Parents to be asked to wear a face covering when dropping off and collecting children from the school site.</p> <table><tr><th>Class</th><th>Start of the School Day</th><th>End of the School Day</th></tr><tr><td>Mars</td><td>8:30am</td><td>2:45pm</td></tr><tr><td>Neptune</td><td>8:45am</td><td>3:00pm</td></tr><tr><td>Jupiter</td><td>9:00am</td><td>3:15pm</td></tr><tr><td>Pluto</td><td>Drop off from 8:30–8:45am</td><td>Collect from 2:45pm – 3:15pm</td></tr></table> <p>START OF DAY DROP-OFF OF PUPILS</p> <p>The Teacher for the class pod will ensure that the gate is opened 2 minutes before the 'pod' allotted start time. No other 'pod' parents or children must enter the playground until their child's allocated start time. Pupils enter playground to stand on a yellow spot marker in the Class Pod Line, filling the line from the furthest marker and facing forward. (Zone 2 – Bee Zone).</p> <div></div>	Class	Start of the School Day	End of the School Day	Mars	8:30am	2:45pm	Neptune	8:45am	3:00pm	Jupiter	9:00am	3:15pm	Pluto	Drop off from 8:30–8:45am	Collect from 2:45pm – 3:15pm	Low
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Parents go to stand (with siblings if necessary) in Zone 1 (Ladybird Zone), ensuring siblings remain by their side and



families are socially distanced at 1m+ (see appendix i). When all children are present, the Class teacher will ask all parents to leave the playground and will lock the gate. Pupils walk straight in through

doors and into classroom.


Parents with siblings with a later start time may remain on the playground in Zone 1 whilst the gate is locked. When the gate is opened for their child's start time, the child may then walk straight to the Class Pod Line Markers and wait with the class teacher and arriving peers until they are taken into the classroom. The parent will then leave the playground before the gate is relocked. Parents may choose to bring their child onto the playground and leave immediately, ensuring they maintain a safe distance from any parents that are entering the playground. On wet weather days, pupils will go straight into the classroom and wash their hands at their designated hand wash station before sitting in their named space. Class TAs will be available in the classrooms to supervise pupils.


Siblings with a later school start time will be able to enter their pod classroom at the same time on wet weather days and will not need to wait in the Parent Zone with their parents.

No parents are to enter the building and only one parent is to bring a child to school. All communication by parents is by email to the school office. Parents are encouraged to walk/park and stride to school, from the designated zones already in place. Parents to be discouraged from queuing in the entrance area or along North Road. Families arriving by car to be asked to remain in their vehicles until the gate is opened for their child's pod.


Class teachers to monitor the playground and Outdoor Learning Area to ensure social distancing is maintained.

		<p>END OF DAY COLLECTION OF PUPILS</p> <p>All pupils to be sent to parents down the sectioned walkway so that their parents walk to meet them from the Parent Zone to the end of the sectioned walkway, in front of the gate, ready to immediately leave the playground. Parents with older siblings (with a later pod collection time) will remain in the Parent Zone and children will be sent directly to them to ensure they do not need to move from the Parent Zone.</p> <p>Pupils to be sent to parents one at a time and after the previous pupil has been met by their parent, ensuring a controlled and socially distanced exiting of the playground.</p>	
Congestion on the path adjacent to North Road and a risk of parents breaching 1m+ social distance rule – risk of spread of infection.	High	Staff to park in The Codrington Carpark to allow the road parallel to the playground to be kept clear. Parents to remain in their car until gates are opened. Weekly reminder text to be sent to parents regarding the importance of maintaining social distancing whilst travelling to and from school. Safety posters, provided by the LA, to be displayed on the main fencing, railings and in the school external notice board.	Low
Contact in cloakrooms - risk of spread of infection.	High	<p>No bags to be brought into school. Pupils to carry water bottle and lunchbox and place straight on set table spacing. KS2: Coats to go on the back of the chair. No use of KS2 Lockers due to the confined space and increase of touch points – potential contamination points.</p> <p>KS1 and EYFS: Use cloakrooms to store coats as these are single pod use areas. Class Teacher/TA to monitor pupil contact in cloakrooms.</p>	Low
Toilets too compact for mass hand washing and using toilet - risk of spread of infection.	High	<p>Pupils to be sent to wash hands on entry to school, using the classroom sinks, wash stations and washrooms. Hand sanitizer is available in addition to regular hand washing but should not replace hand washing.</p> <p>Toilets to be entered one at a time. TA linked to the class</p>	Low

		<p>pod to monitor toilet use and clean touch points (flush/door handles and taps after each use, where possible, and after break time and lunchtime. Class pod TAs to ensure social distancing in corridor/cloakroom is maintained. Toilets in the KS2 building to be reallocated as unisex toilets. One washroom to be assigned to each class pod.</p>	
			
Regular handwashing – risk of spreading of virus through touch.	High	<p>Hands are to be washed with antibacterial soap:</p> <ul style="list-style-type: none"> - At the start of the day - Before lunch/eating of food - After outdoor exercise times - At the end of the school day <p>Hands are to be washed in the washroom after toilet use. Class teachers and TAs to monitor. Teachers to ensure that they are regularly washing or sanitising hands through-out the day.</p> <p>Each classroom will have at least three wash stations inside the classroom (classroom sinks plus two washing stations) and one in the class pod washroom.</p> <p>Pupils in Mars Class Pod to use washing stations in the classroom/hall.</p> <p>Pupils in Pluto Class Pod to use washing stations in the classroom.</p> <p>KS2 classrooms to be provided with portable warm water wash stations that can also be used outdoors. Pupils to be assigned to a regular wash station.</p>	Low

		 <p>Hand hygiene posters to be displayed in toilets/corridors. 'Catch it, Bin it, Kill it' posters to be displayed in all classrooms.</p>	
<u>Classroom Learning</u>			
Difficulty maintaining 1m+ social distancing in EYFS Classroom - risk of spread of infection.	High	Explain to pupils about social distancing in an appropriate age related way. Accept that social distancing is going to be hard to maintain. Children to be part of an EYFS/KS1 Pod of no more than 45 children with contact to five adults only - two class teachers, TA and two Lunchbreak Supervisor.	Medium
Allocation of reading books/homework booklets - potential risk of spread of infection.	High	Subscription for all pupils to e Books – Pearson Bug Club. Parent to be provided with log on details and encouraged to use reading programme, with books assigned by the teacher, to extend the texts that pupils have access to. Reading books will be allocated and reissued after 72 hours in quarantine. Books will be sent home in a named plastic wallet on a Monday and Thursday and will need to be returned, in the named plastic wallet, on the alternate day. Reading books must not be returned to school on any other day. Returning books will go into quarantine on the day that they are returned and will not be put back into the reading scheme until 72 hours has passed. Reading Records will remain in the home for parents to record reading practice. Mobile School Library Trolleys to be delivered to classroom doors for children to borrow books weekly. Returned books to be collected in the quarantine bags on the trolleys for 72 hours before books re-enter the mobile trolley. Weekly Spelling homework will be set online, every Friday,	Low

		through a subscription to The Spelling Shed with each child provided to access to assigned spelling lists to practice at home. These will be tested in school on the following Friday. This will replace the termly spelling booklet and will be suitable for use during a pod isolation or local lockdown.																					
Difficulty maintaining 2m social distancing between staff and pupils and the purity of the pods. The need to ensure parents and pupils are confident with new practices and procedures - risk of spread of infection.	High	<p>EYFS/KS1 Class Pod to be a combined maximum of 45 children. KS2 Class Pods to be a maximum of 32 children.</p> <table border="1"> <thead> <tr> <th>Class</th><th>Class Pod Staff</th><th>PPA Cover Staff</th><th>Lunchbreak Supervisor</th></tr> </thead> <tbody> <tr> <td>Mars</td><td>Mrs Trickey Mrs Cobb Mrs Kear (SEN TA) Mr Lumsden (Sports Coach)</td><td>Mr Lumsden Mrs Pearce</td><td>Mrs Cobb Mrs Hewitt</td></tr> <tr> <td>Neptune</td><td>Mrs Johnson Mrs Difford Mrs Pengelly (Reading Mentor) Miss Westall Mr Bremner (Sports Coach)</td><td>Mrs Difford</td><td>Mrs Difford Miss Hambly</td></tr> <tr> <td>Jupiter</td><td>Miss Andrews Mrs Daone Mrs Turner Mrs Hall (SEN TA) Mr Norman (Sports Coach) Miss Hambly</td><td>Mrs Turner</td><td>Mrs Turner Mrs Hall</td></tr> <tr> <td>Pluto</td><td>Miss Hobbs Mrs Pitman Mrs Pearce Mrs Hewitt</td><td>Mrs Pearce</td><td>Mrs Hewitt Mrs Cobb</td></tr> </tbody> </table>	Class	Class Pod Staff	PPA Cover Staff	Lunchbreak Supervisor	Mars	Mrs Trickey Mrs Cobb Mrs Kear (SEN TA) Mr Lumsden (Sports Coach)	Mr Lumsden Mrs Pearce	Mrs Cobb Mrs Hewitt	Neptune	Mrs Johnson Mrs Difford Mrs Pengelly (Reading Mentor) Miss Westall Mr Bremner (Sports Coach)	Mrs Difford	Mrs Difford Miss Hambly	Jupiter	Miss Andrews Mrs Daone Mrs Turner Mrs Hall (SEN TA) Mr Norman (Sports Coach) Miss Hambly	Mrs Turner	Mrs Turner Mrs Hall	Pluto	Miss Hobbs Mrs Pitman Mrs Pearce Mrs Hewitt	Mrs Pearce	Mrs Hewitt Mrs Cobb	Medium
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Difficulty maintaining social distancing in KS1 and KS2 classrooms - risk of spread of infection.	High	Children to attend in class pods. Children to sit in a designated table space. Pupils to remain at tables as much as possible. Movement inside the classroom is to be limited and controlled by the class teacher. Each child to be provided with personalised basic stationary. Other resources	Medium																				

		<p>to be shared in pairs to reduce potential spread of infection. Explain to pupils about the importance of social distancing. Children in EYFS/KS1 to use sectioned area of the hall as an additional teaching zone. Children to work at tables/on paired mats. Tables and chairs to be sanitised by the responsible pod staff member.</p> <p>Windows and fire doors (KS2)/outside door (EYFS) to be opened to allow good ventilation of learning environments. In the event of cooler/colder weather the fire doors/windows may be closed when the classroom is in use but should be well ventilated before the start of the school day, break times, lunchtimes and at the end of the school day.</p>  <p>Windows to be opened either 1) a small amount continuously to allow good ventilation or 2) be opened for short, sharp bursts of 10 – 15 minutes through-out the day. Outdoor Learning spaces to be used as much as possible in EYFS/KS1 and outdoor learning maximised where possible in KS2.</p> <p>Windows in staff communal areas are to stay open when in use by at least one member of staff. Staff to wear face visors in classrooms and face masks in all communal spaces.</p>	
Contamination of classroom equipment KS1/KS2 - risk of spread of infection.	High	<p>Jupiter Class Pod to use the classroom based laptops to support learning. Neptune Class to use the class designated laptops stored securely in their classroom. Pupils to wash their hands before using a laptop and all laptops to be wiped after use by a member of the class pod teaching team, using an antibacterial wipe. Only one child to use a laptop at a time. All children to receive named basic equipment: pencil, pen,</p>	Low

		<p>ruler etc. Exercise books be kept in child's own drawer. Less frequently used items may be shared within a class pod, ideally being assigned to table pairs.</p> <p>Books may be marked by the class pod staff team, within the classroom environment. Staff are discouraged from removing books from the pod classroom or taking them home. Pupils to self-mark regularly (answers on screen).</p>	
Contamination of classroom equipment EYFS - risk of spread of infection.	High	<p>Access to continuous provision. Used resources to be cleaned at the end of a session by Teacher and HLTA.</p> <p>Shared high use classroom resources to be deep-cleaned at the end of each week.</p>	Medium
Contamination of classroom furniture - risk of spread of infection.	High	<p>School cleaner to clean the chairs and tables with anti-bacterial spray at the end of the school day. Classroom tables are to be cleared at the end of each school day, to ensure effective cleaning.</p> <p>Staff are encouraged to provide pupils with one designated table space during the day. All classroom tables and touch points are to be cleaned with antibacterial spray at regular intervals during the day. The pod staff will be responsible for this cleaning.</p>	Medium
Contamination spread from pupil to adult and vice-versa and from staff member to staff member.	High	<p>Face masks and visors are provided for all staff. Staff are encouraged to wear a face covering when greeting children/parents on the playground at the start of the day and when sending children home to parents. All staff are to wear a facemask when using all communal areas i.e. on entry to school, main school building, KS2 cloakroom etc.</p> <p>Good face mask hygiene requirements: regular washing and correct donning and doffing to be maintained.</p> <p>Disposable face masks and visors MUST be worn, along with gloves and apron, when dealing with a first aid issue. First Aid must only be administered by a member of staff from the child's class pod and in the child's pod classroom.</p> <p>All tissues to be bagged and binned after use. All pod classrooms to be provided with tissues and bags. All classroom bins to have a covered lid with a pedal lift.</p>	Medium

		Staff <u>must</u> maintain a 2m distance from other staff pod members and sanitise hands after handling shared equipment. Staff must only meet with staff from another pod remotely using Teams. Staff <u>must not</u> have physical contact with staff from another pod.	
Contamination of staff clothing – risk of spread of infection.	High	From Term 6, scrubs are to be classed as an optional piece of PPE. If worn, they are to be removed and bagged at the end of a day for washing. Scrubs are provided by school. Changing facility to be used by one staff member at a time and touch points to be wiped after use, especially tunic contact points.	Low
Infection prevention through social distancing minimising contact between groups.	High	Children will be supported to maintain social distancing and encouraged not to touch staff where possible. All staff with younger children and children with complex needs, or who need close personal care, will try to maintain their distance and minimise time spent within 1 metre of anyone where possible. School assemblies and collective worship with more than one bubble are not permissible. Celebration assemblies to be per Key Stage, due to timetable differences. KS2 assemblies are to be held remotely. From Term 6, EYFS and KS1 assemblies will be held in the school hall.	Medium
Infection prevention through social distancing minimising contact with pupils/KS1 areas for KS2 pupils who need to access the main building for nurture support.	High	Pupils who need to receive nurture support though the ELSA program will be escorted to the Main Staffroom (Neptune Pod Staff) by Mrs Difford. The table/chair in the Main Staffroom will also be cleaned after session use. All resources used by pupils will be cleaned after use. Sandbox/Upper KS2 Therapy will take place in The Burrow Staffroom (Jupiter Pod Staff) with Mrs Turner or Mrs Hall. The table/chair in the The Burrow Staffroom will also be cleaned after session use. All resources used by pupils will be cleaned after use.	Medium

		<p>Speech/Language Intervention (NELI – EYFS/KS1) to take place in the Hall (EYFS Pod Staff – A Pearce).</p> <p>Sand Box sessions will take place with the therapist sitting alongside the child and not directly opposite. The Sand Box Therapist will maintain a social distance of 1m plus at all times. A face covering is will be worn due to the size of the nurture space.</p> <p>The table, chairs, sandbox and any artefacts used will be wiped down after use with ant-bacterial spray</p> <p>Nurture Spaces (The Burrow Staffroom/Main Staffroom) will be well ventilated during nurture sessions with the windows/door open.</p> <p>Members of staff providing nurture support will remain 1m+ from any pupils they are supporting.</p>	
Potential infection spread between pods due to use of shared space/resources for maths catch-up 1:1 online tutoring programme for identified KS2 pupils in Neptune Class and Jupiter Class pods.		<p>Third Space Maths 1:1 Maths Tutoring to take place every Thursday 1pm – 3pm in the right hand side of the school hall.</p> <p>1pm – 2pm: Identified Neptune Pod Pupils</p> <p>2pm – 3pm: Identified Jupiter Pod Pupils.</p> <p>Mrs C Johnson to be responsible for collecting and accompanying pupils to the hall to ensure no contact with pupils from another pod. A face mask and visor will be worn by Mrs Johnson. Pupils to use their pod toilet facilities before the start of each tutoring session.</p> <p>Each pupil to have an allocated laptop to be used weekly and an allocated individual table. Neptune pupil laptops to be collected from the laptop cabinet by Mrs Johnson prior to the tutoring session. Jupiter Pod Pupils to collect their own identified laptop/headsets and bring to the hall. A face covering will be worn by Mrs Johnson when entering another pod classroom and when supervising pupils from a pod other than the Neptune Class Pod.</p> <p>All laptops and headsets will be wiped with an antibacterial wipe after use and before replacing in the cabinet.</p>	

<u>Toilet Breaks</u>																							
Difficulty maintaining the purity of the class pods - risk of spread of infection.	High	<p>Only <u>one child</u> to use the toilet at a time. Taps, flush handles and doors to be cleaned after every use by a supervising Class Pod TA, where possible, during classroom learning time and at the end of break time and lunch time. Hand washing reminder stickers and posters to be displayed in all toilets.</p> <p>Children to be reminded about the importance of putting the toilet seat down before flushing.</p> <p>Key Stage Two Pods to have designated toilets to ensure purity of class pods/class cloakrooms – current toilet facilities to be converted to unisex use.</p>	Low																				
<u>Break Time and Lunch Time Play</u>																							
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		<p>delivered to the classroom door at the start of break time. Payment for the child's whole week should be brought into school in a named envelope stating the day/s hot tuck is required.</p> <p>Class Pod Staff to take it in turns to supervise playtime. Staff whistles to be used to signal the end of the pod playtime/lunchtime session. Class Pod Lunchtime Play Resource Boxes to be provided and wiped at the end of each day.</p> <p>Re-entry system the same as in the morning – all pupils stand on class pod spot marker and enter school building and back to table space.</p>	
Use of the field and climbing/play equipment – risk of spread of infection across pods.	High	Field, including new climbing area, can be used daily. Only one pod can use this space per day. Children will need to wash/sanitise their hands before going to the field and wash their hands on their return to school.	Low
Use of the playground climbing/play equipment and Reading Tepee – risk of spread of infection across pods.	High	<p>The main playground will be divided into separate play areas and assigned on a rotational timetable.</p> <p>The main playground and one additional play space will be allocated to each class pod for a week. These areas will be:</p> <ol style="list-style-type: none"> 1) The main playground and the Sensory Garden (green zone) <div data-bbox="1240 927 1478 1251" data-label="Image"> </div> <div data-bbox="1518 922 1771 1174" data-label="Image"> </div>	Low

- 2) The main playground and the Trim Trail (blue zone)



- 3) The main playground and the outdoor classroom (red zone)



- 4) The main playground and the Reading Tepee (yellow zone)



Each area will be identified with coloured cone markers and children informed which colour zone they may also play in

		that week. Playground Marker Zone Cones are not to be played with by children. Each class pod will also have a box of playground toys for lunch time playtimes.	
SPORTS DAY – Thursday 1 st July	High	<p>Sports Day will be held on Thursday 1st July 2021. This will be held as four separate pod events.</p> <p>9:00am – 10:00am: Mars Class 10:15am – 11:15am: Pluto Class 11:30am – 12:30am: Jupiter Class 1:15pm – 2:15pm: Neptune Class.</p> <p><u>One</u> parent per child will be able to attend the Sports Day event.</p> <p>Parents will make their way <u>straight to the school field</u> at their child's allocated time, <u>keeping to the right hand side of The British</u> and will wait in a socially distanced line from the entrance to the field gate. Reminder signs will be placed at either end of The British.</p> <p><u>A face covering will be required</u> in order to be permitted onto the school field.</p> <p><u>Parents in attendance will be recorded at the gate</u> in case this information is required for Track and Trace reasons.</p> <p>If parents have no choice but to bring <u>pre-school children</u> <u>then they will be required to remain seated on the parent's lap at all times</u> or they may be asked to leave the school field.</p> <p><u>Socially distanced seating will be provided for parents.</u></p> <p>Class teachers will bring children to the field five minutes after their start time to reduce the risk of any congestion in The British.</p> <p>Children will sit on the grass/house benches and will be responsible for their own water bottle.</p>	Low

		<p>Sports equipment will be allocated to a pod where possible. Where equipment needs to be shared across pods it will be cleaned with antibacterial spray before re-use by a different pod.</p> <p><u>House benches will be wiped with antibacterial spray</u> by a member of the pod staff before the next class pod are admitted to the field.</p> <p>All pod children will leave the field before any parents are allowed to leave their seats and exit the field.</p> <p>If parents are waiting for the next sporting event, they may remain in their seats but must not move around the field.</p> <p><u>Seating for parents will be wiped with antibacterial spray</u> by a member of the pod staff before the next pod parents are admitted to the field.</p> <p><u>Parents will be asked to leave promptly</u> at the end of their child's event in order that we do not have an overlap of parents from different pods.</p> <p><u>Parents will be asked to exit the school field, keeping to the right of The British.</u> A Reminder sign will be placed outside of the school gate.</p> <p>Parents will not be able to take their children from the afternoon Sports Day as the children will also take part in an online results announcement at the end of the day where the winning house ribbons will be attached to the Sports Day Cup in the usual way.</p> <p>All parents will collect their children in the usual way at the end of the school.</p>	
<u>First Aid</u>			
Administering of First Aid – risk of spread of infection.	High	First Aid to only be administered by a staff member of the pupils 'pod'. Each pod to have at least two staff members on site each day who will be available to provide first aid. Staff	Medium

		<p>member to wear a disposable face mask, gloves and apron. Gloves, apron and face mask to be thrown away after use. Visors to be worn if a child is suspected to be unwell, showing signs of Covid-19. An infrared thermometer is located in the Medical Room to record the temperature of any child suspected of having Covid-19. Each staff member to be responsible for the safe keeping and cleaning of their own visor (provided). Spare face visors and scrubs to be stored in the medical room for emergency use/changing.</p> <p>First Aid to be administered in the child's 'pod' classroom. Each classroom to be provided with a First Aid Kit, including PPE and disposal bags. Pod teachers to be responsible for replenishing of contents. All additional stock to be kept in the Medical Room.</p> <p>Pod staff to be responsible for the recording of accidents in the Pod Accident Book. Head injuries will be highlighted in yellow and passed to the main office to inform parents in the usual way (text). Pupils to receive wristband/yellow information leaflet, following the school First Aid Policy. Each pod to have a supply of these in their Pod First Aid Packs.</p>	
<u>External PE and Music Lessons</u>			
Some activities/lessons more difficult to maintain 1m+ social distance and sharing of equipment - risk of spread of infection.	High	<p>External weekly music lessons will resume in school from Monday 15th March (piano). Lessons will be 1:1 with the visiting music teacher wearing a face mask and keeping a social distance where possible. Pupils will have individual music sheets and the instruments will be wiped down with antibacterial wipes between pupil lessons. The room will be well ventilated. Pupils will wash their hands before and after music lesson.</p> <p>Where pupils from KS2 need to enter the main school building they will be met at the outer door (from the playground) and escorted directly to the lesson room by the visiting music teacher to ensure touch points cleanliness is maintained.</p>	Low

		<p>Pupils to wear PE uniform to school on PE days.</p> <p>Any shared sports equipment used by Class Teachers/Sports Coaches to be cleaned after use. Anti-bacterial wipes/spray to be provided by school. Sports Coach to wear a face mask due to potential contact with pupils in other schools.</p> <p>Sports Coaches will be either allocated to a class pod or sports coaching sessions with the same coach will only take place after a 48-hour period has elapsed.</p> <p>Sports coaches to take lateral flow tests before working in school.</p> <p>First Aid to be provided, if required, by TA linked to the pod.</p> <p>KS2 multi-sports clubs will restart week beginning 19th April and take place within pod classes and be led by the allocated pod Sports Coach.</p> <p>In the case of very poor weather, where PE cannot take place outdoors, KS2 pods may be brought into the hall in groups of 15 children. Contact with main school based pods must be avoided and touch points wiped by sports coaches after coaching sessions.</p>	
<u>Visitors to School</u>			
Risk of potential spread of infection	High	<p>No unplanned visitors will be admitted to the school building. The only visitors to school will be:</p> <p>Meetings related to statutory work that are not possible remotely.</p> <p>Visits for safeguarding reasons</p> <p>Visits for Health and Safety reasons</p> <p>Visits for reasons of property/building assessment</p> <p>Visits to school for children who are considered highly vulnerable.</p> <p>No visitor will be permitted to move between class pods during a single visit.</p> <p>Visitors to school will be asked to sanitise their hands on entry to the school building and wear a face mask. Their</p>	Medium

		contact details will also be logged for Track and Trace in the event of an outbreak of infection (see appendix ii and iii).																	
<u>Lunch Time</u>																			
Difficulty maintaining purity of class pods in the school dining room - risk of spread of infection.	High	<p>Pupils can either bring their own packed lunch, placing their lunch box under their table or order a hot meal from the school kitchen. Hot dinners must be paid for electronically as no money will be handled in the school office. Hot meals will be delivered to the classroom doors, in take-away containers. Pupils in Pluto/Neptune and Jupiter classes to eat at classroom spaces. Children in Mars Class to eat dinner in the hall. The kitchen staff are to have no contact with pupils. All rubbish to be thrown in the bin/food recycling boxes/recycling boxes by child. Lunchtimes to be staggered with pupils either having a play time on the playground or eating at their tables/in school hall in their pod classrooms.</p> <p>As pupils finish their classroom-based lunchtime, tablet tops are to be cleaned by pod lunch break supervisor, wiping over with antibacterial spray before whole class exit for playtime outdoors.</p> <p>Where pods are eating in the hall, one lunchbreak supervisor will be assigned to the playground as children finish their meals and one lunchbreak supervisor will clear/clean the hall before joining on the playground.</p> <table border="1"> <thead> <tr> <th>Class</th><th>Break time</th><th>Lunch Time (in classrooms)</th><th>Outside Play</th></tr> </thead> <tbody> <tr> <td>Mars</td><td>10:10 -10:30 am</td><td>12-12:30pm (right hand side of hall)</td><td>12:30-1pm</td></tr> <tr> <td>Neptune</td><td>10:30-10:45 am</td><td>12:30-1pm</td><td>12-12:30pm</td></tr> <tr> <td>Jupiter</td><td>11-11:15am</td><td>12:30-1pm</td><td>1pm-1:30pm</td></tr> </tbody> </table>	Class	Break time	Lunch Time (in classrooms)	Outside Play	Mars	10:10 -10:30 am	12-12:30pm (right hand side of hall)	12:30-1pm	Neptune	10:30-10:45 am	12:30-1pm	12-12:30pm	Jupiter	11-11:15am	12:30-1pm	1pm-1:30pm	Low
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Ability to support pupils with eating requirements due to maintaining social distancing.	High	No food to be brought into school that the pupils are unable to open. Packets to be opened and put into containers by parents so that pupils can be independent.	Low				
<u>End of Day Pick-Up of Pupils</u>							
Too many parents and pupils to keep 1m+ distance - risk of spread of infection.	High	<p>Pupils to be sent to stand on spot marker in the Class Pod Line. Parents to enter playground and stand in the Parent's Zone (Ladybird Zone 1). Children to be sent to parents one at a time and parents immediately leave the playground, ensuring a 1m+ social distance from other families, unless they are waiting for a sibling when they can remain in the Parent's Zone. The Class Teacher for that 'Pod' will ensure that the gate is opened when all children are in place in the class line and then closed again when children have been collected by a parent. No other 'pod' parents must enter the playground until their child's allocated finish time.</p> <p>EYFS pupils leave via The British. Parents to socially distance along The British. Class Teacher to send pupils to parents one at a time, to the nearest parent (front of the line). Parents to leave immediately.</p> <p>No parents to enter the school building. Any communication to school by parents is by email/phone to office only. No entry to entrance foyer by parents or queuing or loitering along North Road.</p> <p>Staff to ensure social distancing is maintained. Parents to be asked to wear a face covering when dropping off and collecting children from the school site.</p>	Low				

<u>Staff Break-Times/Lunchtimes/PPA</u>			
Staffroom too small a space to maintain 2m distance - risk of spread of infection. Staff contact and social distancing is of the upmost importance and will be monitored closely.	High	<p>The Milky Way, The Burrow, Main School Staffroom and the School Hall are to be used as a staff social space to reduce staff contact. Staffroom spaces can be used by staff for intervention work with children from that pod.</p> <p>Staff Room – Neptune Staff Pod/PPA facilities for KS2 Staff The Burrow – Jupiter Staff Pod Milky Way – Mars Staff Pod/PPA facilities for EYFS/KS1 Screened Hall Area – Staff from Pluto Pod and Office Staff. All areas have refreshment facilities with access to water (Hall - via the kitchen staff, collected from the hatch), a microwave and a toaster.</p> <p>At the end of each break-time, it is a staff member's responsibility to wipe down all touch points with antibacterial spray before leaving the space.</p> <p>Staff to use and keep own cup - no food sharing e.g. biscuits. Staff to socialise in pod groups, keeping 2m distance and wearing a face covering. Windows to be kept open when at least one member of staff is using the staff communal space.</p>	Medium
Use of The Burrow for Jupiter Pod Staffroom	High	<p>The Burrow is to be used as a staffroom for the Jupiter Pod Staff Team.</p> <p>A face covering should be worn when using this space with another pod member.</p> <p>No staff members from another pod should access this space when it is in use.</p> <p>In a First Aid emergency, a staff member from another pod may enter this space. A face covering should be worn and all touch points cleaned before leaving the space.</p> <p>The staffroom space will include a fridge, toaster, kettle and all refreshment facilities.</p> <p>Members of the Jupiter Class Pod can use the toilet facilities within this area.</p>	Medium

		<p>The main school staffroom can also be accessed by members of this pod for PPA facilities (desk, WIFI etc.) but must not be entered when in use by another pod staff team. Reminder posters will be in place on the main entrance door. The Main Staff Room will be timetabled for Jupiter Class PPA Provision on Wednesday pm (1:30pm – 3pm). No other pod staff members should access this space during this time. It is the staff member's responsibility to ensure that all contact points will be wiped down using anti-bacterial spray at the end of use.</p>	
Use of staff toilet facilities – risk of spread of infection.	High	<p>Max of one person in the staffroom toilet at any time. Medical Room toilet to be used by staff only. Wash hands with anti-bacterial soap and hand sanitizing gel provided.</p>	Low
<u>Cleanliness of School Touch Points</u>			
Contamination of surfaces and touch points - risk of spread of infection.	High	<p>Staff to be on a rota to ensure staffroom contact points are wiped down using antibacterial spray after break time and lunchtime use by staff. Staff on PPA to ensure desk space is cleaned after personal use.</p> <p>Cleaner to wipe down all touch points, surfaces and clean toilet areas thoroughly at end of the school day.</p> <p>Class Pod TAs to clean touch points for class pod (toilet door handles, door pads, taps and flush) after every use by a child. Cleaning will be using antibacterial wipes or disposable cloths/antibacterial spray. These are to be bagged and binned when each clean is completed.</p>	Medium
Key Pad Access/photocopier/classroom telephones– risk of spread of infection	High	<p>Staff to use sanitiser provided in entrance lobby to sanitise hands before use of Key Pad Access. Key Pad to be wiped at regular interval through-out the school day.</p> <p>Staff to sanitise hands before using the photocopier and antibacterial wipes provided next to all classroom telephones for cleaning after use. Staff to regular ensure hands are washed or sanitised through-out the day</p>	Low

<u>Planning For and Delivering a Full Curriculum - Curriculum Priorities for Learning</u>																		
PPA planning time to be provided by a staff member of the Class Pod to ensure the purity of Class Pods	High	PPA time is to be covered by a member of the Class Pod Team. <table><tr><th>Class</th><th>Class Pod Staff</th><th>PPA Cover Staff</th></tr><tr><td>Mars</td><td>Mrs Trickey Mrs Cobb Mrs Kear (SEN TA) Mr Lumsden (Sports Coach)</td><td>Mr Lumsden Mrs Pearce</td></tr><tr><td>Neptune</td><td>Mrs Johnson Mrs Difford Mrs Pengelly (Reading Mentor) Miss Westall Mr Bremner (Sports Coach)</td><td>Mrs Difford</td></tr><tr><td>Jupiter</td><td>Miss Andrews Mrs Daone Mrs Turner Mrs Hall (SEN TA) Mr Roberts (Sports Coach)</td><td>Mrs Turner</td></tr><tr><td>Pluto</td><td>Miss Hobbs Mrs Pitman Mrs Pearce Mrs Hewitt</td><td>Mrs Pearce</td></tr></table>	Class	Class Pod Staff	PPA Cover Staff	Mars	Mrs Trickey Mrs Cobb Mrs Kear (SEN TA) Mr Lumsden (Sports Coach)	Mr Lumsden Mrs Pearce	Neptune	Mrs Johnson Mrs Difford Mrs Pengelly (Reading Mentor) Miss Westall Mr Bremner (Sports Coach)	Mrs Difford	Jupiter	Miss Andrews Mrs Daone Mrs Turner Mrs Hall (SEN TA) Mr Roberts (Sports Coach)	Mrs Turner	Pluto	Miss Hobbs Mrs Pitman Mrs Pearce Mrs Hewitt	Mrs Pearce	Low
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Potential Local Lockdown Planning or Self-Isolation																		
Loss of learning time due to Local Lockdown or self-isolation.	Medium	North Road Primary School Remote Learning Plan shared with Governors and published for parents on the school website in September 2020. All parents have been directed towards the plan via the school newsletter. Google Classroom to be used for daily work to be posted for phonics, SPAG, Maths, English and an additional curriculum area. Class Dojo to be used for direct teacher contact and for	Low															

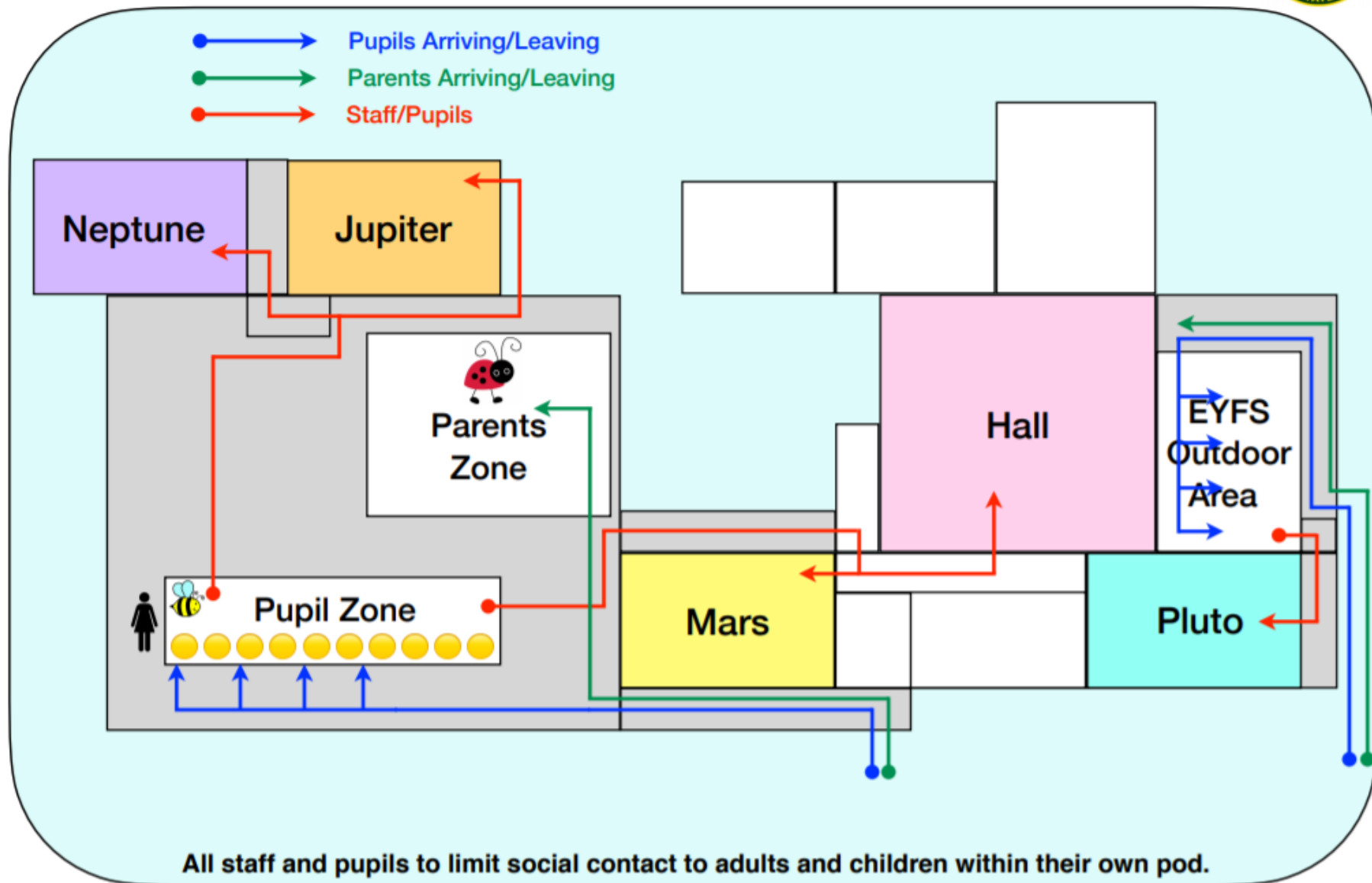
		sharing photos of completed work daily. Zoom sessions to be used to hold daily year group story time/meetings, for children to connect, discuss learning and pre-teaching needs in a Lockdown situation. Access tested by parents prior to the start of Term 1 and used during the national lockdown.	
Loss of daily face-to-face (on-line) contact with teachers during a lockdown, impacting on reduction in learning and anxiety.	Medium	Zoom will be used as a safe and secure face-to-face contact software. Invites to daily Zoom meetings to be sent to parents via Class Dojo. Class teachers to set regular times at which children may join to ask the teacher specific questions or queries.	Low
Reduction of contact between teachers and parents.	Medium	Parental contact with class teachers will be through Class Dojo. Teachers to monitor the parent contact section of Class Dojo as a means of receiving messages/queries from parents and providing a prompt response.	Low
<u>Water Testing</u>			
To ensure safe quality water as systems have reduced usage.	High	Monthly water testing to be completed as usual by school contractor. Monthly contractor visits to test water samples across the school site to take place outside of school hours to ensure social distancing and purity of pods is maintained. No contractors to be present on the school site when children are present.	Low
<u>Fire Safety</u>			

A fire breaks out during school hours.	High	Audit completed for Avon and Fire and Rescue. Monthly Fire Alarm testing of key points to be completed on a Sunday when the school building is unoccupied.	Low
<u>Offices and Deliveries</u>			
Use of school office/headteacher's office – risk of spread of infection.	High	Offices are to be used by the owner only. Where staff work as a job share, a joint cleaning programme will be mutually agreed. No staff or pupils are permitted within the office spaces.	Low
Use of the main entrance lobby/office contact by parents	High	Parents/carers and pupils reminded not to visit the school office. Parents/carers encouraged to use email or telephone to contact staff. Request that parents pay for school lunches by electronic means to avoid use of cash. Office staff to keep the glass window closed at all times.	Low
Deliveries to school – risk of spread of infection	High	Deliveries will be taken through the main lobby entrance only. No contact with the delivery person should be made and the 2m distancing rule will be maintained. Communication will be through the glass window, which will remain closed. Deliveries should be left in the main lobby and, wherever possible, items should be wiped over using antibacterial wipes before being brought into the school building. A member of office staff will open deliveries as soon as possible and discard outer packaging into the main outdoor bins. Kitchen deliveries to be taken to the back door and received by kitchen staff. Kitchen staff will work predominately within their kitchen area and will limit contact to the main school - when meals are delivered/collected from the classrooms and when paperwork needs to be sent to the main office.	Low

North Road Primary School - Social Distancing and Contact



Appendix i



COVID-19 RISK ASSESSMENT FOR VISITORS ON SITE

SEPTEMBER 2020



Appendix ii

HAZARD	WHO COULD BE HARMED & HOW	CONTROL MEASURES
Covid-19 infection transmission	Staff, pupils, volunteers, visitors Risk of serious illness Harm to mental wellbeing due to fear & anxiety	Visitor capacity limited to 2 at any given time Face coverings required on arrival; these may be removed according to nature of the business for which the visitor is on site Hand sanitiser available at reception, in classrooms and in meeting rooms Refreshments- specific sets of cups and glasses to be used & washed with hot soapy water afterwards Record of locations visited within school and children engaged with must be kept Visitor details recorded in GDPR compliant way to ensure cooperation with NHS test and trace requirements
Covid-19 infection transmission – Person displaying symptoms	Staff, pupils, volunteers, visitors Risk of serious illness Harm to mental wellbeing due to fear & anxiety	Staff and children instructed to stay at home if displaying symptoms and to get a test. Staff and children to inform school on receipt of test result Any visitor displaying clear symptoms whilst on the premises will be asked to leave and any surfaces they came into contact with will be cleaned immediately Visitor details recorded in GDPR compliant way to ensure cooperation with NHS test and trace requirements
Covid-19 infection transmission – one to one situations with staff or children	Staff, pupils, volunteers, visitors Risk of serious illness Harm to mental wellbeing due to fear & anxiety	One to one sessions in well ventilated room Wearing of face masks if appropriate and according to latest government guidance Aim to sit side by side rather than face to face

INDIVIDUAL VISIT RECORD									
NAME:			DATE:		CONTACT NUMBER:				
VISITING:			REASON FOR VISIT						
TIME IN:			TIME OUT:						
BEFORE YOU START YOUR VISIT:			CONTACTS DURING YOUR VISIT:						
1) Have you previously been diagnosed with Covid-19?	Yes	No	Name	Class	Pupil ✓	Staff ✓	Visitor ✓		
2) Do you have a fever or have you experienced fever within the last 14 days?	Yes	No							
3) Have you experienced a recent onset of respiratory problems, such as a cough or difficulty breathing, within the last 14 days?	Yes	No							
4) Do you currently have (or have you experienced any of the following in the past 14 days: • Altered or loss of taste/smell • Shortness of breath • Fatigue (beyond what you normally experience)	Yes	No							
5) Are you in contact with anyone who is in isolation or has been sick and confirmed to be Covid-19 positive?	Yes	No							
I agree to inform the school if any of the above occur in the next 14 days	Yes	No							

The member of staff responsible for your visit will help to fill in this record and ensure it is handed in to the office before you leave.

Please note, your contact details will be kept for 21 days to allow effective use of NHS Test and Trace should the need arise.