

## East Preston Infant School

### IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS RISK ASSESSMENT AND RISK MANAGEMENT

ACTIVITY: Re-opening of school to all pupils. LOCATION: East Preston Infant School DATE: updated 25/02/21

Key area or hazard	Groups who are especially at risk:	How will we control this risk?	Key persons with responsibility	Post event review if incident occurs
Health and Safety check of the building	Staff and Children	<p>→Premises checks completed in w/b 31/08/20 to ensure that all systems are functioning correctly. This includes water flushing, legionella testing, emergency lighting, air conditioning units in pods, indoor climbing equipment, PAT testing. A number of other site checks have recently been completed and are not due again before September (see Business Manager file) Site rechecked again prior to reopening January 2021 Fire Drill took place on 26.01.21 with new Bubbles. <b>Fire Drill to take place on Tuesday 23<sup>rd</sup> March</b></p> <p>→Chartwells are responsible for ensuring kitchen checks have taken place prior to reopening. Completed w/b 31/08/20.</p>	<p>Stephen Hill</p> <p>Chartwells</p>	
Cleaning Contractors	Staff	<p>→Deep clean of the school from 24/08/20. Continue to liaise with Churchills to ensure that additional cleaning requirements are clearly communicated and agreed and that there are adequate resources and equipment. Priority areas will continue to include classrooms/office/furniture/toilets/handles/light switches/banisters</p> <p>→Additional sanitiser spray will be kept in classrooms to be used by staff on surfaces and resources throughout the day.</p>	<p>Stephen Hill</p> <p>Year group leaders</p>	
PPE Equipment	Staff	<p>→Wearing face coverings in school has not been recommended, staff are not required to wear face coverings, however they may choose to do so. The advice from government is that majority of staff do not require PPE. The school has resourced a number of face masks, face shields, visors, gloves and aprons for staff if they wish to use them.</p> <p><b>→ Government Guidance recommends staff wearing face coverings where 2m distancing from another adult is not possible. This is a recommendation and not a statutory requirement therefore it is an individual staff member choice.</b></p> <p>→Staff working with children whose behavior can be extremely challenging have been given the option to wear full facemasks when using Team Teach.</p>	<p>Stephen Hill</p> <p>Claire New</p>	

Visitors to the school	Staff and Children	<p>→Parents helpers are not permitted to come into school during the January/ February 2021 lockdown.</p> <p>→Government Guidance from 8<sup>th</sup> March permits volunteers to be back in school however the school decision is to postpone this until after the Easter break (19<sup>th</sup> April). Volunteers will not be permitted to work across more than one bubble in the same week.</p> <p>→Other visitors (including professionals) are permitted to come into school. Where possible contact will be virtual.</p> <p>→Contractor visits will take place outside of school hours wherever possible and again they will be asked to hand sanitise and be escorted to and from their work area if this is within the building.</p> <p>→Parents who wish to meet with a member of staff will need to make an appointment for a virtual meeting.</p> <p>→Parents will be asked not to go to the main office hatch unless in an emergency – messages should be passed on via email or phone call. If a parent/visitor needs to access the school on a rare occasion e.g. to support a pupil with challenging behavior, they will be asked to put on gloves and a face mask. They will be escorted through the building and should not touch any door handles etc.</p>	Office staff  Year group leaders	
Planning meetings with staff	Staff	<p>→SLT meeting (with Y1 leader and Business Manager) held on 09/07/20 to agree plans for September. Outline plans shared with staff on 10/07/20. Full risk assessment shared with staff on 14/07/20, to be discussed in year group meetings.</p> <p>→Staff asked to reread the risk assessment prior to returning to school and share any concerns/thoughts with their year group leader so that these can be discussed. Staff will have ongoing opportunities to raise any concerns/ideas etc at weekly year group meetings or directly with the Headteacher/Deputy Headteacher.</p> <p>→INSET 03 &amp; 04/09/20 additional planning and site preparation.</p> <p>→Risk assessment and plans shared with Governors on 13/07/20 Risk assessment regularly updated, shared with staff and Governors and on website.</p>	Claire New  Lucy Owens  Year group leaders	

		→INSET 05/01/21 Plans updated with staff and preparations made to organize critical worker and vulnerable groups and to plan remote learning for Scenario 3 in the Remote Learning policy.		
<p>Cleaning and Hygiene</p> <p><b>Handwashing and Respiratory hygiene</b></p> <p><b><u>ALL STAFF: PLEASE READ THIS SECTION CAREFULLY</u></b></p>	Staff and Children	<ul style="list-style-type: none"> <li>• Staff will wash and sanitise their hands on arrival.</li> <li>• Each class will be provided with their own hand sanitiser for staff to use regularly.</li> <li>• Children to wash hands when arriving in the classroom/before and after play/before and after lunch/during the afternoon session/before going home.</li> <li>• The soap in the classroom contains sanitiser suitable for children. <b>Children must not bring their own sanitizer into school unless prescribed by a doctor and the appropriate paperwork completed in advance.</b></li> <li>• 09/11/20 – the school has procured hand moisturizer from the West Sussex approved list for pupils to use if parents consent.</li> <li>• The children will be reminded of the correct way to hand wash and supervised when handwashing: Songs, rhymes etc sung regularly to help children remember.</li> <li>• Additional signage and posters have been placed in classrooms as reminders to staff and children about hygiene measures and control.</li> <li>• Children must be encouraged not to touch their mouth/face/eyes/nose</li> <li>• Children told not to touch each other – ‘an arm is a good length’ posters</li> <li>• Keep windows, main doors and classroom doors open for ventilation whenever possible.</li> <li>• Use of tissues or elbow to cough/sneeze; bin provided for tissues. Empty bins at end of every day.</li> </ul>	Claire New Year leaders	
<p><b>Minimizing contact with individuals who are unwell</b></p> <p>If a child/adult becomes <u>unwell with corona virus symptoms</u> whilst in the setting</p>	Staff, children and other adults	<p>→ Staff, pupils and other adults do not come to school if they have coronavirus symptoms, or of they have tested positive in the last 10 days. Staff will notify the Headteacher if they developed the symptoms or they have tested positive. Families must inform the school is they have had to be tested or are waiting for test results.</p> <p>→Staff dealing with the adult/child must wear the emergency PPE provided by WSCC (X4 aprons/facemasks/gloves). This is stored just outside the First Aid room.</p> <p>→The unwell child must be taken to the First Aid room and the ceiling vent opened. The disabled toilet next door has been allocated for use during this time. Family of child must be contacted immediately. The room must not be entered by anyone else during this time. The staff member should remain outside the room</p>	Allyson Lean and Carol Chilvers – lead First Aiders  Claire New	

<p><b>Symptoms include:</b></p> <ul style="list-style-type: none"> <li>-New, continuous cough</li> <li>-High temperature</li> <li>-Loss of or change in normal sense of taste or smell (anosmia)</li> </ul>		<p>unless the child is distressed. The parents will be asked to arrange for a test to be undertaken and keep the child at home until a negative result is received or 10 days after this date. Other family members should self-isolate for 10 days unless there is a negative result.</p> <p>→If a staff member is unwell with these symptoms they will be sent home and asked to undertake a test. They will be asked to stay at home until a negative test is received or until 10 days after this date. Other family members should self-isolate for 10 days unless there is a negative result.</p> <p>→ Everyone within the year group bubble must wash their hands after a person has been identified as unwell with corona virus symptoms. Additional cleaning with the spray sanitiser should also take place in the areas in which the person has been.</p> <p><b><u>If a positive result is received:</u></b></p> <p>→ The person must continue to self-isolate for 10 days from the onset of symptoms and then only return to school if they do not have symptoms other than a cough or continued loss of taste/smell. Households of staff/children sent home DO NOT need to self-isolate unless they develop symptoms. Other members of the household should self-isolate for the full 10 days if they develop symptoms.</p> <p>→The school will notify the local health protection team who will carry out a risk assessment and guide the school through the actions they need to take.</p> <p>→All pupils and staff who have been in close contact with the person who has tested positive will be sent home and asked to self-isolate for 10 days. Close contact includes proximity contacts (within 1-2 metres for more than 15 minutes).</p> <p>→If two or more confirmed cases are received within a two week period or if there is an overall rise in sickness absence where corona virus is suspected, more pupils may be required to self-isolate as this is considered an outbreak. The school will follow the advice of the health protection team.</p> <p>→All staff and families should be willing to engage with the Test and Trace programme.</p>		
---	--	---	--	--

Test and Trace	All	<p>→The school will contact the PHE Health Protection team if they need to use the Test and Trace system.</p> <p>→Staff and parents must be ready and willing to follow the process below:</p> <ul style="list-style-type: none"> <li>• Book a test if they are displaying symptoms</li> <li>• Do not come to school if they are displaying symptoms</li> <li>• Provide details of anyone they have been in close contact with if the test result is positive</li> <li>• Self-isolate if they have been in close contact with someone who develops symptoms or someone who test positive for coronavirus</li> </ul> <p>→ Anyone who displays symptoms of coronavirus can and should get a test. Tests can be booked through the NHS Testing and Tracing website or by telephone via NHS 119</p> <p>→ The school has a small number of testing kits available for staff and their children.</p>	Claire New	
Lateral Flow Home Testing for Staff	Staff	<p>→ All staff are encouraged to take part in the home Lateral Flow testing in order to support the school in maintaining continuity of education – Testing is not mandatory</p> <p>→ Testing will be twice weekly (dates and times as agreed with the Headteacher) and will begin from w/b 31<sup>st</sup> January, until further notice.</p> <p>→ Staff must report their results to NHS Test and Trace and to the school</p> <p>→Staff with a positive test result (or two consecutive void results) will need to self-isolate and immediately book a PCR test. <b>The Headteacher will notify parents and staff within the relevant Bubble that the Bubble will be closed the following day whilst contact tracing takes place and further guidance is sought.</b></p> <p>→Staff with a negative test result can continue to come to work whilst follow the protective measures. Proof of a negative result does not need to be given.</p>	Carol Chilvers Claire New	
Arrangements for staggered start and end of school day	Families	<p>→To reduce cross contamination of bubbles there will be staggered starts and finishes, segregated year group waiting areas and a one way entry and exit system. Classroom doors will be open between 8.45 – 9.00am for drop off. YR will finish at 3.00pm, Y1 at 3.10pm and Y2 at 3.15pm</p>	Stephen Hill Claire New Lucy Owens Doc Williams	

		<p>01/11/20 – parents sent email reminding them of these arrangements for returning to school. Parents also encouraged to wear face coverings at pick up and drop off.</p> <p>→A one way system is in place for drop off and pick up. Parents will enter the playground no more than 10 minutes before drop off and collection. KS1 Parents will be able to spread across the year group waiting areas to socially distance. YR parents will be social distanced by cones along the Rascals building. Only one adult per family is permitted to enter the playground. The playground, early years gates and hall doors will be supervised by school staff. Late arrivals will be escorted by the office staff, through the main reception entrance to their classroom.</p>		
Class or group sizes (Bubbles)	Staff and children	<p>→ Critical worker and Vulnerable children who are attending school during January/February 2021 lockdown will be allocated into one of two groups within their Year group bubble. Wherever possible children will remain in one of the two group bases to minimize crossover within the bubble, however, they may come together for some learning inputs and all playtimes. The Staff will deliver the same learning that children at home are engaging with.</p> <p>→Bubble sizes will not exceed 15 children. This is in line with the guidance provided to schools during the last lockdown, recent advice from Unions to keep groups sizes small and to enable limited staffing to be able to safely manage these groups alongside remote learning. In addition, whilst our young children are not expected to be able to socially distance, this group size allows staff and pupils to maintain some degree of social distancing from each other. Two bubbles of 15 will be permitted within one year group (i.e. 30 pupils per year group), across two classrooms, leaving one classroom free for remote learning and PPA. This significantly reduces the risk of staff crossover around the building as year group teams remain in one area and supports the Tracing process if a positive case is reported.</p> <p>→ From 8<sup>th</sup> March children will be taught in year group bubbles.</p> <p>→As far as possible staff will be allocated to a year group bubble and will work across the bubble to support pupils learning within the classrooms, support specific pupils with SEND and to deliver PPA (HLTA/Student teachers/Supply teachers). These staff will use hand sanitiser before moving into a different work space or with different groups of children.</p>	<p>Year leaders – Helena Lilley (Y2), Jo Rickard (Y1); Emma London (YR)</p> <p>Claire New Lucy Owens</p>	

		<p>→If staff are required to move between bubbles they are required to wear a face mask, minimise contact with other adults within the bubble and use additional hand sanitizer.</p> <p>→Student teachers should adhere to the same health and safety arrangements as school staff. They should ensure they are familiar with the full risk assessment before they begin their practice.</p> <p>→Mixing of adults will be as minimal as possible to enable to smooth running of the school whilst keeping staff and children safe. Year group leaders will keep support staff informed of any changes to the timetables/risk assessments.</p> <p>→PPA and staff absence will be covered by consistent staff whenever possible.</p> <p>→Individual risk assessments have been completed for the children with extremely challenging behavior.</p> <p>→Deliberate, repeated and targeted spitting and biting will result in an exclusion.</p>		
Reducing mixing within the school	Staff and Children	<p>→The external playground doors of each of the classrooms must be used to enter and leave at the start and end of each day and for playtime.</p> <p>→Children ARE NOT allowed to go anywhere on their own in the school. They must remain in their classroom unless timetabled to be in a different area of the school.</p> <p>→Staff are timetabled for different lunch breaks in different spaces and whenever possible should try to socially distance from each other.</p>	Year leaders Claire New	
Lessons, curriculum and class bases	Staff	<p>→The children will be given their own named bag containing resources used regularly - pencils, glue sticks, scissors etc. These will be stored in their drawer.</p> <p>→Teachers will ensure that minimal resources are used and that these are cleaned as regularly as possible (at least weekly). A sanitizer spray is kept in each classroom for this purpose. Soft furnishings have been removed from the classrooms as these are not easy to clean.</p> <p>→Central areas of the school, such as the library and computer suite and hall equipment, will be timetabled on a weekly basis to enable each year group bubble to have full access to these curriculum areas without cross contamination across bubbles.</p>	Year leaders	

		<p>→SEND rooms (Orchard, Ocean, Meeting room, Rainbow room) have been allocated to each year group bubble; children will wash hands before entering and before returning to the classroom</p> <p>→Returned library reading books will be kept to one side for 48hours before being put back on the shelves. Reading scheme books will be changed on a Monday, Wednesday and Friday. Returned books will be put to one side for 48hours before being put back into circulation.</p> <p>→Children will be asked to come to school dressed in their PE kit (with navy joggers and sweatshirt on top) on PE weeks. PE will take place outside whenever possible.</p> <p>→No mass gatherings for assemblies – these will be held in the hall when it is their timetabled week, and in classrooms on other weeks. <b>Assemblies will be held virtually until further notice.</b></p> <p>→Teachers can take resources and equipment home but should avoid unnecessary sharing and clean them more frequently. Resources should only be taken home if they contribute the pupils education.</p>		
Playtime and equipment	Children	→The playground will be timetabled so that year group bubbles do not mix. The figure of eight path and field will be rotated on a weekly basis so that all children have access to the play equipment, with the required minimum 48 hour gap between groups.	Year leaders	
Toilets at break and lunchtime	Children	→Children will be encouraged to use the toilet before heading out for a break. As all breaks are no more than 30 minutes children should not be needing the toilet during this period. If however a child really cannot wait, they will be escorted back to their own year group or classroom toilets by a member of staff.	All adults Midday Meals staff	
	Staff	<p>→ Staff toilets have been allocated to each group bubble to use.</p> <p>YR – Adult toilet in the pods &amp; named cubicle and sink in sparkly toilets</p> <p>Y1 – Disabled toilet in Y1 corridor</p> <p>Y2 – named cubicle &amp; sink in sparkly toilets</p> <p>Female Office – named cubicle &amp; sink in Sparkly toilets</p> <p>Male office – disabled toilet in library</p> <p>MMS &amp; kitchen staff – Hollywood toilet</p>		



Lunchtime arrangements	Staff and Children	<p>→All those with home lunch boxes will keep them in their class base. Waste packaging from lunchboxes will be sent home, not emptied at school.</p> <p>→ YR and Y1 will have lunch in the hall. Y2 will have lunch in their year group base. Each year group bubble will have their own allocated lunchtime staff. Wherever possible they will try to stay with one class within the bubble.</p> <p>→YR will have lunch at 12pm; Y1 will have lunch at 12.30pm. Year group tables and chairs will be set up at different ends of the hall to avoid having to clean these down between bubbles.</p> <p>→Y2 will have lunch at 12.30pm. Chartwells staff will bring the food to the Y2 children in the Y2 base, serve it and clear away afterwards.</p>	<p>All adults</p> <p>Elita Finn – senior MMS</p> <p>Chartwells staff</p>	
Outdoor learning	Staff and Children	<p>→There will be no beach school in the autumn term/for the remainder of the academic year.</p> <p>→There will be no Forest School this half term. Forest school will resume through the spring and summer terms.</p> <p>→ The KS1 year group outdoor classrooms have been divided into three sections with equipment being rotated on a three weekly basis, following a weekend. Year group risk assessments are updated if there is a change to activities which may necessitate additional cleaning.</p>	<p>Year leaders</p> <p>Allyson Lean / Paul Andrews / Sam Cross</p>	
First Aid	Staff and Children	<p>→First aid will be administered in the same way as written in the school policy</p> <p>→First aid kits will be kept in each class for the treatment of minor cuts and scrapes.</p> <p>→Ice packs will be kept in fridges and cleaned after use. Each class has a set of cloth covers which are to be washed on a weekly basis.</p>	<p>Allyson Lean</p> <p>All first aid trained staff</p> <p>Carol Chilvers</p>	
Clubs and after school care providers	Staff and Children	<p>→There will be no before/after school clubs run by staff in the Spring term; this will be reassessed for the Summer term.</p> <p>→There will be no school clubs running by outside providers for the Spring term. The school will work with outside providers of clubs to ensure that their provision can meet the required health and safety arrangements e.g. not mixing across bubbles, not using spaces allocated to other bubbles, management of toileting, first aid, collection by parents. From 8<sup>th</sup> March clubs can resume.</p>	<p>Claire New</p> <p>Stephen Hill</p>	

		<p>→The school will work with after school care providers (such as Rascals) to share risk assessments, plans for drop off and pick up, mixing of bubbles – particularly if providing for more than one school etc. <b>Parents are advised to only use one childcare provider and not mix between providers.</b> Meeting arranged with Rascals for 14.07.20</p>		
Staffroom and rest spaces	Staff	<p>→Staff year group bubbles are allocated a space to have breaks and lunchtimes in.  YR 12pm-12.30 – Staff room allocated table (wiped down after use)  Y1 12.00 – 1.30pm – Cooking Corner (wiped down after use)  Y2 12.30-1.00pm – Allocated table in Staffroom (wiped down after use)  Office –1.00 – 1.30pm – Allocated table in Staffroom (wiped down after use)  Additional table set up in library for staff whose lunchtime crosses the bubble.  Staff must wear a face mask if entering a space outside of their allocated time.</p> <p>→Staff to be extra vigilant about not mixing across bubbles. Staff library chairs moved further apart. Hand sanitizer and signage placed outside staffroom, library toilets, and beside shared machines – photocopiers, laminator, guillotines</p> <p>→Staff must only bring their packed lunch.</p> <p>→No open food or loose food is to be kept in the fridge or left on the table.</p>	All adults	
Communication within school	Staff	<p>→Staff will be permitted to keep their mobile phones on their person during this period. This will enable them to use the time facility and to call for help if needed. The office staff will be able to send any messages from parents to staff without having to enter the group.</p> <p>→Phones have been installed in all year group bases in order that staff can contact each other and make/receive calls to/from parents and other outside agencies. Phones have been removed from class bases.</p> <p>→Safeguarding measures still apply – phones should not be used for taking photographs, nor should staff be accessing personal texts, emails, social media etc when working</p> <p>→Face to face staff meetings will be kept to a minimum and will be socially distanced. As far as possible staff meetings will be held virtually.</p>	All staff	

Communication with families	Staff	<p>→Parents will be informed of the arrangements through a newsletter, risk assessment on the website, 'Returning to school' booklet emailed during August and a leaflet for new YR at home visits.</p> <p>→All children will be required to wear school uniform.</p> <p>→Children are should only bring in water bottles, snacks, lunchboxes and book bags.</p> <p>→ Prescribed medication should be passed to the class teacher. Suncream should be applied before school. Children should not bring in their own sanitizer, lip balm or hand cream unless prescribed.</p> <p>→Only one adult to accompany children on school premises. No gathering by school gates before/after school.</p> <p>→Parents are requested to wear a face covering for drop off and pick up, unless they are exempt.</p> <p>→Parents are discouraged from coming into the main reception area. They will be required to wear a face covering if they enter the school building. All communication/enquiries by phone or email/parentmail.</p> <p>→Families who indicate that they are concerned or anxious about returning will be contacted by the class teacher/member of the SLT to answer questions and give reassurances.</p>	Claire New	
Safeguarding	Staff and Children	<p>→If the DSLs become unwell with confirmed Coronavirus, the SLT will take over responsibility for Safeguarding, under the guidance of the DSLs from home, or the DSL at EPJS.</p> <p><b><u>→ALL SAFEGUARDING PROCEDURES REMAIN THE SAME AND MUST BE REPORTED TO THE DSL (Claire New and Lucy Owens).</u></b></p>	Claire New Lucy Owens	
Shielding and clinically vulnerable adults and pupils or	Staff and Children	<p>→Shielding has recommenced for children and adults that received a letter in the last lockdown.</p> <p>→Staff and pupils who live with someone 'extremely clinically vulnerable' or 'clinically vulnerable' should attend school as normal.</p>	Claire New	

<p>Living with a clinically vulnerable person</p>		<p>→If a member of staff becomes pregnant they should advise the Headteacher as soon as possible and follow the relevant guidance. An individual risk assessment will be carried out.</p> <p>→Where pupils are self-isolating due to a positive test result or because they are displaying corona virus symptoms, remote learning will be provided through Google Classroom.</p> <p>→Where pupils are unable to attend school as parents are following clinical and/or public health advice, absence will not be penalized.</p> <p>→A separate Remote-learning plan is in place if the school is required to close.</p>		
---	--	---	--	--