



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 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>On website publish:</p> <ol style="list-style-type: none"> 1. risk assessment 2. details for breakfast and after school care 3. E-mail admin@ for specific questions linked to COVID-19 	<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>	.
Arrival				
<ul style="list-style-type: none"> • a 'crunch point' – 2 entrances to be used.: car park and main entrance 				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control measures
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 times Staff at both entrances to control distancing and remind children / parents where to line up One way system for parents leaving Only one parent to accompany their child to school		
Classroom				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control measures
	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.		
<p>Check posters for Catch/Bin/Kill are on display in all classrooms.</p> <p>Tissues to be provided.</p> <p>Bins for tissues provided and are emptied throughout the day.</p>	<p>Catch It/Bin it/Kill it</p> <ul style="list-style-type: none"> • Bins with lids • Tissues <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.

	<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 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			

Large Gatherings - no large gatherings to be conducted. Assemblies in classrooms via Zoom				
Toilets				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control leasures
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.	
Breaktimes				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control leasures
			Staggered with clealy identified areas for each class bubbles to play.	
Lunchtime				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control leasures
	Children to be brought to canteen and directed to designated tables. To sit in class bubbles	Packed lunch in classrooms / hall and elliot building.	Plan for staggered lunchtimes to avoid mixing.	Tables cleaned in between each sitting.
			Number of pupils taking hot dinners to be controlled initially – will develop as lessons learned.	
Leaving				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control leasures
			Staggered leave time See separate plan	
PE				

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

	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.	
After School provision				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control measures
On-going				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control measures
Cleaning Schedule	Additional Cleaning Hours			Communal areas – toilets / door handles / banisters will be cleaned after lunch time. Classrooms will have own cleaning resources to use throughout the day.
Staff				
	Staff to keep 2 metres from other adults as much as possible. Minimal use of staff room to reduce occupancy and distance.			
Office				
	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.				
	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.			
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.	Remind staff to keep all doors open. Main door into school will be closed for safeguarding.			
Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.	On going purchase			
Preparation for small (individual child isolation) / large scale closure / lock down – recovery curriculum				
Buildings	Staff/ Pupils / Parents	Control Access	Minimise Contact Social Distancing	Implement Infection Control measures

	Consider how online resources can be used to shape remote learning.			
Visitors Protocol	<ul style="list-style-type: none"> - Parents - Contractors - Other professionals - Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. 		<ul style="list-style-type: none"> - Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. - Covered bins provided on entrances to dispose of temporary face coverings. 	
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"> • the name; • a contact phone number; • date of visit; <p>arrival and departure time</p>			