



## COVID-19 Risk Assessment for Stroud Valley Community Primary School

PLAN					
Prepare Building		NOTES		Prepare Employees and Parents and pupils	NOTES
COVID-19 posters/ signage displayed.		Floor markings in middle of corridors keep left signs Any more 2m distancing floor markings			
Lifts		Use of lifts to be kept to a minimum.		Hand sanitiser provided for the operation of lifts.	Reducing use of lifts to only those that need to use them. Lifts are single occupation only (if 2 metres not achievable).
Reception Areas		Shared pens removed from reception.  Hand sanitiser provided at all entrances.  Reduce number of adults entering building.			
Pre-opening preparation					
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control measures	
	To reduce contact between individuals as far as is practically possible and realistic.	Arrival and collection arrangement.	Make clear to parents not to gather at entrance gates.	Refer to school website for guidance if a member of a household has covid – 19 symptoms.	

	<p>Communicate with parents On website publish:</p> <ol style="list-style-type: none"> <li>1. risk assessment</li> <li>2. details for breakfast and after school care</li> <li>3. E-mail admin@ for specific questions linked to COVID-19</li> </ol>	<p>Only one parent to accompany child to school.</p> <p>List items children can bring into school such as lunch boxes, hats, coats, books.</p>	<p>limiting adults on site in order to reduce face to face contact – phone if need to speak to a member of staff.</p>	.
<b>Arrival</b>				
<ul style="list-style-type: none"> <li>• a 'crunch point' – 2 entrances to be used.: car park and main entrance</li> </ul>				
<b>Buildings</b>	<b>Staff/ Pupils / Parents</b>	<b>Control Access</b>	<b>Minimise Contact Social Distancing</b>	<b>Implement Infection Control measures</b>
More appropriately spaced spot markings on slope at main entrance to bring two classes in at a time.	Staff to be made aware Parents through website	Separate plan for staggered arrival and leave school Staff at both entrances to control distancing and remind children / parents where to line up One way system for parents leaving Only one child to accompany		
<b>Classroom</b>				
<b>Buildings</b>	<b>Staff/ Pupils / Parents</b>	<b>Control Access</b>	<b>Minimise Contact Social Distancing</b>	<b>Implement Infection Control measures</b>
	List what is required in each classroom for cleaning etc	All children will be provided with equipment necessary for the classroom and teachers will plan storage so they have individual access.		
Check posters for Catch/Bin/Kill are on display in all classrooms.  Tissues to be provided.	<p>Catch It/Bin it/Kill it</p> <ul style="list-style-type: none"> <li>• Bins with lids</li> <li>• Tissues</li> </ul> <p>Teachers to talk through with children daily.</p> <p>Parents reminded in newsletter.</p>		Class 'bubbles' will be kept together in separate 'bubbles' throughout the day and do not mix with other groups.	Keep a record of pupils and staff in each bubble, lesson or close contact group for tracing.

Bins for tissues provided and are emptied throughout the day.				
	<p>Staff to plan and prepare for social distancing.</p> <p>Where possible staff to maintain distance from their pupils, staying at the front of the class.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>		<p>Children use doors to outside and avoid corridors where possible.</p> <p>Arrange desks seating pupils side by side and facing forwards.</p> <p>Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.</p> <p>Remove unnecessary items and furniture to make more space.</p>	
			Identify and plan lessons that could take place outdoors.	
		Teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use).	Taking books and other shared resources home limited and unnecessary sharing to be avoided.	
	Educate pupils on a regular basis about the need to stay apart from others and expectations around hygiene.			
	Adults and children are encouraged not to touch their mouth, eyes and nose.			

	Singing should not take place in groups larger than 15 – then all facing the front / outside for ventilation			
<b>Large Gatherings - no large gatherings to be conducted. Assemblies in classrooms via Zoom</b>				
<b>Toilets</b>				
<b>Buildings</b>	<b>Staff/ Pupils / Parents</b>	<b>Control Access</b>	<b>Minimise Contact Social Distancing</b>	<b>Implement Infection Control measures</b>
2m distant tapes lines in corridor for children waiting.	Staff to remind children daily about social distancing.		Staggered lunch and breaktimes will ease toilet congestion.	
<b>Breaktimes</b>				
<b>Buildings</b>	<b>Staff/ Pupils / Parents</b>	<b>Control Access</b>	<b>Minimise Contact Social Distancing</b>	<b>Implement Infection Control measures</b>
			Staggered with clearly identified areas for each class bubbles to play.	
<b>Lunchtime</b>				
<b>Buildings</b>	<b>Staff/ Pupils / Parents</b>	<b>Control Access</b>	<b>Minimise Contact Social Distancing</b>	<b>Implement Infection Control measures</b>
	Children to eat in class bubbles. Food taken to children if eating in classrooms.	Rota of where children eat and play to maintain separate class groups.	Plan for staggered lunchtimes to avoid mixing.	Tables cleaned in between each sitting.

Leaving				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control Measures
			Staggered leave time See separate plan	
PE				
	Pupils kept in same consistent bubbles where possible during PE and sport.	Sports equipment thoroughly cleaned after use or labelled and left for 72 hours.  Contact sports avoided until guidance changes  Outdoor sports should be prioritised where possible Large indoor spaces used where it is not  No swimming until guidance changes		
Educational Visits				
	From the autumn term no over night visits until guidance changes  Risk assessments of visits to include COVID measures  No cross class / bubble trips. Face coverings on buses to be worn  Use of hand sanitiser upon boarding and/or disembarking			

<b>Breakfast Club</b>				
<b>Buildings</b>	<b>Staff/ Pupils / Parents</b>	<b>Control Access</b>	<b>Minimise Contact Social Distancing</b>	<b>Implement Infection Control measures</b>
	Before school staff to prepare a table of activities for each of the 9 class bubbles. Children to stay separate and leave for classes at staggered times.		Breakfast Club will keep to the bubbles used during the school day.	
<b>After School provision</b>				
<b>Buildings</b>	<b>Staff/ Pupils / Parents</b>	<b>Control Access</b>	<b>Minimise Contact Social Distancing</b>	<b>Implement Infection Control measures</b>
<b>On-going</b>				
<b>Buildings</b>	<b>Staff/ Pupils / Parents</b>	<b>Control Access</b>	<b>Minimise Contact Social Distancing</b>	<b>Implement Infection Control measures</b>
Cleaning Schedule	Additional Cleaning Hours			Communal areas – toilets / door handles / basisters will be cleaned after lunch time. Classrooms will have own cleaning resources to use throughout the day.
<b>Staff</b>				
	Staff to keep 2 metres from other adults as much as possible.  Minimal use of staff room to reduce occupancy and distance.			
<b>Office</b>				

	Staff in shared spaces (e.g. office) to avoid working facing each other.		Limit one adult (other than DS/DS/EM staff) to office.	
Remind all not to come to school if COVID symptoms are present.				
	<p>Inform all that they will need to take a test if displaying symptoms and inform school of the result immediately AND provide details of anyone they have been in close contact with; AND self-isolate if necessary.</p> <p><b>Lateral Flow Testing</b></p>	<p>Staff take LFT twice weekly and report symptoms to HT by 7pm.</p> <p>Advice will be taken from PHE if a positive test is reported and those affected informed asap.</p>		
What happens when a child shows symptoms of COVID 19 / becomes ill during the school day?				
Identify space for children who display COVID-19 symptoms during school day.				Ensure stocks of PPE available for staff dealing with COVID symptoms.
	Information shared about testing available for those with symptoms.			
Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.	<p>Remind staff to keep all doors open.</p> <p>Main door into school will be closed for safeguarding.</p>			

Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.	On going purchase			
<b>Prepartaion for small (individual child isoaltion) / large scale closure / lock down – recovery curriculum</b>				
<b>Buildings</b>	<b>Staff/ Pupils / Parents</b>	<b>Control Access</b>	<b>Mininmse Contact Social Distancing</b>	<b>Implement Infection Control leasures</b>
	Consider how online resources can be used to shape remote learning.			
Visitors Protocol	<ul style="list-style-type: none"> <li>- Parentst</li> <li>- Contractors</li> <li>- Other professionals</li> <li>- Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> </ul>		<ul style="list-style-type: none"> <li>- Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival.</li> <li>- Covered bins provided on entrances to dispose of temporary face coverings.</li> </ul>	
How test and trace works	<p>A record kept of all visitors to assist NHS Test and Trace, including:</p> <ul style="list-style-type: none"> <li>• the name;</li> <li>• a contact phone number;</li> <li>• date of visit;</li> </ul> <p>arrival and departure time</p>			