

Sudbourne Primary School Risk Assessment Version 7 - COVID 19 FOR PARTIAL OPENING 4TH JANUARY 2021

COVID-19 risk assessment – Continued autumn term opening of school			
Site / school name:	Sudbourne Primary School		
Groups of people covered by this assessment:	<ul style="list-style-type: none"> ▪ Children ▪ Staff ▪ Catering and cleaning staff ▪ Contractors ▪ Parents ▪ Visiting specialists/outside agencies ▪ Other visitors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Full re-opening of primary schools ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Lunchtime arrangements ▪ The building work taking place in the autumn term 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Richard Blackmore - Headteacher	Date of completion:	4.1.21
Date risk assessment to be reviewed by:	31/1/2021	Risk assessment no:	7

Record of risk assessment reviews

Date of 1 st review:	12 th June 2020	Reviewed by:	R.Blackmore	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Office focus
Date of 2 nd review:	26 th June 2020	Reviewed by:	R.Blackmore	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Key focus further pupil attending and impact of this
Date of 3 rd reviews:	10 th and 20 th July 2020	Reviewed by:	R.Blackmore	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Full reopening in September
Date of 4 th review:	25 th September 2020	Reviewed by:	R.Blackmore	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Building work ▪ Lunchtime arrangements ▪ Class/phase bubble consideration
Date of 5 th review:	2 nd November 2020	Reviewed by:	R.Blackmore	Comments / date of next review:	<ul style="list-style-type: none"> ▪ No setting to take place ▪ Face mask consideration for parents
Date of 5 th review:	9-16 th November	Reviewed by:	R.Blackmore	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Staff contact ▪ Face coverings ▪ Staff meeting points
Date of 6 th review:	17 th November	Reviewed by:	R.Blackmore	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Lockdown period – RA period January 4th – 31st January 2021

What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Site preparation. 	<ul style="list-style-type: none"> Children Staff Catering and cleaning staff Parents Visiting specialists/outside agencies Other visitors 	<p>Site</p> <ul style="list-style-type: none"> Risk assessed Organisation and protection measures in place Meeting with staff online Roles and responsibilities defined Routine health and safety checks to continue to be made daily Additional checks and tasks outlined Office continuing in music studio New pedestrian entrance to front of school – no access through usual front office area Usual pedestrian/during school day path to front entrance will not be in use 	SLT RK	5/1/21	
<ul style="list-style-type: none"> Site examination 	<ul style="list-style-type: none"> Staff 	<p>Site</p> <ul style="list-style-type: none"> Start of term assessment made as to suitability of site Direction of flow to continue confirmed Movement analysis at different times of the school day and for different activities Testing of classroom layouts – front facing where possible – this is extremely difficult given small size of classes Leaders to ask for feedback from staff on site during previous term when more pupils on site and any additional suggestions sought. 	SLT RK	4/1/21	
<ul style="list-style-type: none"> Health and hygiene - Potential 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 	<p>Health and hygiene</p> <ul style="list-style-type: none"> Key messages: Keep 2 metre distance 	SLT Cleaning staff RK	4/1/21	


What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<p>spread of COVID-19 between persons at school.</p>	<p>via direct or indirect contact with carriers.</p> <ul style="list-style-type: none"> ▪ Potential for spread to other family members / persons. ▪ BAME colleagues 	<p>Keep meetings online Keep time in school to a minimum Keep masks on outside of classrooms if you can safely wear one Keep movement around the school to that that is necessary</p> <ul style="list-style-type: none"> ▪ Deep clean during Christmas holiday ▪ During the day clean – this includes staff and children toilets, light switches, door handles and high frequency touch areas/points – this is to be increased to 9am-3pm ▪ Staff to wear masks outside of classrooms ▪ Staff moving between classes to sanitise between movements – but staff to restrict all unnecessary movement – see appendix 3 ▪ Classroom sanitisers as a high number of children sent home due to symptoms similar to corona virus but results indicated to be negative – therefore aim to reduce other infections/illnesses/sending home ▪ Antiseptic wipes available for cleaning toilet areas if staff wish to use – encouragement of this with additional pupils on site ▪ Monitoring of effectiveness of during school day clean by RK and RB ▪ After school cleaning – checks on effectiveness ▪ Staff to continue to ensure that the classrooms are clear of unnecessary equipment to make cleaning during and after school more effective. Bubbles to be a store for any unnecessary resources but that will be needed in normal time ▪ Pupils to have their own zipped wallet for equipment such as pencils, pens, rulers etc 	<p>Staff</p>		

What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
		<ul style="list-style-type: none"> ▪ Reading books are to go home on a Tuesday and stay at home for the week. They are then to be returned on Friday and placed in a box which we will provide for you. The books are to be left in the box until the following Tuesday when they can be reused if needed. Reading books from the classroom (or the box) can then be sent home on Tuesday. ▪ Hand washing in classrooms- on entry use of sanitiser if pupil can and regular handwashing points in time and making sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly: <ul style="list-style-type: none"> - After coming into school - After sneezing or coughing - Before and after handling or eating food - After going to the toilet - Before and after staff hand out food packages ▪ Encourage pupils to avoid touching their face with unwashed hands ▪ Trays with cleaning in classrooms if staff wish to use them – at staff discretion 			



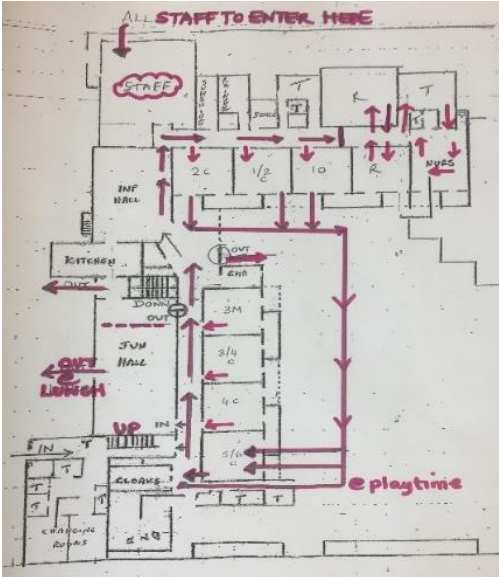
What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Organisation of groups of pupils being taught in one space 	<ul style="list-style-type: none"> ▪ Children ▪ Staff ▪ Parents ▪ Governors 	<ul style="list-style-type: none"> ▪ PPE equipment available - PPE offered to staff who would like it to be provided ▪ Face masks to be worn outside of classrooms ▪ PPE for particular tasks – available in the staff room on entry to the building ▪ Check daily that all items are available. <ul style="list-style-type: none"> - Face masks - available - Disposable gloves - available - Aprons - available - Antibacterial Handwash 5ltr refills for staff to refill the pocket/individual bottles - Use for staff of 70%+ alcohol hand sanitiser – individual pocket size given to every staff – refill fully available ▪ Hand sanitiser at front office on external wall ▪ BAME colleague risk of infection guidance and information that is most recent - taken into account – risk assessments offered for any colleague who would like one ▪ Risk assessment for individuals offered due to the different nature of roles and circumstances ▪ Request made to staff to inform of any additional measures that in their view would offer additional protection <p>Organise class groups from 6th January</p> <ul style="list-style-type: none"> ▪ Phase leaders and SLT to determine make up of new groupings ▪ 5th January - Phase leaders: 	<p>Staff SLT Phase leaders RB</p>	<p>4/1/21 – ongoing</p>	

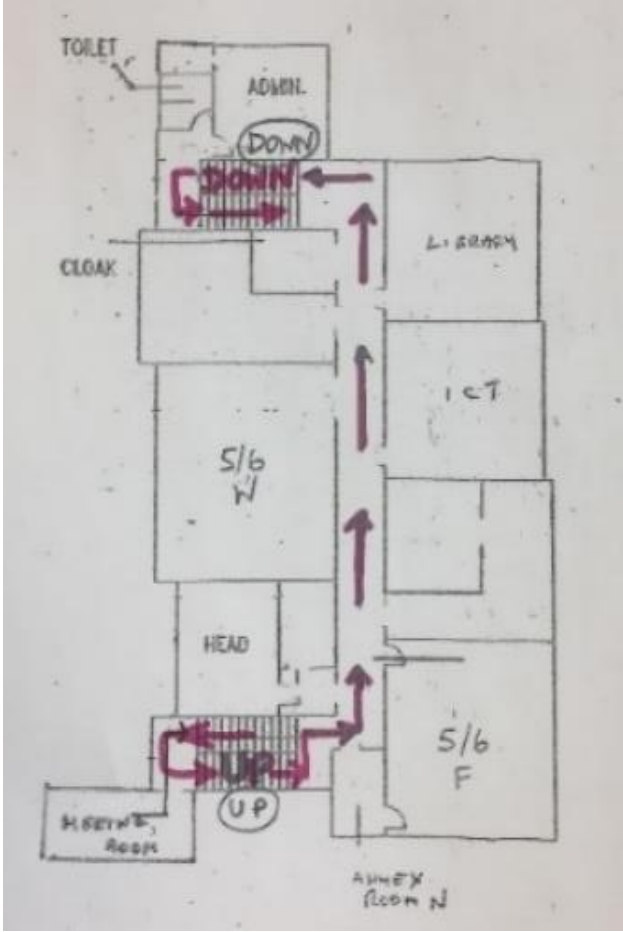
What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Unprecedented situation It is hard to gauge the full impact that the situation is having on children's and indeed adult's mental health and wellbeing. 	<ul style="list-style-type: none"> ▪ Visiting specialists/outside agencies 	<ul style="list-style-type: none"> - group the children on the register that are in each phase into the teaching groups that are considered appropriate and the classrooms where they will be taught - plan the deployment of teaching and support staff for in school and remote learning provision - organise for the uploading of work to google classroom for this week's remote learning - Louise to support - liaise with link SLT member to discuss the above arrangements and any help or support required - SLT to contact linked phase leader to support in planning arrangements for face to face in school teaching and learning and remote learning - Confirm the 'class' groupings of children, phase staff deployment and where the rooms that they will be taught in to RB by 2pm - SLT meet on google meeting at 10.15am to confirm staffing - All members of SLT on duty morning of 6th January as pupils arrive to direct them to their new classrooms/teachers - all SLT to have full register of children with child's name, classroom and teacher <ul style="list-style-type: none"> ▪ Deployment of staff determined by phase leaders and SLT ▪ See individual phase plans ▪ Four staffrooms in place to reduce staff contact ▪ ▪ The children will be taught in small groups within phases. No mixing within phases wherever possible. 			

What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Classrooms and additional learning spaces. 	<ul style="list-style-type: none"> Children Staff Parents Visiting specialists/outside agencies 	<p>We will also be reducing the amount of contact between these class groups by keeping them as separate as possible at breaks and lunchtimes</p> <ul style="list-style-type: none"> Minimising contact between groups is the aim Library not in use Adults stay with the same groups as far as possible Vulnerable group monitored Reading books – see above Governors visiting the school to undertake their responsibilities will have read this risk assessment and will follow the guidelines No setting of pupils or mixing of classes to take place <p>Organise classrooms and other learning spaces</p> <ul style="list-style-type: none"> Floor markings to remain in place  <ul style="list-style-type: none"> Most classrooms to be used Pupils to have individual resources and equipment as far as possible 	<p>CTs - SLT to support</p> <p>RK RB</p>	<p>6/1/21-31/1/21</p>	

What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Staff well being 	<ul style="list-style-type: none"> ▪ Staff 	<ul style="list-style-type: none"> ▪ Cleaning of toys and equipment where required ▪ CTs to plan the furniture in the classrooms with a front facing layout where possible ▪ RK to open windows when he opens the school – this to continue this term ▪ Request for any suggestions from any staff made prior to risk assessment review planned for 31/1/21 ▪ Floor markings to be used to define routes ▪ No unnecessary items including soft furnishings and other items that are hard to clean. ▪ Allocating children to a desk so they use the same desk on consecutive days. ▪ All spaces should be well ventilated using windows, including first aid room. 			
		<p>Staff well being</p> <ul style="list-style-type: none"> ▪ Ongoing support in relation to resources needed for working both remotely and in school ▪ Remote working equipment purchased ▪ Individual risk assessment offered to all staff ▪ No communications e.g. emails to be sent outside of working hours 7.30am – 5.30pm ▪ Staff encouraged to contact HT if have any concerns as the school continues to be open partially from January ▪ Views sought from staff on range of aspects e.g. additional ways to keep safe, organisation of the school day. ▪ Daily morning briefings to check in with staff, provide updates and receive feedback on operational issues ▪ Employee hygiene station to continue – check on sufficiency – staff to report when low on an item 	SLT Staff	Continuous	

What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Curriculum provision and learning for pupils attending and not able to attend school. 	<ul style="list-style-type: none"> Children Staff Parents 	<ul style="list-style-type: none"> Mindfulness sessions in autumn term followed up with planned monthly sessions with coach Review curriculum provision <ul style="list-style-type: none"> Google classroom enabled English and mathematics in the AM sessions, two foundation subjects taught twice in the afternoon sessions The overriding factor related to what to teach will be based on the pupils who return to school balanced with the provision for remote learning and emerging needs that pupils may have A balance will remain for pupils' emotional, pastoral and academic needs Leuven scale use to continue to assess emotional well-being of pupils where needed Breakfast Club will not continue. Nor will Kids City will not continue Afterschool clubs will be postponed Lambeth Music Service instrumental lessons postponed 	SLT Staff, including subject leaders	4 th January 2021 onwards	
<ul style="list-style-type: none"> Movement around the school and potential for spread of COVID-19 between persons arising from 	<ul style="list-style-type: none"> Children Staff Visiting specialists/outside agencies Governors 	<ul style="list-style-type: none"> Movement around the school/pupil drop off and collection times – see also appendix 3 <ul style="list-style-type: none"> Movement by staff and pupils around the school to be kept to only that that is essential Use the timetable to reduce simultaneous movement around the school Use of building includes one-way movement through the building, stairs and corridors as indicated by signage 	SLT Staff Children Visitors Parents	4 th January 2021	

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<p>travel to school or dropping / picking up at school.</p>		<ul style="list-style-type: none"> In KS1 the direction inside through the corridor is from staff room to nursery using the outside and small hall to return to start of corridor – this to continue To continue - KS2 block the staircase by SBM's office is for going down and up is HT's staircase. Movement along ground floor corridor is in the direction from the front door to the small hall and on first floor corridor is in the direction from HT's office towards the library. Staff to enter and exit via rear staff room door and use sanitising station and then follow the above guidelines of movement around the school once out of the staff room <p>Ground floor plan:</p> 			

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		<p>First floor plan:</p>  <ul style="list-style-type: none"> Some 'giveaway' points eg ground floor junior toilet corridor 			

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		<p>For example: ground floor toilet area/exit to playground:</p> <ul style="list-style-type: none"> ▪ No assembly for any groups of pupils ▪ Stagger start and finish times <table border="1" data-bbox="618 475 1272 1085"> <thead> <tr> <th data-bbox="618 475 741 544">YEAR</th> <th data-bbox="741 475 1016 544">START TIME</th> <th data-bbox="1016 475 1272 544">FINISH TIME</th> </tr> </thead> <tbody> <tr> <td data-bbox="618 544 741 612">NURSE RY</td> <td data-bbox="741 544 1016 612">9am</td> <td data-bbox="1016 544 1272 612">3.00pm (including older siblings)</td> </tr> <tr> <td data-bbox="618 612 741 681">RECEPT ION</td> <td data-bbox="741 612 1016 681">9am</td> <td data-bbox="1016 612 1272 681">3.00pm (including older siblings)</td> </tr> <tr> <td data-bbox="618 681 741 750">Y1</td> <td data-bbox="741 681 1016 750">9am</td> <td data-bbox="1016 681 1272 750">3.00pm (including older siblings)</td> </tr> <tr> <td data-bbox="618 750 741 818">Y2</td> <td data-bbox="741 750 1016 818">9am</td> <td data-bbox="1016 750 1272 818">3.00pm (including older siblings)</td> </tr> <tr> <td data-bbox="618 818 741 887">Y3</td> <td data-bbox="741 818 1016 887">8.45am (including younger siblings)</td> <td data-bbox="1016 818 1272 887">3.15pm</td> </tr> <tr> <td data-bbox="618 887 741 956">Y4</td> <td data-bbox="741 887 1016 956">8.45am (including younger siblings)</td> <td data-bbox="1016 887 1272 956">3.15pm</td> </tr> <tr> <td data-bbox="618 956 741 1024">Y5</td> <td data-bbox="741 956 1016 1024">8.45am (including younger siblings)</td> <td data-bbox="1016 956 1272 1024">3.15pm</td> </tr> <tr> <td data-bbox="618 1024 741 1093">Y6</td> <td data-bbox="741 1024 1016 1093">8.45am (including younger siblings)</td> <td data-bbox="1016 1024 1272 1093">3.15pm</td> </tr> </tbody> </table> <p>Parents have been asked to:</p> <ul style="list-style-type: none"> • Where possible, only one parent drops off/picks up to reduce the number of people near to the school site • At the beginning of the day, parents to say goodbye to your child at the school gate, where staff will be there to take them in to the school 	YEAR	START TIME	FINISH TIME	NURSE RY	9am	3.00pm (including older siblings)	RECEPT ION	9am	3.00pm (including older siblings)	Y1	9am	3.00pm (including older siblings)	Y2	9am	3.00pm (including older siblings)	Y3	8.45am (including younger siblings)	3.15pm	Y4	8.45am (including younger siblings)	3.15pm	Y5	8.45am (including younger siblings)	3.15pm	Y6	8.45am (including younger siblings)	3.15pm			
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What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Shared space use. 	<ul style="list-style-type: none"> ▪ Children ▪ Staff ▪ Parents 	<ul style="list-style-type: none"> • At the end of the school day, the children will be brought out into the playground and staff will be there to handover child/ren at the gate. Parents to queue to the left-hand side at a safe distance from each other whilst waiting for child/ren. • keep to the timings above • come as close to these timings as possible • avoid congregating near or outside the school gates • leave as swiftly as possible after dropping child off/collecting child/ren ▪ Stagger to break and lunch times as detailed ▪ Use one-way systems where possible as described above. ▪ Prioritise use of classrooms where external doors are present so entry / exit can be made from outside rather internal corridors. ▪ Continue to use floor or wall markings to highlight social distancing. ▪ Ensure that toilet facilities do not become crowded by limiting the numbers ▪ Additional help with for the very young or those with special educational needs. ▪ In the event of a fire, on hearing a fire bell all should exit via the nearest exit, the one-way system is abandoned <p>Shared spaces e.g. playgrounds/dining halls</p> <ul style="list-style-type: none"> ▪ Use halls, dining areas in staggered manner as per the timetable 	<p>SLT Staff Children</p>	<p>4th January 2021</p>	

What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ First aid requirement - Risks of spread of COVID-19 from 	<ul style="list-style-type: none"> ▪ Visiting specialists/outside agencies ▪ Other visitors ▪ Children ▪ Staff 	<ul style="list-style-type: none"> ▪ Early years children to have packed lunch to enable a more flexible way to arrange for enough time for children to eat and be supervised ▪ During the day clean ▪ To include: Door handles, light switches, toilet spaces, sinks, water dispensing units inside and outside, lunchtime cleaning including equipment, entrance and exit buttons, front door, rear exit door from staffroom, emptying rubbish bins in classrooms, cleaning of ICT room especially the keyboards and mouse units. Staffroom clean including fridge doors, kettle, sink, table. ▪ Handgel station by staff entrance and exit using 70%+ alcohol content gel. This is also where you can pick up PPE you may require. ▪ If class groups need to use the space at the same time ensure the groups do not come into close contact through close supervision. ▪ No use of the library for the foreseeable future ▪ ICT room to be used but cleaned after and before use ▪ Children to wear their school uniform when attending school. They will wear their PE kits to school on the day they have PE ▪ First aid and care provision Process ▪ Covid-19 assessment ▪ Temperature check ▪ First aider input ▪ Senior leader makes judgement on information from first aider 	<p>All staff First aiders</p>	<p>4th January 2021</p>	

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<p>providing first aid.</p>		<p>Normal first aid</p> <ul style="list-style-type: none"> ▪ The school will maintain suitable first aid arrangements ▪ Room provided for normal first aid ▪ Social distancing and hygiene control measures must be maintained so far as is reasonably practicable. ▪ All first aid equipment will always be accessible. ▪ Cleaning equipment box in every room ▪ All incidents must be recorded as per the school's normal arrangements. <p>Covid-19 related</p> <ul style="list-style-type: none"> ▪ Senior leaders with first aider to lead on the process ▪ Identifying a room that sick pupils with Covid-19 symptoms can be kept in until parents come to collect them, with: <ul style="list-style-type: none"> - A door that can close - A window that can open for ventilation - A separate bathroom they can use ▪ All first aid equipment will always be accessible. ▪ Cleaning equipment box in the room ▪ If a child becomes unwell with symptoms of coronavirus they will sent home. ▪ All incidents must be recorded as per the school's normal arrangements. ▪ If there is a case of Covid-19 in a pupil the latest guidance will be followed. 			

What are the hazards?	Who might be harmed?	Control measures	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Communication - Staff and pupils may be unfamiliar with changes to the school's new way of operating. 	<ul style="list-style-type: none"> ▪ Children ▪ Staff 	<p>Communicating with staff</p> <ul style="list-style-type: none"> ▪ Communication/discussion of strategy. ▪ Coffee slot catch ups held with staff who are shielding themselves or family/household members through google meets ▪ Daily morning briefing for staff to confirm aspects of the school day such as any changes to designated safeguarding lead, opportunity to talk about any health concerns related to Covid-19 and reinforce ▪ Individual risk assessment offered to all staff to take account of their individual work and personal circumstances ▪ Offer of support for staff who have concerns about their own health or if by being in school puts their family members or household members at risk ▪ Daily briefing also details the following: if at any point any member of staff feels that there are too many or too few staff then they are to relay this to the headteacher and action will be taken, the named DSL, the named first aider, confirms the staff who are supporting the pupils needing a 1:1 ▪ Encouraging staff to contact headteacher at any time, including evenings and weekends ▪ Headteacher and another senior leader on site daily for updates and further communications ▪ Timetables updated and shared on google drive ▪ Email/communication parameters of time so as to ensure work life balance – between 7.30am and 5.30pm ▪ Telephone contact where necessary to staff and families 	<p>SLT Staff</p>	<p>4th January 2021</p>	

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<ul style="list-style-type: none"> Remote working of office staff. 	<ul style="list-style-type: none"> Staff Parents Pupils Visitors 	<ul style="list-style-type: none"> Some pupils may need additional support to understand the new way of working safely. Some pupils may need extra reminding of the strategies in place to keep the school a safe place to learn and work. <p>Staff working remotely</p> <ul style="list-style-type: none"> The school office continues to be temporarily relocated to the Music Studio in the infant playground until the planned works are complete. To accommodate the temporary smaller working environment and reduce congestion at the start and end of the school day, some school administrative services will continue to operate remotely One member of office staff on duty at all times Staff catch ups both individual and group, including supervision meetings Communications regular to all staff – see section related to communicating with staff, including daily morning briefing Laptops provided so that remote working can be accessed on school equipment 	SLT, Staff	4 th January 2021	
<ul style="list-style-type: none"> Support for SEND and behaviour for pupils attending and not 	<ul style="list-style-type: none"> Children Staff Parents Visiting specialists/outside agencies 	<p>Support for SEND and behaviour</p> <ul style="list-style-type: none"> Nurture support and approach is a key focus for work both in school and remotely Individual pupil support where required continues Specific phase support in line with normal operational practice 	SENDCo, SLT, Staff	4 th January 2021	

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attending school	<ul style="list-style-type: none"> ▪ Other visitors 	<ul style="list-style-type: none"> ▪ SENCO support for parents and pupils with the following: <ul style="list-style-type: none"> - Transition meetings - Social stories - Parents' meetings - One to one telephone consultations with pupils and parents - Transition visits to school in exceptional circumstances ▪ Full involvement of SEND specific planning for pupils' needs for spring term ▪ Planning of groupings to take into account the SEND and behavioural needs of pupils in their new class groupings from January ▪ 1:1 support for pupils with EHCPs who currently have this requirement ▪ Outside specialists providing support for pupils to fully adopt the school's procedures for operating in a C-19 secure manner ▪ Pupils who are finding adapting to new arrangements difficult identified and provided with specific support and guidance ▪ Ongoing support for pupils through learning mentor ▪ Telephone calls to SEND pupils who have not returned to school ▪ Parents provided with offer to see the school in action to reassure actions taken to mitigate/control risks of infection ▪ Expectations for pupils' behaviour will be similar to the normal practices of the school ▪ Staff are to use the behaviour policy 			

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<ul style="list-style-type: none"> ▪ Illness to staff head/deputy/ DSL, SENCO, caretaker/cleaning staff available 	<ul style="list-style-type: none"> ▪ Children ▪ Staff ▪ Parents ▪ Visiting specialists/outside agencies ▪ Other visitors 	<ul style="list-style-type: none"> ▪ Staff supporting one to one pupils to remain as far as possible to stay in the phase groups but potentially to move between individual pupils 			
		<p>Absence of staff</p> <ul style="list-style-type: none"> ▪ Deputising arrangements in place if any member of the senior team unavailable ▪ Alternative SENCO arrangements in place if required ▪ Alternative premises arrangements in place if required ▪ Alternative cleaning arrangements in place if required 	SLT Staff Pupils Parents	4 th January 2021	

Two previous appendices.

Current appendix:

Sudbourne Primary School Risk Assessment Version 7 - COVID 19 FOR LOCKDOWN PERIOD 4th JANUARY 2021

Appendix 3

- Staff to have lunches in their phase 'staffroom' so that there are have four staffrooms – one for each phase - if there is a real need to use the current staffrooms for whatever reason to heat up food/photocopy staff must wear a mask as per point 6, keep two metres apart, be as quick as possible and not enter if this cannot be achieved. Staffroom allocation is as follows - Phase 3 to use 5/6F, phase 2 to use the library, phase 1 to use 1P and early years to use the kitchen section of the staffroom and classrooms. The two-metre distance applies when staff are in their phase staffroom. Kettles, fridges, cutlery, plates to be provided in each phase's staffroom so breaks and use of items can remain in bubbles.
- Parents to drop off children at the school gate. Senior staff and support staff to take the early years and key stage 1 children to their classrooms. At the end of the school day, children to be brought out into the key stage 1 playground. Classes to wait to the left and right fencing looking at the school gate from the playground. Senior leaders will be there at the end of the day to facilitate. Staff are to hand over the children to parents in turn at the gate. Parents to queue to the left-hand side of the driveway at a safe distance from each other whilst waiting to collect their child/ren.
- An additional photocopier ordered so that there will be less need to use the main copier in the staffroom. This is on a minimum of a three-year lease so will be for the short and longer term.
- Relook at classroom layouts.
- PPA to be in as independent a space as possible using laptops where possible.
- As many meetings as possible to be online using google meeting platform. Meeting for planning or other reasons in phases to be online or where at least two metres can be maintained with ventilation and kept as brief as possible.

- Face masks to be worn at all times when outside of classrooms including outside in the playground at break times and the beginning and end of the school day. This needs to be observed by all staff and visitors if one can be worn safely or are exempt.
- As far as possible limiting movement beyond classrooms and phase staffroom – for example only accessing the office in the music studio if absolutely necessary. Use of telephones/walkie talkies instead of face to face contact.
- Staff to arrive as late as possible and to leave the premises as early as possible every day as far as is practical.
- Currently we have a four-hour cleaner from 10am to 2pm – this to be increased to 9am until 3pm.
- Children to wear PE kits to school on day of PE lessons.

Key messages for staff:

KEEPS

Keep 2 metre distance

Keep meetings online

Keep time in school to a minimum

Keep masks on outside of classrooms if you can safely wear one

Keep movement around the school to that that is necessary