

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the autumn term

Location / Site	Springdale First School
Activity / Procedure	Opening school in autumn term
Assessment date	15 th July 2020
Assessment serial number	03
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government's <i>'Stay Alert'</i> campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
Contractors expose the school population to the virus.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process.	
Lack of PPE (if required).	

Identify people at risk	Circle boxes where persons may be affected by hazards
--------------------------------	---

Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk from of injury
Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).	
School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.	
The DSL must be available on site or via phone.	
No parent must enter the school buildings unless asked to do so or in the event of an emergency.	
All visitors and meetings will be cancelled or significantly reduced unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.	
<u>Safety in the Classroom</u>	
Operational points to support safety within the classroom	
<ul style="list-style-type: none"> • Seating will be arranged so children are positioned side by side, rather than face to face. This includes on carpet spaces where possible. Desks will be organised to allow teachers to move between them whilst maintaining physical distance. • Children will have their own small tray containing their individual regularly used items such as a pencil, glue stick and ruler. KS2 will bring their own pencil cases to school and they will stay in school. They must be clear, plastic so they can be wiped down. • Other sharing resources within the bubble will be wiped down with antibacterial spray at regular intervals throughout the day • Assemblies will be held virtually to avoid whole school gatherings and cross year group mixing • We kindly ask that any lunches coming into school should be in a hard, plastic container or in a disposable bag which can be easily wiped clean. • Where possible, adults will endeavour to maintain distance of 1m+ at the front of the classroom and time within this range or face to face will be limited 	
06.11.20	
<ul style="list-style-type: none"> • We no longer have to keep doors and windows wide open all day. • We do have to ensure air is circulating, so as a minimum there will be a window ajar, and internal doors left open. 	

- Depending on the classroom layout, the windows that are open will be as far away from pupils as possible.
- When pupils are not occupying their classroom (i.e. breaks/PE/lunch) the external doors will be opened to freshen the air in the room.

We will be offering pupils to layer up – preferably under their uniform with vests, long sleeved t-shirts and under garments. In addition, they can also layer up with any of the available branded school uniform tops and plain PE tops should they still require extra warmth. The PE tops can be navy blue, black or royal blue plain sweatshirts.

5th January 2021 – National Lockdown

- Children of critical Key worker and Vulnerable children will return to school on 05.01.21. We currently have 112 children who have been identified as Critical workers and vulnerable children.
- To prevent transmission, children should only attend school when required. Maximum Year Group bubble consists of 25 children and will be spread across 2 x classrooms, ensuring a 2 metre distance between children. Staff will work on a one week on / one week off rota and while at home will plan the home learning for children.
- All staff to wear face masks / coverings when walking down corridors and when working with children.
- Continue with ventilating classrooms.

8th March – Full re-opening of schools.

- School will re-open as per the above operational points before National Lockdown on 5th January. Classrooms will continue to be ventilated and children can wear layers of clothing to keep them warm.

1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.

5th January 2021 – National Lockdown

All staff to wear face masks / coverings when walking down corridors and when working with children.

8th March – Full re-opening of schools.

- Facemasks and not visors will be expected to be worn when adults are away from their bubbles. Additional boxes of face masks will be distributed in key communal areas, including all classrooms, staffroom, toilets etc.
- Numbers will be limited in the staff room (no more than 4 people sitting and 1 person making a drink. Staff to use the hall and sit at tables. Urn with tea and coffee facilities to be set up in the kitchen area. Signs to be put up in staff room to remind people of numbers of people who can be in the staffroom.
- No more than 2 people at a time in the ladies toilet.

Staff and pupils are placed in separate groups (or bubbles) which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. Staff that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across bubble may wish to wear visors to protect the bubble further)

- Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.
- Any resources, such as PE equipment, that will need to be shared across bubbles, will be dipped in disinfectant at the end of a lesson and left to dry.
- Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books

Other:

- Stop hand shaking of pupils and visitors;
- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups;
- Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the children's table. Use disposable cups where you can.

-ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive in school

-ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school and coming in kit on PE days

-choirs and orchestras will not reconvene

-peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible

12.10.20 – Lessons have begun for piano, drums and guitar. Risk assessment discussed and shared with peripatetic teachers. Music teachers have sent their individual risk assessments to parents. Groupings of children are in yr group bubbles. Music teachers have sent groups to office to support with track and trace if a child in their group does test positive.

- Music lessons to take place in the bungalow (teachers sign in at the office and then enter through Springdale Road gate – no walking through school.

Teachers collect children from outside doors of their classrooms.

Room is wiped down after every music lesson.

Drum teacher has a screen between himself and the children.

All children have their own equipment – no sharing.

Any existing individual risk assessments (disability, young persons or new/expectant mothers) to be reviewed.

24.09.20 – Risk assessment completed for a member of staff who is vulnerable

06.11.20 - Extremely Clinically Vulnerable members of staff;

- 06.11.20 - Staff will have had a letter from the NHS or GP previously confirming they are in this group. They may have been shielding last time.
- If confirmed they are in this group, staff should work from home – they should not come into work.
- Only the actual clinically extremely vulnerable person should stay at home. A member of staff who isn't CEV but has a partner, parent, child or other household member in this group should still come to school. Attendance is expected.
- Individual risk assessments to be carried out for those staff members who have been identified as being clinically extremely vulnerable.

5th January 2021 – National Lockdown

Extremely Clinically Vulnerable members of staff;

- Staff will have had a letter from the NHS or GP previously confirming they are in this group. They may have been shielding last time.
- If confirmed they are in this group, staff should work from home – they should not come into work.
- Only the actual clinically extremely vulnerable person should stay at home. A member of staff who isn't CEV but has a partner, parent, child or other household member in this group should still come to school. Attendance is expected.
- Individual risk assessments to be carried out for those staff members who have been identified as being clinically extremely vulnerable.
- Individual Risk assessment has been carried out on individual children who are finding new systems and socially distancing a challenge.

8th March – Full re-opening of schools.

School will re-open as per the above points before National Lockdown on 5th January for people who require an individual risk assessment. Extremely Clinically Vulnerable members of staff;

- Staff will have had a letter from the NHS or GP previously confirming they are in this group and will be required to shield until 31st March.
- If confirmed they are in this group and receive a shielding letter until 31st March, staff should work from home – they should not come into work. Staff should inform school that they fall into this category if they have been sent a shielding letter.

All staff are aware of what to do should they feel unwell,

Notify SLT immediately if you feel unwell at any time during the day and follow guidance.

02.10.20 – Action plan folder available on TEAMS to follow in the event of a positive case.

15.10.20 – Flowchart from HAMWIC supplied to follow

06.11.20 - Continue to take swift action if a positive Covid case is confirmed

DFE helpline 0800 046 8687 option 1 for a positive case (option 3 or 4 for general Covid enquiries)

Self-Isolation

- Anyone who meets one of the following criteria should not come to school:
- Has a high temperature, a new persistent cough or who experiences a loss or change in their normal sense of taste or smell (anosmia) - follow the Government guidance on [self-isolation](#) '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. (22.01.21 - [New guidance now states 10 days for isolation](#)).
- Therefore, if anyone in your household is displaying symptoms associated with COVID-19, your child should not attend school.
- Parents will report their child's absence using the normal absence procedure by contacting the school office.
- As a school community, we would like to promote the engagement with the NHS test and trace process
 - ***Book a test** (All children can now be tested)
 - ***Provide contact details**
 - ***Self-isolate**
- Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

- In the event of a negative result, we kindly ask that if any child still feels unwell they should not attend school until they feel better.
- 16.10.20 – All test results (both negative and positive) need to be reported to the school by emailing the following address
covidtests@springdale.poole.sch.uk

5th January 2021 – National Lockdown

Letter sent to parents reminding them of what to do if children are ill or showing symptoms

22.01.21 – School to begin testing staff.

- Staff to follow the guidance after taking test and reporting the results.
- If Staff have a positive test, they must inform school, isolate and book a PCR test.
- Staff reminded that if they feel ill or show symptoms, they must book a PCR test.
- Further guidance can be found on what to do on Document sharing Platform (links sent to staff).

 Step 1 – Read guidance, watch webinars/video


Test and Trace

Step 1: Read guidance, watch webinars and videos

- An instructional video is provided on YouTube for those taking the tests.
- The Department of Education and NHS Test and Trace have hosted a series of joint webinars for primary schools and nurseries that provide information on testing and discuss any issues that may arise. Guidance is also available on the [Document Sharing platform](#).

8th March – Full re-opening of schools.

- Staff to continue with testing 2 x weekly.
- Staff to continue to follow the guidance after taking test and reporting the results.
- If Staff have a positive test, they must inform school, isolate and book a PCR test.
- Staff reminded that if they feel ill or show symptoms, they must book a PCR test.
- Further guidance can be found on what to do on Document sharing Platform (links sent to staff).

Fire Procedures

- All staff in school are aware of what to do in the event of a fire and have had appropriate training.
- Drill will be held within the week beginning 7th September and then termly there after

In the event of a fire, the following evacuation procedures will apply.

- All children will be supported by the same adult who will share responsibility for checking their own toilet area or hall space (as appropriate) as part of their routine evacuation procedure.
- All children to exit their classrooms via external doors.
Reception and Yr 1 – lower playground to maintain social distancing.
Yr 2 – area 2 on field. Yr 3 – area 3 on field. Yr 4 – area 1 on field.

8th March – Full re-opening of schools.

- Staff to remind children of fire evacuation plans
- Fire practise to take place before the children break for the Easter holidays.

Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.

SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.

School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils. Cold packed lunches will be ordered for the Autumn half term. This will be reviewed at October half term.

5th January 2021 – National Lockdown

Forerunners have been informed and are contacting families to organise the ordering of lunches online.

FSM children who are not in school will be offered vouchers.

Letter sent home to families informing them of the arrangements.

8th March – Full re-opening of schools.

- All parents have been sent a reminder email to ensure that they begin to order their lunches online in preparation for 8th March.

Cleaning & Hygiene

- All children to wash their hands thoroughly before and after eating.
- All lunches will be eaten in each classroom, avoiding any mixing of pupils within bubbles. Any child providing their own lunch, please do so in a hard plastic lunch box or a disposable bag which will be stored in a designated space in the classroom to allow easy cleaning by the adult who will distribute lunches safely
- All children will also need to bring a named water bottle
- Each year group will have their break in their own designated area, avoiding mixing with any other year group
- Each year group have access to a selection of their own set of outdoor playtime equipment which will be cleaned following each break time
- Outdoor climbing equipment to be cordoned off preventing access
- Each year group will continue to use their designated toilet facilities to avoid mixing with another year group. Children will be encouraged to go to the toilet before going outdoors. Individual bubbles to organise staff break times on a staggered system to allow staff to have a break. This will be discrete to each year group.
- Static benches will be sprayed with disinfectant after use
- To allow us to ensure the safety of all children during wetter weather, we ask that all pupils come to school with a suitable wet weather coat and footwear
- On P.E days, children to come to school in their P.E kits

If the weather is too severe to be outside, the children will remain in their classroom and have access to shared resources which can be easily cleaned following their use. Occasionally, the children will be able to watch a suitable dvd during a wet play but this will not be a frequent lunchtime activity.

8th March – Full re-opening of schools.

School will re-open as per the above operational points before National Lockdown on 5th January.

As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times.

Administering First Aid

Operational points to maintain provision and safety:

- Basic first aid will be administered by staff in individual year group bubbles and at lunchtimes, by their regular supervisor. A note will not be made for minor incidences *e.g. a plaster on the finger*
- In exceptional circumstances, this will be attended in the foyer in the office by a qualified first aider. PPE will be worn if appropriate. In this event, a note will be provided and possibly a phone call to parents.
- We will continue to always notify you with a phone call in the event of a bumped head.

Medicine in School

- Medicines will be administered in the classroom where possible to prevent too many children coming to the office. They will be stored in a locked cupboard.
- Medicines to be left with staff on the lower playground when children arrive at school. 1st aiders to be on lower playground to collect medication. Bottle to be wiped. Verbal consent will be given and then followed up with an email / PMX to the parent.
- Where medicines need to be stored in the fridge, a member of office staff will deliver them safely to the classroom.
- Medicines which are considered more high risk and epi pens will continue to be stored in a locked cupboard, in the school office.

Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate

Procedure if Someone Falls Ill

- In the event that a pupil presents any symptoms associated with COVID-19, we will ask you to come and collect your child. PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.
- The child will be asked to wait in an allocated well ventilated area, away from other pupils, while they await collection.
- We will encourage the child to cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow to minimise the risk of infection.
- Schools will aim to secure at least three contact numbers for every child in case of this emergency. Parents asked to notify us of any changes to your child's emergency contact details that may arise.
- Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.
- In the event that a symptomatic child who is sent home subsequently tests positive, parents have been asked to notify us so that we can take swift action and notify HPT (Health Protection Team) who will undertake a risk assessment and implement their management procedures.
- [Follow Action plan in COVID file – 02.10.20](#)
- [06.11.20 - Continue to take swift action if a positive Covid case is confirmed](#)

[DFE helpline 0800 046 8687 option 1 for a positive case \(option 3 or 4 for general Covid enquiries\)](#)

[5th January 2021 – National Lockdown](#)

[Letter sent to parents reminding them of what to do if children are ill or showing symptoms](#)

22.01.21 – School to begin testing staff.

- [Staff to follow the guidance after taking test and reporting the results.](#)
- [If Staff have a positive test, they must inform school, isolate and book a PCR test.](#)
- [Staff reminded that if they feel ill or show symptoms, they must book a PCR test.](#)
- [Further guidance can be found on what to do on Document sharing Platform \(links sent to staff\).](#)

Step 1: Read guidance, watch webinars and videos

- An instructional video is provided on YouTube for those taking the tests.
- The Department of Education and NHS Test and Trace have hosted a series of joint webinars for primary schools and nurseries that provide information on testing and discuss any issues that may arise. Guidance is also available on the [Document Sharing platform](#).

8th March – Full re-opening of schools.

School will re-open as per the above points before National Lockdown on 5th January. Staff will continue to inform SLT if they feel ill.

Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.

Physical Activity

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
 - maximising distance between pupils is particularly important due to the way people breath during exercise;
 - pupils are kept in consistent groups (bubbles);
 - sports equipment is thoroughly cleaned between each use by different individual groups;
 - contact sports are avoided.
- Each year group will be allocated a day slot to use the hall, this will allow for thorough cleaning of the space between sessions. This will mean there is no mixing between groups in this space.

06.11.20 –

- Sports lessons to continue with children in their consistent groups, but distancing in PE is key, outdoors is better and equipment must be thoroughly cleaned between different group use.
- No school to school sports matches
- Coaches in for lessons as long as you are satisfied it's safe to do so – This was due to begin the week beginning 9th November but school have decided that this will now begin in the Spring term.

5th January 2021 – National Lockdown

- P.E days to continue as per normal.
- Online learning for PE days will also have a PE focus.
- Children to come to school on their P.E days dressed in their PE kits.

School transport

N/A

Communication to parents

- We will ensure that all information we need to provide you with is done so via email, PMX or phone call.
- Parents can contact the school office by email office@springdale.poole.sch or phone **01202 692700** and we can get back to you as soon as we can.
- Visits to school will be undertaken by appointment only, allowing appropriate safety measures to be addressed.
- Parents advised to only allow one parent on site at drop off and pick up times. This is to minimise adult to adult contact.
- Letter sent to parents informing them of staggered times and entry and exit into school in July. A follow up letter with all of the information will also be sent in August.

When parents drop off and pick up the pupils

- Entry via Lewsedon Gate
- Exit via Gladeland Gate.
- One way system clearly signed

5th January 2021 – National Lockdown

One way system and staggered starts and end to the day will continue as before.

Letter sent to parents informing them all of the arrangements for the start of the new term.

Online learning letter sent to parents explaining expectations.

Year Group	Beginning of the day	End of the day
Reception	8.50am	3.00pm
Year One	8.30am	2.40pm
Year Two	8.35am	2.45pm
Year Three	8.40am	2.50pm
Year Four	8.45am	2.55pm

22.01.21 – School to begin testing staff.

- Letter sent to Key Worker parents on 21.01.21 informing them that testing will be beginning on 25.01.21 for Staff at Springdale First School.

8th March – Full re-opening of schools.

- Letter will be sent to parents the week beginning 1st March to inform them of expectations on returning to school on the 8th.

Deliveries/Waste collection

Do not approach delivery staff, allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

- Delivery must be afforded the use of welfare facilities by law. Our COVID 19 prevention measures will be communicated effectively. Toilets are in a communal area and can be easily accessed away from any internal bubble.

Cleaning & Hygiene

- All staff or school visitors will use hand sanitiser prior to entering the school.
- Hand sanitisers and antibacterial wipes have been provided at common touch points throughout the school to promote good hygiene at high touch points. [Hand sanitisor has a COSH risk assessment \(02.10.20\)](#)

We will ensure that all adults and children:

- - frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- - are encouraged not to touch their mouth, eyes and nose;
- - use a tissue or elbow to cough or sneeze and use bins for tissue waste (***'catch it, bin it, kill it'***).
- An increased cleaning schedule will be implemented throughout the school, ensuring that high risk contact points, *e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.*
- Equipment that is shared across bubbles will be cleaned meticulously before being used by another set of children, allowing 72 hours between uses.

- Where possible, all spaces will be well ventilated using natural ventilation through opening windows.
- Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- Inform parents of hygiene expectations and discuss with pupils.
- Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
- Ensure that bins for tissues are emptied throughout the day.
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- All classrooms have been issued with Foggers to help with Midday cleaning (11.09.20).
- Reading books sent home will be placed in quarantine for 72 hours before being placed back into circulation. Parent letter informing them of quarantine expectations (02.10.20).
- 05.10.20 – home/school agreement sent home which outlines expectations for all regarding keeping safe during the pandemic.

5th January 2021 – National Lockdown

Ventilation continues

- We no longer have to keep doors and windows wide open all day.
- We do have to ensure air is circulating, so as a minimum there will be a window ajar, and internal doors left open.
- Depending on the classroom layout, the windows that are open will be as far away from pupils as possible.
- When pupils are not occupying their classroom (i.e. breaks/PE/lunch) the external doors will be opened to freshen the air in the room.

We will be offering pupils to layer up – preferably under their uniform with vests, long sleeved t-shirts and under garments. In addition, they can also layer up with any of the available branded school uniform tops and plain PE tops should they still require extra warmth. The PE tops can be navy blue, black or royal blue plain sweatshirts.

8th March – Full re-opening of schools.

School will re-open as per the above operational points before National Lockdown on 5th January.

Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

22.01.21 – Scaffolders on site for 22 weeks.

- Scaffolders will begin work on the roof on 25.01.21 for 22 weeks.
- Scaffolders will enter the site from Springdale Road. They will not be entering the building.
- Scaffolding will be set up by staffroom and this door will be kept locked.
- Scaffolders will have a 6 ft fence around the scaffolding at all times, preventing any member of staff and children to get near.
- Scaffolders will have their own toilet and tea and coffee facilities and will be able to maintain at least 2 metre distance at all times from both staff and children.

8th March – Full re-opening of schools.

- Scaffolders continue to be on site when all children return to school on 8th March. Letter to parents will also explain that there is scaffolding around the school building and people working on the roof.
- Scaffolders have taken away space in the playground. Amendments to playtimes and lunchtimes to ensure the children have more space and there is no cross over of bubbles.

	Playtimes	Lunchtimes
Reception	10.00am	12.30pm
Year One	10.15am	12.00pm
Year Two	10.00am	11.45am – 12.00pm 12.30pm – 12.45pm
Year Three	10.30am	12.00- 12.30pm
Year Four	10.15am	12.45- 1.15pm

Existing level of risk

Consider current level of risk with existing controls in place

Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.

Additional control measures

List any additional control measures that are required

- Timings of the school day to be staggered to prevent cross bubble activity
- Movement around the school will be via designated outdoor route only. Each bubble classroom has access to an external door.
- Large gatherings will not be held. Assemblies will be held via teams so that bubbles remain discrete
- Each bubble allocated their own toilets
- Cleaning staff capacity increased and PPE is provided where required
- All children provided with individual supplies of highly used items
- Disposable cups available for those who do not have a plastic bottle
- Cold packed lunches in place during Autumn terms
- Cleaning materials available in each classrooms
- Provision of hand sanitators at key positions (COSH risk assessment completed – 02.10.20)
- COVID-19 potential waste to be separated into a separate waste stream, double bagged, dated and stored for 72hours before disposal
- Breakfast club to resume at the earliest Autumn 2 – 06.11.20 – this is postponed until Jan 2021. 5th January 2021 - This is postponed until February half term. 8th March – Full re-opening of schools – postponed until Easter

School will review the use of external clubs with the view for them to review safely in the Spring 1. (Spring 2) After Easter

- All the year groups have been organised into discrete bubbles (2xclass per year group)
- No cars on site apart from staff and school contractors . This allows families to utilise the roadway to maintain a safe distance. Please walk if you can, or if you can't, please park with due consideration to our neighbours.
- We would ask to limit the amount of adults dropping off, keeping this to one parent where possible, to speed up the process, avoid any unnecessary gatherings and to allow for safer distancing.
- The system of entry is designed to support a smooth drop off for all children. Please keep younger children with you at all times and follow the one way systems and timings we have created.
- Parents whol have a message for your child's classteacher that can't be handed over verbally and swiftly at drop off, please contact the school office by email office@springdale.poole.sch.uk or phone 01202 692700 and we will get back to you as soon as we can. Parents will not be able to come into school, unless it is an emergency or they are invited in by appointment.
- There will be sanitisers available at each drop off point. All children will be asked to wash their hands as soon as they enter their classroom.
- Please note we are hoping to begin a reduced breakfast club potentially after October half term, however this will be subject to a robust risk assessment.
- After School club can continue, but will be in 5 different year group bubbles. Staff who are supervising these children have been allocated these yr groups throughout the day.

Year	Class	Teacher	Support Staff	PE days	Start Time	Finish Time
Year	Robins	Mrs Johnston/Mrs Johnstone	Mrs Beale, Mrs Wells & Ms Smith	Tuesday & Friday	As per previous info sent	
Year	Wrens	Mrs Iles				
Year	Bumble Bees	Mrs Blake/Mrs Magee	Mrs Kimber, Mrs Wilson & Mrs Wait	Wednesday & Thursday	8:30am	2:30pm
Year	Butterflies	Mrs Green				
Year	Hares	Miss Mullett	Mr Ashford, Mrs Gardner & Mrs Isteed	Thursday & Friday	8:35am	2:40pm
Year	Hedgehogs	Miss Porter				
Year	Otters	Mr Cameron	Mrs Keslake & Mrs Taylor	Monday & Wednesday	8:40am	2.50pm
Year	Owls	Mrs O'Rorke				
Year	Falcons	Mrs Ruddock	Mrs Parkes & Mrs Fordham	Tuesday & Thursday	8:45am	2.55pm
Year	Foxes	Mrs Clarke				

For those parents who have more than one child in school, if surname is between A – L, can you please arrive and leave school with the earliest sibling. If surname is between M – Z, can you please arrive and leave school with the latest sibling.

When parents drop off and pick up the pupils

- Entry via Lewsedon Gate
- Exit via Gladeland Gate.
- One way system clearly signed
- Lines on path to support social distancing
- [06.11.20 - All parents to wear facemasks when entering the grounds to drop off and collect](#)

Reception			
Robins		Wrens	
Vicky Johnston / Sarah Johnstone		Laura Iles	
PPA - NS? (Wed pm)		PPA - CB (Wed pm)	
Leadership - CB (Tue am)			
Caroline Beale (17)			
Natasha Wells (27.5)			
Rhona Smith (17)			
Lunchtime:	Rhona		Moira
After School:	Moira		
Groups 1, 3, 5	09:00-11:00		
Groups 2, 4, 6	13:00 - 15:00		
Various - staggered	08:50 - 15:00		
Various - staggered	08:50 - 15:00		
PE Day:	Tuesday pm (outdoor) & Friday am (indoor)		

Year 3			
Otters		Owls	
Matt Cameron (LK - PPA)		Roisin O'Rorke	
PPA - LK (Thu pm)		PPA - WW (Thu pm)	
Leadership - LK (Tue all day)			
Lin Keslake (27.5)			
Marion Taylor (16)			
Lunchtime:	Zoe		Emma
After School:	Amanda		
Break time:	10.20 – 10.40		
Eat Lunch:	12:00 - 12:30		
Lunchtime play:	12:30 - 13:00		
Arrive/Leave:	08:40 - 14:40		
PE Day:	Monday pm (indoor) & Wednesday pm (outdoor)		

Year 1			
Bumble Bees		Butterflies	
Clare Blake / Karen Magee		Jess Green (+ Sharon Kimber)	
PPA - HW/RW (Tues pm)		PPA - SK (Tues pm)	
Sharon Kimber (27.5)			
Hayley Wilson (25.5)			
Ruth Wait (14)			
Lunchtime:	Alyson		Kerry W
After School:	Sharon K / Alyson		
Break time:	10.00 – 10.20		
Eat Lunch:	12:00 - 12:30		
Lunchtime play:	12:30 - 13:00		
Arrive/Leave:	08:30 - 14:30		
PE Day:	Wednesday pm (indoor) & Thursday pm (outdoor)		

Year 4			
Falcon		Foxes	
Emma Ruddock		Lucy Clarke	
PPA - WW (Wed am)		PPA - WW (Wed pm)	
Sharon Parkes (16)			
Fiona Fordham (17.5)			
Lunchtime:	Rachel C		Deanne
After School:	Deanne		
Break time:	10.20 – 10.40		
Eat Lunch:	12:30 - 13:00		
Lunchtime play:	12:00 - 12:30		
Arrive/Leave:	08:45 - 14:45		
PE Day:	Tuesday pm (indoor) & Thursday pm (outdoor)		

Year 2			
Hares		Hedgehogs	
Kerry Mullett		Lizzie Porter	
PPA - SA (+AL) (Thur am)		PPA - SG/KI (Thur am)	
Sam Ashford (27.5)			
Simone Gardner (27.5)			
Kath Isted (14)			
Lunchtime:	Sarah K		May
After School:	Sam		
Break time:	10.00 – 10.20		
Eat Lunch:	12:30 - 13:00		
Lunchtime play:	12:00 - 12:30		
Arrive/Leave:	08:35 - 14:35		
PE Day:	Thursday am (indoor) & Friday pm (outdoor)		

Notes:	
Morning PPA = 9.30 onwards	
TAs to adjust lunch break to ensure 15 mins of cleaning is done when pupils out playing	
Y4 staff can swap their am/pm PPA weekly	

Zoom

11.09.20

- Reception / Yr 2 / Yr 4 have their playtime at 10.00am on different zones of the playgrounds.
- Yr 1 and Yr 3 will have their playtime at 10.20am on different zones
- Reception / Yr 2 / Yr 4 will eat at 12.00pm and play at 12.30pm.
- Yr1 and Yr 3 will have their play at 12.00pm and eat at 12.30pm.

5th January 2021 – National Lockdown

- Playtimes times and areas will continue to be the same as before the new National Lockdown

8th March – Full re-opening of schools.

- New timings for playtimes and some changes to P.E days for some year groups.
- Staggered times continue to be the same as before National Lockdown.
- One-way system continues to be the same.
- Communication at the beginning and end of the day for parents continues to be the same.
- All staff to wear face masks when seeing the children out at the end of the day.

	Indoor P.E	Outdoor P.E	Starting time	Ending time	Playtimes	Lunchtimes
Reception	Friday am	Tuesday pm	8.50am	3.00pm	10.00am	12.30pm
Year One	Wednesday pm	Thursday pm	8.30am	2.30pm	10.15am	12.00pm
Year Two	Thursday pm	Wednesday am	8.35am	2.40pm	10.00am	11.45am – 12.00pm 12.30pm – 12.45pm
Year Three	Monday pm	Thursday pm	8.40am	2.50pm	10.30am	12.00- 12.30pm
Year Four	Tuesday pm	Wednesday pm	8.45am	2.55pm	10.15am	12.45- 1.15pm

Operational points that support all children having a safe lunchtime

- All children to wash their hands thoroughly before and after eating.
- All lunches will be eaten in each classroom, avoiding any mixing of pupils within bubbles. Any child providing their own lunch, please do so in a hard plastic container or a disposable bag which will be stored in a designated space in the classroom to allow easy cleaning by the adult who will distribute lunches safely
- All children will also need to bring a named water bottle. This will stay on children's tables.
- Each year group will have their break in their own designated area, avoiding mixing with any other year group
- Each year group have access to a selection of their own set of outdoor playtime equipment which will be cleaned following each break time
- Outdoor climbing equipment to be cordoned off preventing access
- Each year group will continue to use their designated toilet facilities to avoid mixing with another year group. Children will be encouraged to go to the toilet before going outdoors. Individual bubbles to organise staff break times on a staggered system to allow staff to have a break. This will be discrete to each year group.
- Static benches will be sprayed with disinfectant after use
- To allow us to ensure the safety of all children during wetter weather, we ask that all pupils come to school with a suitable wet weather coat and footwear
- If the weather is too severe to be outside, the children will remain in their classroom and have access to shared resources which can be easily cleaned following their use. Occasionally, the children will be able to watch a suitable dvd during a wet play but this will not be a frequent lunchtime activity.
- Each class will have a access to the hall for a day each week, which will support physical activity during wet weather.
- [Staff to wear Visors / face masks at all times – 06.11.20](#)

5th January 2021 – National Lockdown

- Children of critical Key worker and Vulnerable children will return to school on 05.01.21. To prevent transmission, children should only attend school when required. Maximum Year Group bubble consists of 25 children and will be spread across 2 x classrooms, ensuring a 2 metre distance between children.
- Lunchtime supervisors to continue to support children at lunchtime in smaller groups.
- All staff to wear face masks / coverings when walking down corridors and when working with children.

8th March – Full re-opening of schools.

- School will re-open as per the above operational points before National Lockdown on 5th January.
- All staff to wear face masks when walking down corridors.
- Different lunchtimes for yr 2,3 4

	Playtimes	Lunchtimes
Reception	10.00am	12.30pm
Year One	10.15am	12.00pm
Year Two	10.00am	11.45am – 12.00pm 12.30pm – 12.45pm
Year Three	10.30am	12.00- 12.30pm
Year Four	10.15am	12.45- 1.15pm

[22.01.21 – School to begin testing staff.](#)

[Testing will help to break chains of transmission](#)

Staff need to:

- carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace in the morning
- maintain 'hands-face-space'

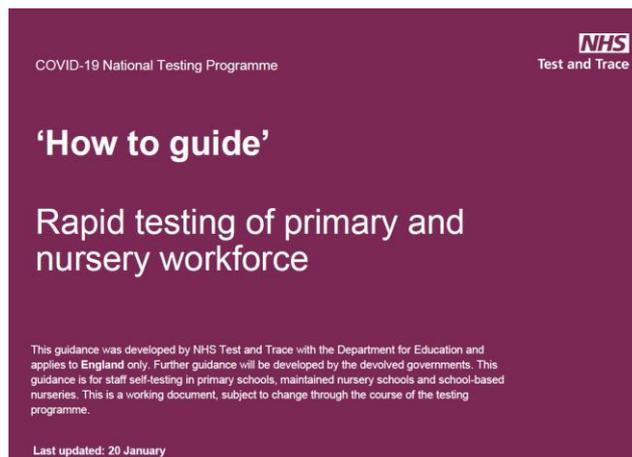
- **IMPORTANT:** Tests are only for the use of the person assigned the kits; they should

Staff to complete a Lateral Flow test (optional)

Staff who are full time – 2 x weekly (Sunday night and Wednesday night).

- Staff who are not working the full week to complete their test the night before they are due to come to work.

All staff will be sent the latest guidance with links to a Document Sharing Platform that will support the implementation of testing staff.



The link to the Document Sharing Platform can be found in the above guidance.

● Step 1 – Read guidance, watch webinars/video

Step 1: Read guidance, watch webinars and videos


Test and Trace

- An instructional video is provided on YouTube for those taking the tests.
- The Department of Education and NHS Test and Trace have hosted a series of joint webinars for primary schools and nurseries that provide information on testing and discuss any issues that may arise. Guidance is also available on the [Document Sharing platform](#).
- Boo Feltham is Springdale First School COVID CO-ORDINATOR
- Letters and information on how to opt in / record results have been sent to all staff.

8th March – Full re-opening of schools.

Staff need to:

- carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace in the morning
- maintain 'hands-face-space'
-

Prevention is still the best approach:

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

2) clean hands thoroughly more often than usual

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

- 11.09.20 adults to sit in their year group bubbles during lunch and not to mix with other year groups. Office staff / SLT to have a separate lunch from the rest of the school.

18.09.20 - SB / AML to work in meeting room, moving out of SBM office. Cordoned off area in the office for HD to work.

15.10.20 - RECRUITMENT;

* School to only invite the most suitable candidates to the school to be interviewed. (3 candidates are to be interviewed. Only 2 x candidates on site at one time. Rotation of interview and lesson). Break between lesson and interview to enable cleaning.

* All candidates will have their temperature taken on arrival and will be given a visor to wear for whole time they are in school.

* Hall to be used for lessons (nearest place from main entrance) – only 10 children involved in the lesson, SLT teacher from the same bubble to observe lesson, candidate to always be 2 meters away from the children (marked on floor).

* All equipment to be wiped down between candidates.

06.11.20 – Staff and visitors wear masks/visors in corridors and communal spaces to avoid any spread

5th January 2021 – National Lockdown

- Children of critical Key worker and Vulnerable children will return to school on 05.01.21. To prevent transmission, children should only attend school when required. Maximum Year Group bubble consists of 25 children and will be spread across 2 x classrooms, ensuring a 2 metre distance between children. Staff will work on a one week on / one week off rota and while at home will plan the home learning for children.
- All staff to wear face masks / coverings when walking down corridors and when working with children.

8th March – Full re-opening of schools.

- Numbers will be limited in the staff room (no more than 4 people sitting and 1 person making a drink. Staff to use the hall and sit at tables. Urn with tea and coffee facilities to be set up in the kitchen area. Signs to be put up in staff room to remind people of numbers of people who can be in the staffroom.
- No more than 2 people at a time in the ladies toilet.

- Continue with testing 2 x weekly.

6) where necessary, wear appropriate personal protective equipment (PPE)

15.10.20 – All staff to wear VISOR when working with a small group of children.

06.11.20 - staff and visitors wear masks/visors in corridors and communal spaces to avoid any spread

8th March – Full re-opening of schools.

- Facemasks and not visors will be expected to be worn when adults are away from their bubbles. Additional boxes of face masks will be distributed in key communal areas, including all classrooms, staffroom, toilets etc.

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

School leader's comments	Insert comments relevant to findings as appropriate
Breakfast club and Hot lunches to be reviewed in September. Fruit scheme to be further investigated.	

Name of school leader	Signature of school leader	Date
Debbie Budden		16.07.20

Risk assessment reviews	Set future review dates & sign/comment upon completion
--------------------------------	--

Review date	Reviewed by	Reviewer signature	Remarks
11.09.20	Debbie Budden		Anything new measures in place have been added in blue.
02.10.20	Debbie Budden		Anything new measures in place have been

			added in blue and dated.
15.10.20	Debbie Budden	<i>Debbie Budden</i>	Anything new measures in place have been added in blue and dated.
06.11.20	Debbie Budden	<i>Debbie Budden</i>	Anything new measures in place have been added in blue and dated.
05.01.21	Debbie Budden	<i>Debbie Budden</i>	Anything new measures in place have been added in red and dated.
22.01.21	Debbie Budden	<i>Debbie Budden</i>	New measure for staff testing have been added in blue and have been dated.
25.02.21	Debbie Budden	<i>Debbie Budden</i>	New measure for staff testing have been added in green and have been dated.

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **'so far as is reasonable practical'**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced '**so far as is reasonable practicable**' and must be reduced to a minimum commensurate with the needs of the task.