

LEECHPOOL PRIMARY SCHOOL – COVID RISK ASSESSMENT – MEASURE IN PLACE

Reviewed/Updated Feb 21 for fully opening on 9th March 21

Dated 24/02/21

HAZARD / RISK	MEASURE IN PLACE	NOTES
Social Distancing – access around site	<ul style="list-style-type: none"> • Minimise contact where possible i.e. year group bubbles, restricted access to site, one-way systems, adults to social distance. • Signage to remind 2 m distance rules, installed throughout school, posters and additional signage reminding distance rules. [signs to remain even though 2m is not required in all areas] • Staff and children will limit the amount of travelling around site. • Access to the office is only allowed via the medical room. 	Signage replaced when required
Social Distancing – access to and from site	<ul style="list-style-type: none"> • Timetable altered to accommodate staggered arrival and end of school day for each year group. • Arrival will also be staggered by letter of surname or year group • Signage will direct children and adults where they are to go. One side will be for Infants and Nursery, the other side for Juniors. • Routes will be marked and once in the building all will follow the one-way systems in place. • Adults are encouraged not to enter the site if not required. • KS2 children asked to come in on their own without parents. • Years 4 & upwards encouraged to be picked up outside the gates. • All Adults entering the site are required to wear a mask. • Any Adult unable to wear a mask must register with the school and wear a lanyard which the school can supply. • Staff stationed outside will wear mask or visor. • Staff to enter through main doors and sign in. Hand gel is available. 	Signage replaced when required
Social Distancing – classrooms	<ul style="list-style-type: none"> • School will follow current Government guidelines about how many children per class. • All available classrooms will be used to increase social distancing. • A Teacher and TA/LSA will be assigned to the class / group of children. • Tables will be laid out with social distancing in mind. 	

	<ul style="list-style-type: none"> • Each child will have a set desk and equipment [some equipment to be provided by child] to stop cross contamination. • Assemblies or other hall activities will not take place unless in year group bubble • Assemblies to take place via zoom. • All curriculum will be mindful of social distancing and contamination issues. 	
Social Distancing – Playtimes	<ul style="list-style-type: none"> • Play and lunchtimes will be staggered. • Play equipment will be used by one year group bubble at a time to stop cross contamination. • Children will be encouraged to play with 1m between. • Each year group bubble to play in a different area of the school • Supervising staff to keep 2m from children. • First Aiders need to keep 2m apart where able or use PPE equipment. Procedures to be kept to a minimum. • Wet plays to remain in year group bubbles. LTS to stay with a bubble. 	
Social Distancing – Lunchtime	<ul style="list-style-type: none"> • Lunchtimes will be staggered. • Tables will be set up to accommodate social distancing as much as possible. . • Surfaces will be cleaned between sittings. • Antibacterial spray will be used with blue roll to keep contamination of cloths to a minimum. • LTS staff will work within Chartwells procedures on how the dinner is served. • The outside courtyard area will be used in good weather. The tables will be set out for social distancing. • Year group sittings with cleaning between 	
Fire evacuation routes	<ul style="list-style-type: none"> • Children and staff will be reminded of the Fire Evacuation drill at the beginning of term • Fire Drill to take place when safe to do so. • Evacuation should remain the same but with extra spaces between year groups. • In the event of an actual fire then fire procedures are more important than social distancing rules. 	
Access to office / visitors – not being able to social distance	<ul style="list-style-type: none"> • People will be encouraged not to visit the office unless vital i.e. delivering medicines. • Signage at the bottom of the pathway will ask that people only visit the office one at a time to avoid queuing and people passing along the narrow path. • The post box has been moved to outside the music room and people encouraged to call the office by phone. 	

	<ul style="list-style-type: none"> • If expecting a large amount of return slips a member of staff we stand with a bucket to collect. • Visitors will be asked to use the hand sanitiser before entering the reception area. A member of the office staff will sign them in. • Visitor badges to be worn but wipe down after use. • The visitor will wait in this area until taken to their meeting place. • When leaving, office staff will sign them out. • Deliveries will be allowed into the lobby but not necessarily into the building, depending on what is being delivered.] • Access to office restricted to office staff and Senior Leadership. • Contact details for parents to be kept centrally for teacher access so access to filing cabinet is restricted. • Any meetings / visits arranged will be communicated to the office. • All visitors to the office or school will be required to wear a mask. 	
External professional access to children	<ul style="list-style-type: none"> • Any professional wanted to visit the school must book this in advance with the SENCO • When arriving the office staff will sign them in, check ID and ask them to wait or take directly to meeting place • Any one requesting observations will be risk assessed on an individual basis • Each visit will be risk assessed to see if essential. Non-essential visits will not be allowed. • Lack of rooms to hold meetings so encourage use of zoom. • If SENCO room is used, this should be cleaned after used i.e. any contact points. • Meeting with parent – where possible ask for siblings not to attend. • Nurse visits to be booked via office only if a room can be found. Clean afterwards. • Visitors will be required to wear a mask. 	
First Aid Ratio	<ul style="list-style-type: none"> • Majority of staff are first aid trained. Numbers will be above requirements. • Rota will ensure that a Paediatric first aider and 3 day qualified first aider are on site 	
Medical Procedures / Use of Medical Room	<ul style="list-style-type: none"> • Pupils to only use medical room when essential. • Non-contact thermometers available for general use. • If non-contact thermometer is showing a high temperature, office staff, will use the ear thermometer to confirm. This will be cleaned afterwards. 	See procedure on PPE use

	<ul style="list-style-type: none"> • PPE [gloves, masks and aprons] available for medical room staff when 2 m distance is not possible and there is a risk of coughing, spitting or vomiting. • PPE to be stored in Medical room and other areas for easy access for staff. 	
Intimate care	<ul style="list-style-type: none"> • Pupils that have had an accident, vomit or need a nappy changed will not be able to keep a 2m distance. Staff are advised to use PPE equipment. • EYFS to have a supply stored in their area 	See procedure on PPE use
Child unwell showing Covid symptom	<ul style="list-style-type: none"> • Child to be taken to isolation room / outside. • Staff members to wear PPE. • Parents to be called to pick up the child who will isolate for 10 days unless tested negative. • Room cleaned. • If needed a lateral flow test to be given to the parent to test the child in order to help decide if the bubble needs to isolate 	See procedure on PPE use
Unwell children attending school	<ul style="list-style-type: none"> • Parents/Carers will be discouraged to send any child in to school who has a temperature, cough or is feeling unwell. • Temperature checks will be made before children are allowed into the building using noncontact thermometers. • If a child has a high temperature the child will be sent home. 	
Confirmed cases of Covid	<ul style="list-style-type: none"> • If a pupil or member of staff has a confirmed case of covid then their group / class / bubble will go into isolation for a minimum of 10 days. • Group will be encouraged to get tested. • Office staff with a member of the Leadership team will call the Government helpline and follow the guidance given on closing bubbles / school. This call will be on speaker phone so that at least 2 people can hear the decision. 	See additional procedure on confirmed cases
Spread of virus - hands	<ul style="list-style-type: none"> • Handwashing will be encouraged at all times. • Children will be encouraged to “Catch it, Bin it, Kill it”. • Bins are available in all classrooms. • Extra handwashing signage fitted in all toilets; soap made available. • Sanitiser station in entrance lobby for staff and visitors entering the building • External handwashing sinks have been installed. • Children will wash their hands when they arrive and leave. Also during the day i.e. after play time, lunch 	
Spread of virus – surfaces	<ul style="list-style-type: none"> • Cleaning staff to continue with intensive cleaning programme. This will now include 	Staff are encouraged to use antibac wipes for IT

	<p>all classrooms and toilets that are used as more children attend.</p> <ul style="list-style-type: none"> • Staff to clean down tables at the end of the day or session. • LTS to clean down hall tables between sittings. • Staff to wipe toys and shared equipment. • All classrooms to have available cloths, washing up liquid. • Anti-bac wipes available to classrooms. • Where possible doors will be left open to limit touching the handles. • Fogging rota. One year group and staff room per week. • Extra fogging as required. 	<p>equipment and use washing up liquid or disinfectant with blue roll for other cleaning. Cleaning documents made available to all staff.</p>
Spread of virus – equipment	<ul style="list-style-type: none"> • Pupils will be asked to bring in their own stationery or given a pack. This pack will only be used by that child. If they develop the virus this pack will be thrown away. • Any equipment such as a computer, that a child or member of staff used will be wipes with an anti-bac wipe after use. • Shared resource where possible, should be quarantine for 48 hours [plastics 72 hours] after use. Consider having a rota system of resources. 	
Spread of virus – Toilets	<ul style="list-style-type: none"> • Pupil and staff will be encouraged to wash their hands after every visit to the toilet. This should be with soap for 20 secs. • Signage in all toilets. • Signage to ask for toilet seats to be down before flushing. • Disinfectant and blue roll in all staff toilets. 	
Building Maintenance	<ul style="list-style-type: none"> • All maintenance checks to continue as normal • Maintenance staff can work within social distancing rules • Contractors will be allowed on site if they can work within social distancing rules and safeguarding. They will work away from children and asked to clean any area where they have worked. • Wear masks when on site. • Grounds contractors do not have to sign in or enter the building. 	
Risk Assessments	<ul style="list-style-type: none"> • All Leechpool Primary School Risk Assessment continue to apply throughout this time. • Anyone assessing risk should consider Covid implications and social distancing rules and how this will impact on the risk. • Fire Risk Assessment, Emergency plan and Lockdown remain in place and are not altered with Covid except to maintain social distancing where possible and does not put life a risk. 	

	<ul style="list-style-type: none"> • Lettings risk assessment in place. 	
PE activities	<ul style="list-style-type: none"> • School to follow “Physical education teaching in schools and settings: COVID-19 Guidelines” • Goals to be cleaned after used as shared with football clubs • Equipment on a rota basis / cleaned 	
Maintaining supplies of soap etc	<ul style="list-style-type: none"> • Maintenance Manager will monitor usage of soap, etc and put in orders in time • As supplies are difficult to get of some items, alternative may need to be sourced 	
Music	<ul style="list-style-type: none"> • Government guidance will be followed on singing and use of musical instruments • Cleaning materials will be made available in the music room • Sharing instruments should be avoided or cleaning in-between use • School recorders are not to be used. Pupils must bring their own • External Music teacher will follow the guidance set out by West Sussex Music. They will need to have a negative lateral flow test within 3 days of coming to the school and follow all school procedures • Towels will be place on the floor underneath recorders to catch spit 	
Ethnic minority pupils / BAME	<ul style="list-style-type: none"> • As Ethnic minority pupils are seen as ‘higher risk’ these pupils health will be monitored. • Staff will make sure they are not put at an unnecessary risk • Additional social distancing measure can be put into place if required 	
Shielding pupils	<ul style="list-style-type: none"> • Pupils coming back to school from shielding will be monitored • If parents raise concerns then extra measure can be put in place • Pupil should be identified to their teacher so that they are away of the additional risk 	
Pupils in shielding households	<ul style="list-style-type: none"> • Pupils coming back to school from shielding households will be monitored • If parents raise concerns then extra measure can be put in place • Pupil should be identified to their teacher so that they are away of the additional risk 	
Shielding staff	<ul style="list-style-type: none"> • All staff have a risk assessment • Any staff with concerns has a face to face meeting with the Head and SBM • Any member of staff can request a meeting to discuss concerns and risk • Staff who have been shielding will have extra measure put in to reduce their risk • XX – no first aid, older pupils only, • XX – change of hours to avoid coming into contact with too many people 	

Use of hall by various groups	<ul style="list-style-type: none"> • Hall to be cleaned i.e. contact points and floors washed after each event. • If any group uses hall between cleans then any contact points should be washing if required. • Cleaners to clean hall after letting except Taekwondo. The hirers will be responsible for cleaning • Staff entering the hall to be kept to a minimum 	Wash after breakfast club, lunch service, lettings
Letting – assess risk	<ul style="list-style-type: none"> • See separate lettings risk assessment 	
Masks	<ul style="list-style-type: none"> • Masks must be worn by visitors to the school. • Staff and pupils are allowed to wear a mask if they wish • Masks must be worn at drop off and pick up if staff member is outside or leaving the site. 	
New Parent visits	<ul style="list-style-type: none"> • New Parent visits will continue but in a reduced format. • Visits will be booked via the office in family bubbles only. • The visit will be shorter than usual showing only important areas of school such as foundation area. • Any discussions that the parents wish to have with the Headteacher will be held outside. • Visitors must wear masks and not touch anything as they go round. 	Jan – visits are suspended. Video available to showcase school
Trim trails	<ul style="list-style-type: none"> • Trim trails in used by rota only so that kept within bubbles between cleaning • The junior trim trail will have limited use. • Children to wash hand before and after using 	
COVID testing	<ul style="list-style-type: none"> • All staff including Chartwells and Nursery staff are to take a home lateral flow test at least twice a week depending on their rota. • Results are to be recorded on the appropriate website 	