

Wookey Primary School

COVID-19 Risk Assessment – Updated September 2021

This risk assessment reflects the latest Schools COVID-19 Operational Guidance, updated on August 17th 2021. This document must be viewed alongside our COVID-19 Contingency Plan, which details actions that may be taken by the school if the threshold for a COVID-19 outbreak is reached.

Area or Procedure	Actions	Infection Risk Level 1-5 (5=high)															
Entering the school site																	
<p>Are procedures in place should you suspect a person has come into the school suffering with the coronavirus?</p> <p>Do you ensure staff, parents and students are informed not to come into the school should they suspect they and/ or their child are suffering with symptoms of the coronavirus?</p>	<p>Children in KS2 are allowed to walk to school unaccompanied, with permission from parents. Those who do will enter the site from the gate on the main road which will be staffed by Mr Perrone. School staff will also be restarting the school ‘walking bus’, which will run daily from Wookey Hub. All other children will enter from the school car park or from the pedestrian gate on Castle Lane. Cars will queue along the line of the fence nearest the field. Children will be collected from the car at the front of the queue, which will then drive off. Parents will not be allowed to enter the school site at the start of the school day.</p> <p>Once children enter site, they will go to the playground where staff will be on duty. All children will line up at 8:55 when the school bell is rung. A visual check of all children will take place before entering the classroom.</p> <p>When entering the building, children and staff will wash hands before touching tables or doors. Hand operated sanitisers have been installed to facilitate this.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;">Drop off location</th> <th style="width: 30%;">Group</th> <th style="width: 30%;">Time</th> </tr> </thead> <tbody> <tr> <td>Car Park (1 teacher to be stationed at gate)</td> <td>All families arriving by car.</td> <td>8:50</td> </tr> <tr> <td>Main road (Crossing patrol)</td> <td>Unaccompanied walkers</td> <td>8:45</td> </tr> <tr> <td>Castle Lane gate (parents to buzz - children to be collected from gate)</td> <td>Wraparound Care</td> <td>7:45 – 8:00</td> </tr> <tr> <td>Castle Lane gate</td> <td>All families arriving on foot.</td> <td>8:50</td> </tr> </tbody> </table>	Drop off location	Group	Time	Car Park (1 teacher to be stationed at gate)	All families arriving by car.	8:50	Main road (Crossing patrol)	Unaccompanied walkers	8:45	Castle Lane gate (parents to buzz - children to be collected from gate)	Wraparound Care	7:45 – 8:00	Castle Lane gate	All families arriving on foot.	8:50	4
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	<p>Children who are walking home unaccompanied will leave school via the gate on the main road. This gate will be staffed by Mr Perrone.</p> <p>All other children will leave the school via the school car park or pedestrian gate on Castle Lane. Cars will be driven into the car park and queue along the line of the fence nearest the field.</p> <p>Parents who are collecting children to walk home can wait in the playground from 3:15pm. Teachers will release the children at 3:20pm and will be available to talk to parents at this time.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;">Pick up location</th> <th style="width: 30%;">Group</th> <th style="width: 30%;">Time</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Pick up location	Group	Time				4									
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	Castle Lane gate	Accompanied walkers	3:20	

Break times

	<p>Children to have own snack in class before play to ensure best level of supervision in hand washing. Fruit available for YR/1/2 is washed fruit to be given out, not put in a box for children to help themselves. Children must wash / sanitise their hands when they come back to class.</p> <p>In the event of wet play staff will use whiteboards to show TV programmes or encourage yoga/calm breaks.</p>	4
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Lunch times

	<p>We will be returning to a full hot lunch menu from The Blue School for the start of the new academic year. Children will be required to wash / sanitise hands before and after eating.</p> <p>Tables to be thoroughly cleaned before and after lunch</p> <p>Class TAs will remain with their class throughout the lunch break and then take their breaks at 1pm. We will allow mixing of children in the playground, in line with new guidelines, but the children will continue to eat in their classrooms, in class groups.</p>	4
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Lesson time

<p>Do you ensure staff and students are encouraged to wash hands or use hand sanitizer after coughing or sneezing?</p> <p>Do you ensure staff and students are encouraged to sneeze or cough into their hands or a tissue?</p> <p>Have you considered displaying posters on hand and respiratory hygiene and safe food practices around the building?</p>	<p>Children will need to bring in a named water bottle from home and these water bottles should be taken home to be washed properly every day.</p> <p>Children will wash hands regularly throughout the school day.</p> <p>If someone sneezes/coughs, they should be sent to wash their hands straight away. Lidded bins are available in all classrooms for such waste.</p> <p>All staff will continue to reinforce the 'Catch it, Bin it, Kill it' message.</p>	4
Playgroup		
	<p>Intimate care such as first aid and toilet accidents will need to be managed carefully – staff will need access to appropriate PPE. A mask will be needed for these tasks.</p> <p>Staff breaks need to be rota-ed in based on staff working each day.</p>	4
Laptops and other devices.		
	<p>Rigorous cleaning of devices will be needed throughout the school day as a part of enhanced cleaning regime.</p>	3
Toilets and cloakrooms		
	<p>Rigorous cleaning of toilets will be part of enhanced cleaning regime.</p> <p>Windows and doors should be kept open, if weather allows, to assist with ventilation. August 17th guidance states that schools “should balance the need for increased ventilation while maintaining a comfortable temperature.”</p> <p>Coats and bags may now be brought into school but we will encourage children to keep things brought in to a minimum.</p>	2
Staff Room and Staff kitchen		
	<p>The staff room and staff kitchen will be in full use and staff will be able to use at their discretion. Use of outside spaces will continue to be encouraged if weather permits.</p>	2

Office Spaces		
	All computer keyboards/mouse, desk and telephones to be cleaned at start and end of each day. Phones must be cleaned regularly throughout the day.	2
Visitors to school		
<p>Do you ensure visitors are recorded when coming on and leaving the site and that they do not go anywhere where they do not need to be?</p> <p>Have you considered placing hand sanitiser at reception for visitors to use upon entry?</p> <p>Do you ensure visitors do not come on to school site if they or anyone in their household has experienced any symptoms of Covid 19 in the last 10 days?</p>	<p>TLE Sports coaches will be used for PE sessions.</p> <p>Contractors can enter the school site with an appointment. They will follow the usual signing in and signing out process to ensure school has a record of everyone who has been on-site. Where visits can happen outside of school hours, they should.</p> <p>All visitors to use hand sanitising gel at gate before entry.</p> <p>Visitors will not be permitted to enter the school site if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or if another member of their household is currently self-isolating for 10 days due to demonstrating symptoms.</p>	4
Cleaning		
<p>Do you ensure communal areas are regularly cleaned?</p> <p>Do you ensure the cleaning of well used surfaces is increased? E.G. Door handles etc.?</p>	<p>August 17th update states that schools “should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings.”</p>	4
Assemblies		
	Although guidance has stated that it is safe for whole school face-to-face assemblies to start again in the autumn term, we have decided to continue with a blended approach to assemblies. There will be a mixture of whole school, key stage, class and remote assemblies moving forward. This will be regularly reviewed.	3
Clubs		
	<p>Guidance states that breakfast club and after school care can restart. After school sports clubs will also be running during the autumn term. Hand washing, enhanced cleaning and appropriate social distancing must be maintained throughout these sessions, as described elsewhere in this document.</p> <p>Particular care needs to be taken in the preparation and provision of food in wraparound care sessions. No sharing of food / plates / utensils will be allowed. This may result in a change to the food offered from the usual provision.</p>	4

	More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children.	
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Individuals who show symptoms

	<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>When an individual develops COVID-19 symptoms or has a positive test - we will follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in school develops COVID-19 symptoms, however mild, we will send them home and they should follow public health advice. If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>If individuals / groups of children are unable to attend school due to COVID we will ensure that our Seesaw platform is used to provide them with high quality remote learning, of an amount equal to that which they would experience in school.</p> <p>Staff will continue to test at home 2x per week until further notice. If staff have a positive LFT test they will be required to book a confirmatory PCR test. If this test confirms the positive result, they will isolate for 10 days as required by guidelines.</p>	5
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PE

	<p>Children will need to either wear or bring trainers to school every day.</p> <p>Sports coaches will follow all guidelines set out in school risk assessment as well as their own risk assessment to ensure safe practice.</p> <p>Due to the size of the hall and the possibility that it will be needed as a teaching space, PE sessions will need to take place outside until further notice. <i>“Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.”</i></p>	
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General

<p>Do you ensure the safety of visits to areas of a reported outbreak, both in the UK and overseas, are reviewed?</p> <p>Do you ensure there is a member of staff trained in First aid attending the school?</p> <p>Do you ensure there is enough staff to manage the number of young people that are using the school?</p>	<p>Parents have been informed of the importance of adhering to track and trace protocols if they are contacted. They will be reminded through our weekly newsletter.</p> <p>Any school trips during the autumn term will be fully risk assessed to ensure that they are COVID safe. We will ensure that pupil to staff ratios are maintained at all times. School contingency plan outlines actions required if staffing levels were impacted by COVID.</p> <p>Should a local lockdown necessitate temporary school closure we will continue with remote learning for all children using the Seesaw platform. Further information can be obtained from our contingency plan.</p> <p>School meals will be provided to all children who are entitled to receive one during any period of remote learning.</p>	<p>4</p>
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