

Covid-19 Risk Assessment Example / Template and Supporting Guidance for Schools

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

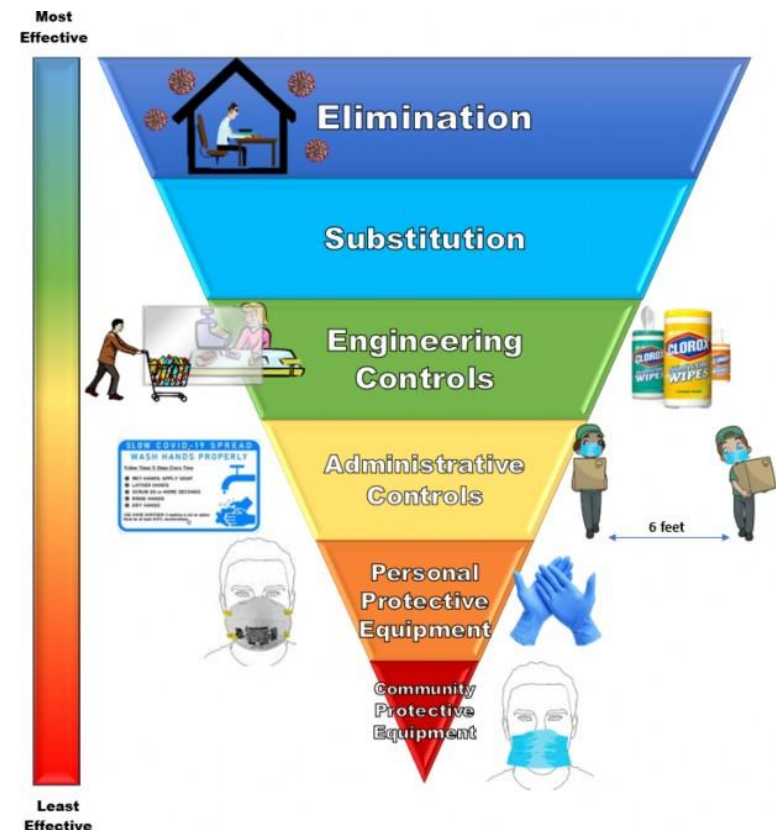
The Government has announced that from the 1st June 2020 schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. It is a key principle of City of Wolverhampton Council that safety is more important than numbers of children in schools and settings at any time.

To support schools with this phased introduction, below is an example Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the 'considerations' section detailed at the end of the document and the following [latest government guidance](#):

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Title: Covid-19 Risk Assessment for Claregate Primary School including maintained Nursery.



N.B. In attempt to minimise risk, this Risk Assessment is not implying that there is no risk. Airborne and surface transmission of Covid-19 is still possible. Those completing this Risk Assessment are not experts in infections transmission and these are common sense measures.

Key.

SM = Site Manager. HT = Headteacher. DHT = Deputy Headteacher. PL = Phase Leaders. OM = Office Manager. IL = Inclusion Leader. C and FSW = Child and Family Support Worker. AA = Administrative Assistant. RT = Receptionist. CoG = Chair of Governors. AT = All teachers. AS = All Staff. MDS = Mid Day Supervisors. LA = Local Authority.

S =system, I = Implementation, QA = Quality Assurance.

Dates of 22/5/2020 indicates that date that the Risk Assessment template was received and matters were already in place.

Matters demarcated in yellow indicate additions to the LA template Risk Assessment for ease of reading by LA staff.

Matters demarcated in green indicate where the RA has been amended following LA briefing on 4/6/2020.

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Action By who?	Action by when?	Done
		<u>Barriers / screens</u>				
	Staff	Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors is in place.		HT-S, RT-I-	Done fixed in place.	Done
		Sign to "Keep your distance please" on front Reception desk.		RT-S, SM-I	20/5/2020	20/5/2020
		Use external doors where possible and avoid walking in corridors if possible.		HT-S, CT's I	22/5/2020	22/5/2020
		One way system of circulation. Demarcate corridors with chairs and physical barriers with keep left signs.		SM-S, AS-I	22/5/2020	22/5/2020

Spread of Covid-19 Coronavirus	Pupils	Ban on volunteers and non- essential adults on site. Parents not allowed to enter site without making a pre arranged appointment – only granted access to site if deemed essential.	M	HT-S, RT-I	22/5/2020	2/5/2020	
	Cleaners	Staff briefing to cover all of these controls.		HT-S and I	1/6/2020	1/6/2020	
	Contractors	Promotion of good personal hygiene					
	Visitors to our premises.	Hand washing facilities with soap and water (ideally warm water) in place.		SM – S and I	21/5/2020	22/5/220	
		Posters displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here).		HT- S, AA- I	22/5/2020	1/6/2020	
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Stringent hand washing taking place for staff and pupils (in accordance with this guidance).		IL – S, CT’s- I	22/5/2020	22/5/2020	
		Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.		HT-S, AS-I	2/6/2020	1/6/2020	
		Classes to teach children hand washing techniques.					
		Drying of hands with disposable paper towels. Hand driers in pupil toilets.					
		Children to wash hands before and after eating a snack and before and after eating dinner. Also on entry and exit to school.					
		Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it’s available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing).		SM I (in stock)	22/5/2020	23/5/2020	
		Employees and pupils reminded to catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it” and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. Regular reinforcement in class.		IL –S, AS -I	2/6/2020	2/6/2020	
		Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.		SM – S and I AS-I	22/5/2020	22/5/2020	
		Appropriate receptacles for disposal of tissues which are emptied throughout the day.		SM – S, AS-I	22/5/2020	22/5/2020	
		Pupils discouraged from sharing cutlery, cups or food. Parents informed of hygiene expectations and to advise its discussed with their children. Children only access to their own lunchbox - no sharing of food.		HT – S, MDS-	2/6/2020	2/6/2020	
	Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.	CT’s –I, SM I					
	Areas are kept well ventilated using natural ventilation where possible.	HT – S and I					

		<u>Cleaning</u>				
		Pupils sit at their own and the same desk each day to minimise the need for constant cleaning. They have their own tray with their own equipment		HT – SM -I	2/6/2020	2/6/2020
		Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.		HT S, SM-I	22/5/2020 8/6/2020	22/5/2020 8/6/2020
		Meet with cleaning contractors to review cleaning arrangement and make any necessary changes.		HT S, SM-I	1/6/2020	1/6/2020
		Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods. Desks to be wiped over before the children eat their lunch (school staff) and at the end of every day with anti-viral cleaning solution. Friday afternoon to be put aside without children present so equipment can be thoroughly cleaned e.g. EYFS toys. Any doors that have to be closed - clean handles and push plates at the end of every day. All toilet bowls sinks and surfaces cleaned at the end of every day with anti-virus solution.		HT S, SM-I	22/5/2020 8/6/2020	1/6/2020 8/6/2020
		Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. Any concerns to be brought to the attention of senior leaders asap.		HT S, PL-I	2/6/2020	2/6/2020
		All cutlery and cups are thoroughly cleaned before and after use.				
		Lidded bins for used tissues.				
		Check basic hygiene stock and toilet requisites every morning.				

	Anti-Viral spray in each classroom for ongoing use.			
	<u>Social Distancing</u>			
	School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).	HT-S, OM-I	2/6/2020	2/6/2020
	Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government.	HT-S, AS-I	22/5/2020	22/5/2020
	Class sizes are based around groups of no more than 15 pupils and 1 teacher (and 1 TA if needed). Where class sizes are less, the LA Room Capacity Tool has been used to determine staff limits on pupil numbers. Signage on room doors to display maximum capacity based on LA calculations.	HT-S, PL-I	2/6/2020	2/6/2020
	Cohorts are kept together and where ever possible different groups are not mixed.	HT-S, AS-I		
	The same teacher / staff members are assigned to each group and stay the same during the day	HT-S, AS-I		
	Desks should be spaced as far apart as possible.	HT-S, CT-I		
	Children use the same classroom, or area of a setting, throughout the day with thorough cleaning of rooms at the end of the day.	HT-S, CT-I		
	Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering.	HT-S, AS-I		
	Staff reminded daily of the importance of social distancing, both in the workplace and outside of it.	HT-S, AS-I		
	Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.	HT-S, DHT-I		
	Redesigning processes / rooms to ensure social distancing in place.	HT-S, SM-I	22/5/2020	22/5/2020
	Conference calls to be used instead of face to face meetings.	HT-S, AS and Gvs I.		
	Social distancing also to be adhered to in staff rest areas, canteen and smoking area.	HT-S, AS-I	2/6/2020	2/6/2020
	Management checks to ensure this is adhered to.	HT-S, PL-I		
	Parents discouraged from gathering at school gates by staff on duty at the gate N.B. there are not enough staff available to patrol pavements where there will be lining up outside school.	HT-S, gate staff- I		

	Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.		DHT-S, AS-I		
	Staggering lunch breaks - wash hands beforehand and enter in the groups they are already in, groups kept apart as much as possible and tables cleaned between each group.		DHT-S, AS-I		
	Ensure toilets do not become crowded, by limiting the number who use the toilet facilities at one time.		HT-S, AS-I		
	Use outside space for exercise and breaks wherever possible.		DHT-S, AS-I		
	Use outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.		HT-S, AS-I		
	Discontinue use of outdoor climbing equipment e.g. slide, frames and fixed structures. Install barrier tape and be vigilant.		HT-S, SM-		
	Limit exchange of take-home resources between children, young people and staff. No reading books or equipment to be taken home.		HT-S, AS-I		
	Prevent as far as possible, the sharing of stationery and other equipment where possible. Individual trays in EYFS and Y1 and pencil cases in Y6.		HT-S, AS-I		
	Shared materials and surfaces should be cleaned and disinfected more frequently (see above). Virus cleaning solution in each classroom.		HT-S, SM-I		
	<u>Reducing contact point activities</u>				
	School discourages any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.		HT-S, AS-I	2/6/2020	2/6/2020
	School will cease hand shaking with children and visitors. Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down.		HT-S, AS-I		
	Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation.		HT-S, SM-I		
	Fire doors closed at the end of every day.		SM-S and I	8/6/2020	8/6/2020
	<u>Dealing with a suspected case (staff and / or pupil)</u>				

		<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and/or smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in the RIB Room where they can be as far away as possible and at least two metres away from others and sent home and advised to follow the stay at home guidance.</p> <p>If unwell and pupils and staff are waiting to go home, they are instructed to use the toilet for disabled people Y2 the school to minimise the spread of any potential infection.</p> <p>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</p> <p>If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.</p> <p>If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in the RIB Room where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.</p> <p>If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.</p> <p>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</p> <p>If a member of staff becomes symptomatic, their line manager maintains regular remote contact with during this time.</p> <p>If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to</p>		<p>HT staff briefing</p> <p>1/6/2020</p> <p>1/6/2020</p> <p>HT-S, AS-I</p> <p>HT-S, AS-I</p> <p>HT-S, AS-I</p> <p>HT-S, AS and SM-I</p> <p>HT-S, PL-II</p> <p>HT-S and I</p>	<p>1/6/2020</p> <p>1/6/2020</p> <p>22/5/2020</p> <p>2/6/2020</p> <p>2/6/2020</p> <p>2/6/2020</p> <p>Ongoing</p>	<p>1/6/2020</p> <p>1/6/2020</p> <p>22/5/2020</p> <p>2/6/2020</p> <p>2/6/2020</p> <p>Ongoing</p>
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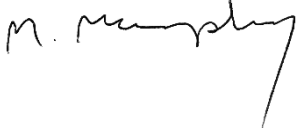
	<p>discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>			
	<p><u>Controlling other users of building (visitors / contractors)</u></p>			
	<p>The school will contact every user and inform them of usage expectations:</p>	OM-S RT-I	1/6/2020	2/6/2020
	<p>Compulsory handwashing / use of gel before entering school.</p>	HT-S, AS-I		
	<p>Contractors to use the toilet in the cleaners store cupboard near Year 2.</p>	HT-S, AS-I		
	<p>Restrictions or suspensions of building usage.</p>	SM-S and I		
	<p>Poster on entry. Information on request to visit. No unannounced visits. Gel station on entry.</p>	HT-S, SM and AA I		
	<p>No lettings, volunteers or non- essential adults on site.</p>	SM –S and I		
	<p>Re-message those who we have not got 2 contacts for. Remind to keep up to date via app message.</p>	OM S and I.		
	<p><u>Emergency procedures</u></p>			
	<p>All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required.</p>	OM S and I	22/5/2020	22/5/2020
	<p>Pupils’ parents are contacted as soon as practicable in the event of an emergency.</p>	OM S and I		
	<p>Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted.</p>	OM s And I		
	<p>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</p>	HT S and I		
	<p><u>Personal Protective Equipment (PPE)</u></p>			
	<p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school’s face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p>	DFE-S, HT-I	1/6/2020	2/6/2020

	<p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p> <p>Follow LA site plan for maximum numbers of pupils per room.</p> <p>Staff briefing to inform staff of all of the measures above.</p> <p>Staff briefing. Allocate individual work spaces for each member of staff not allocated a class.</p> <p>Will restrict use of staff room if social distancing not adhered to. Staff briefing. Plastic disposable spoons 1 use only and keep to own crockery. Dishwasher on every night.</p> <p>Social distancing signs at gate.</p> <p>Staff read this RA.</p> <p>Posters on point of entry to school.</p> <p>Where there is no strong combination of source of ignition and fuel i.e. classroom doors, leave doors open to minimise contact points. Store cupboard doors stay closed.</p> <p>Posters for signs symptoms.</p> <p>Staff briefing for procedures.</p> <p>No entry sign and RIB Room and RT office identified.</p> <p>Year 2 toilet for disabled people used for staff/children who fall ill.</p> <p>PPE required if;</p> <p>a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask (that meets a minimum standard of FFP2), gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). <p>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely</p>		<p>DFE-S, SM-I</p> <p>HT-Plan, DHT QS and AS I</p> <p>AA produce posters SM I</p> <p>SM- S and I for day to day site routines.</p> <p>OM –ordering S and I.</p>	<p>23/5/2020</p>	<p>23/5/2020</p>
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Classroom and pupil organisation	Pupils welfare and other staff stress.	<p>Parent, carers requested to tell school if their child is returning to school via email.</p> <p>Pupils have their own desk, pencil case and equipment. Reception and Nursery have their own tray. Minimise sharing equipment.</p> <p>Staggered playtimes so “bubble” groups do not mix.</p> <p>Staggered lunchtime to minimise risk of “bubbles” mixing. Separate seating for bubbles as far as possible.</p> <p>Pupils allocated to classrooms so LA maximum numbers are not exceeded. Late notification of joiners after class allocations join a “bubble” in their year group that minimises numbers.</p> <p>If numbers exceed class capacity, create new bubbles which may include moving furniture. Source steps for urinals and sinks Y1 to Y3/4.</p> <p>Whole staff plan and timetable with roles defined, including gate duty and isolation room. Staffing plan to be kept under constant review and adapted where necessary due to staff illness or creation of extra ‘bubbles’.</p>	M	HT letter to parents and staff briefing. DHT and PL -I	22/5/2020 1/6/2020	22/5/2020 2/6/2020
Teacher / staff shortage	Pupils welfare and other staff stress.	<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. <p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. If numbers allow, keep “bubbles” to LA prescribed numbers.</p>		HT staff briefing and HR matters, OM monitoring.	1/6/2020	1/6/2020
Impact on physical and mental health	All employees.	<ul style="list-style-type: none"> • Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. 	M	LA –S, HT-I PL-I	1/6/2020 22/5/2020 22/5/2020	1/6/2020 22/5/2020

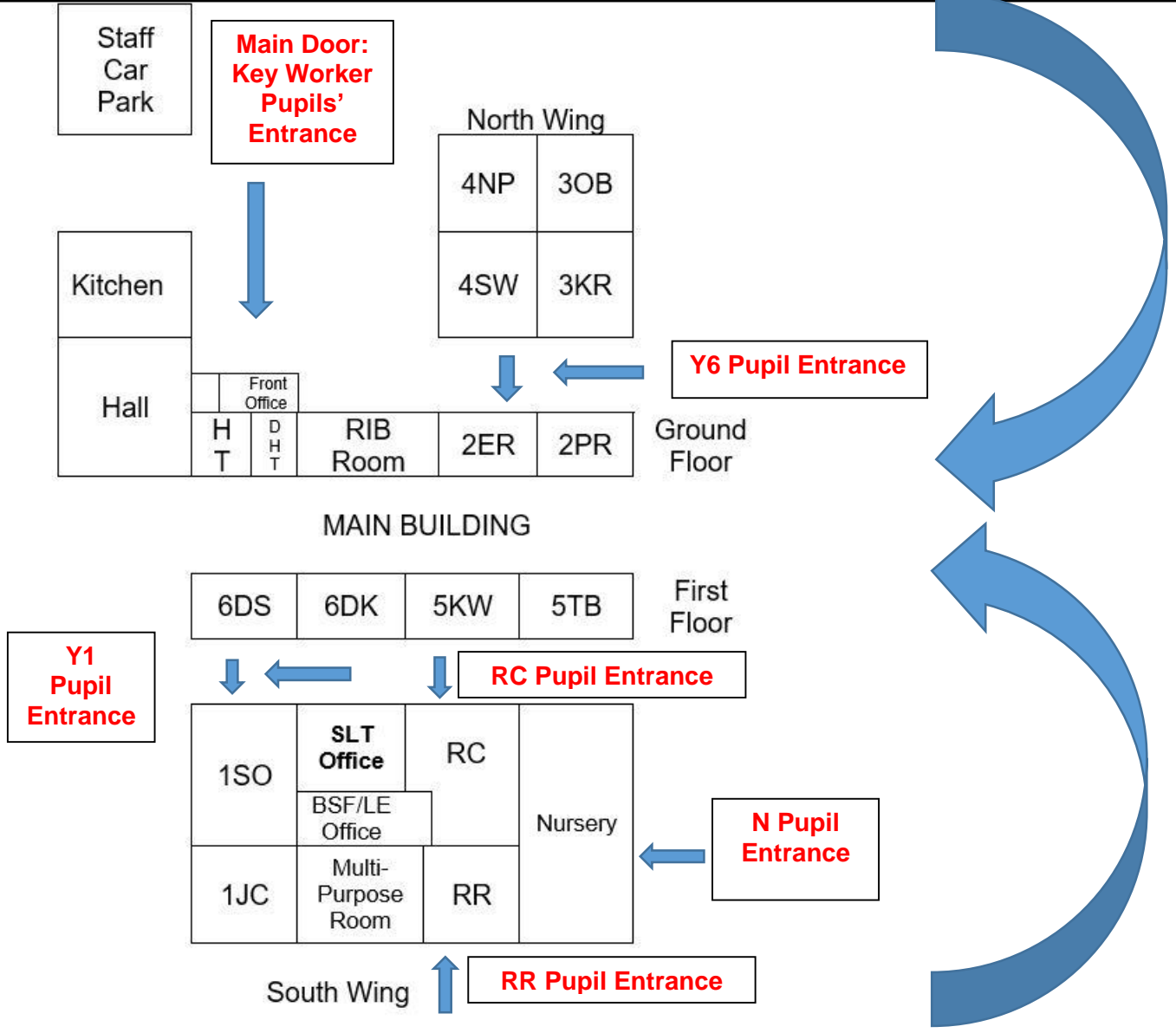
		<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. <p>Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home.</p> <p>Individual Risk Assessment for pupils who have sensory needs and “mouth” equipment spreading saliva. Pupil, staff and other pupils safety and welfare to be planned.</p>		IL-S and I LA S, IL-I HTI	1/6/2020 1/6/2020	22/5/2020 2/6/2020 1/6/2020
Use of guidelines	All users.	We will follow Government guidance and not exceed staff to child ratios for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we will use these to group children. (Coronavirus (COVID-19): implementing protective measures in education and childcare settings) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. (Actions for educational and childcare settings to prepare for wider opening from 1 June 2020)	M	KR-S, EYFS staff I	1/6/2020	1/6/2020
		All Covid-19 documents will be stored on the Staff Server available to all employees.	M	HT-S, HT-I	5/6/2020	8/6/2020
		All employees will be required to check emails each day during Covid -19 crisis and senior leaders will send policies, guidelines, generic Risk Assessments and instructional letters via email.	M	HT-S, DHT-I	5/6/2020	5/6/2020
		We will use the Local Authority individual Risk Assessment matrix for staff.	M	LA-S, HT-I	TBA	TBA
Measures to minimise impact outside the school boundaries.	Those bringing pupils to school.	<p>Staggered start and finish to the school day based alphabetically on surnames.</p> <p>Lists of pupils arriving at different times to be held on the gate. People arriving randomly to be sent to the main entrance and be spoken to by school staff.</p> <p>2m lining up message in HT bulletin.</p> <p>Path marking outside school x 6.</p>	M	HT-S, DHT – I. HT-S, gate duty –SM-S and I.	21/5/2020 21/5/2020 21/5/2020	2/6/2020 2/6/2020 2/6/2020

Non-school employed staff – specifics.	Catering staff. Sports coaches. Cleaners.	<p>N.B. Own employers should brief staff about role specific matters.</p> <p>Maintain social distance when serving food.</p> <p>Work outdoors only – no indoor PE.</p> <p>Briefed to minimise air borne transmission of virus by retraining staff on tying bin bags.</p>	M	HT-S and communication – NS staff –I	22/5/2020	1/6/2020
Communication	All employees and stakeholders.	<p>Parent / carer newsletters.</p> <p>Staff briefings.</p> <p>Matters to include the above and</p> <ul style="list-style-type: none"> Public Health Duties in fast moving scenario. Informing Public Health if cases suspected and advice implemented. Vigilance in monitoring symptoms in themselves and others. Challenging poor practice. Not to send pupils who are ill and what to do if this happens. Informing HT if returning to work. <p>Publish RA on website</p> <p>Consult RA with staff empowering all staff to take control and communicate well</p>	M	HT-S, AS-I HT-S, AS-I HT-S, AS-I HT/DHT HT-S	Various Various Various 2/6/2020	Ongoing when required. Ongoing when required. Ongoing when required.

	Name	Position	Signature	Date	Review Date
Risk Assessor	Mr M Murphy	Headteacher		25/5/2020	5/6/2020 or when required.
Line Manager	Miss S Sherwood	Chair of Governors	S. Sherwood	26/5/2020	

Appendix 1 : Pupil Entrance Plan -

Chester Avenue Entrance Surnames:			
C-E: 08:15-08:25	J-L: 08:25-08:35	P-R: 08:35-08:45	V-Z: 08:45-08:55



Chester Avenue Entrance Surnames:

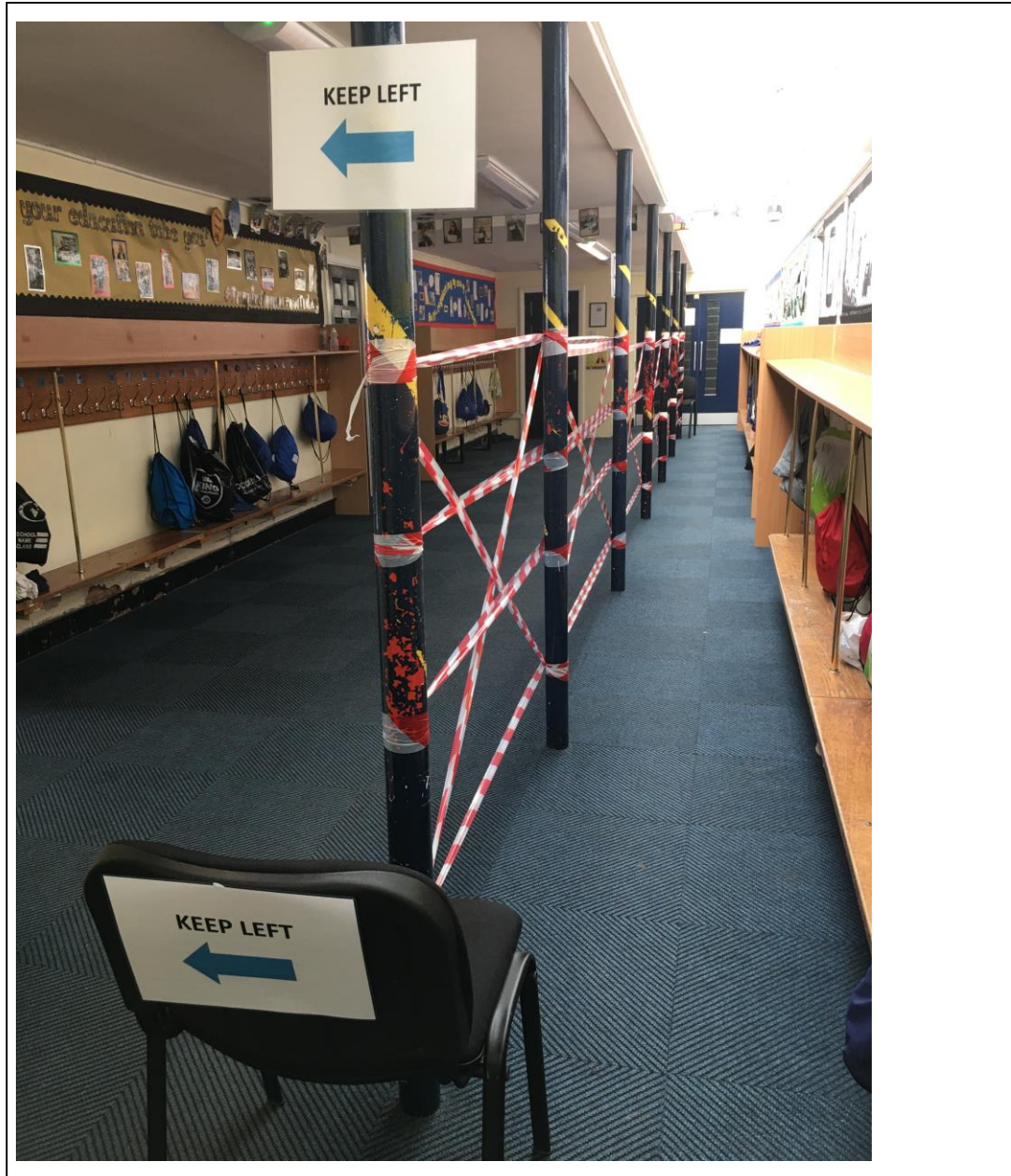
A-B: 08:15-08:25

F-I: 08:25-08:35

M-O: 08:35-08:45

S-U: 08:45-08:55

Appendix 2 Examples of Measures Taken



Appendix 4 Sample of Parental Letter also used as a Staff Briefing.

14/05/2020

Dear Parents / Carers,

The Government have now published what they expect to happen in the next few weeks including guidance for parents <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

In our survey, there is a lot of concern about re-opening school and what we need to consider. Given your concerns, I think it is only right to detail what measures we are taking. No apologies that this is a long letter – people want to know the detail. Many people have asked whether I can guarantee that the environment is safe if we re-open and of course I cannot guarantee that. All I can say is that we will do everything in our power to make it as safe as possible. I think I have been as clear as I can be in detailing below what our measures are and where the “pinch points” are.

From 1st June we may be welcoming back Nursery, Reception, Year 1 and Year 6 in addition to the “vulnerable” and “critical worker” children. However, the return is dependent on national conditions being met and could be changed by the Government at any time.

Parent / carers must not however send children to school if their child, or anyone in their household is displaying symptoms of Coronavirus, or if their child is “extremely clinically vulnerable”. If there is someone in the household who is “extremely clinically vulnerable” or your child is “clinically vulnerable” (definition here <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>) please discuss this by ringing me at school on 01902 558575 as a matter of urgency, to see whether we can facilitate a return via “stringent social distancing”. The Government have said they expect everyone to attend, but our survey shows that there is a lot of dissent and worry about that.

WE NEED TO KNOW so we can plan staff, class organisation and meals! We are also stipulating that your child is either “back” or “not back” full time. We cannot organise day-to-day opt in and out, or we will be moving class furniture and equipment every night.

As per Government guidelines, staff will not routinely be wearing masks or protective clothing unless they are engaging in routine personal care. We are however looking to source this on the open market with someone even making masks for us.

Please email claregateprimaryschool@wolverhampton.gov.uk by Tuesday 19th May to say whether your Nursery, Reception, Year 1 or Year 6 child will return on 1st June.

The school will have been cleaned thoroughly before 1st June during half term when we are closed and surfaces, chairs and common contact points will be cleaned every night with disinfectant. We do have plenty of soap and paper towels. We use Wolverhampton Local Authority cleaning services and they have vast expertise in this area. In Early Years and Year 1, we will be removing non-essential soft furnishings. However, it is impossible to remove or clean every toy, book, crayon, paintbrush etc. As far as possible therefore, we will set procedures to avoid sharing equipment such as pencil cases and colour coded equipment per table, but it is giving false reassurance to say that children will not forget and pick up the equipment of others. If you wish to send younger children with pencil cases with their own identifiable equipment please do – Y6 have these. However, keep equipment brought to school to a minimum – pencil case, lunch box, PE / Games kit (in school every day).

Nobody, including the Government, is claiming that it is possible to guarantee social distancing of 2 metres at all times. The younger the child, the less likely it is that they can keep social distance (just try keeping two 4 year olds apart even in your own living room). However, we need to

From 1st June, due to the lengthening of the school day, the obligation to provide enhanced cleaning and to be able to get overdue maintenance planned during lockdown done, we will close school, after their lunch on Friday afternoons for all children until further notice. We understand that this causes inconvenience for working parents, but the challenges are unprecedented. Pick up times are below.

do everything possible to minimise the risk and for that reason we will take the following precautions.

Nursery

We think it is unsafe to have 29 pupils together in the Nursery and it is not fair to

educate them in another room. They need their own toilets and changing facilities, their favourite toys, staff that they know and a familiar and secure environment. Classrooms in other parts of the school do not have the correct facilities. We therefore may run a rota for Nursery and we will let you know once the emails about uptake come in.

Staggered start to the school day

We could have 220 children and parents 2 metres apart, which would cause a queue of 2.2 kilometres at each gate, so we need to stagger the start to the school day. We request that you stay at least 2m apart from other families, and “drop and go” without lingering. If you want to chat to each other, please move away from school to a place where you can distance. If your younger child is reluctant to come, we may ask that you take them to another part of school so it doesn’t hold up the entry for others. The table below shows what time your child will start and finish school, alphabetically by the first letter of your child’s surname (last name or family name) and which gate they need to be delivered to in the morning. In the interest of reducing numbers, Year 6 should not be brought right to the gate by an adult. Two members of staff will be on duty at both entrances and staff will be there to guide the children across the playground, through the corridors and into class.

Time	Surname Initial	No of pupils	Gate
08.15 to 08.25	A and B	24	Crossland Crescent
	C, D and E	29	Chester Avenue
08.25 to 08.35	F,G and I	28	Crossland Crescent
	J, K and L	21	Chester Avenue
08.35 to 08.45	M, N and O	18	Crossland Crescent
	P, Q and R	19	Chester Avenue
08.45 to 08.55	S, T and U	34	Crossland Crescent
	V, W, X Y and Z	25	Chester Avenue

So to explain:

- If your son's name is Norman Castle, he can come at 08.15 to 08.25 via the Chester Avenue gate.
- If your son's name is Albert Ross, he can come at 08.35 to 08.45 via the Chester Avenue gate.

- If your children have different surnames, use the surname of the youngest child.

Using this method, families drop all of their children off at one time. If we staggered by year group you would have to wait around outside for other siblings to come out e.g. Year 1 have 12 siblings spread throughout Nursery R, 1 and 6.

If for any reason you arrive early, please stay in your car or keep a distance from all school entrances until your allocated time to avoid queuing up at the gate. This will help to avoid queues. At the gate, please keep at least 2 metres away from other adults or children and **"drop and go"**; there will be a 2 metre queue behind you and extra kisses or calling them back will delay the entry for others. All children and adults wash their hands on entry to the building.

Staggered exit by Family Groups

Time	Surname Initial	
14.40 <i>(12.10 on Friday)</i>	A-B	Simply wait by the Chester Avenue side gate 2 metres away from other adults, in your own space. We will line the children up on two sides. Walk through and call your child to you. Keep walking in the same direction and leave as soon as possible via the Crossland Crescent gate. This is a one-way walk through and walk around system which is the least we can ask given the risks. The walk may do you some good and don't blame us if you don't bring an umbrella! This will not work unless everyone is on time. If you are late it may take time to fetch your child from class.
	C-E	
14.50 <i>(12.20 on Friday)</i>	F-I	
	J-L	
15.00 <i>(12.30 on Friday)</i>	M-O	
	P-R	
15.10 <i>(12.40 on Friday)</i>	S-U	
	V-Z	

For Nursery pickup, please queue between the posts going onto the Infant playground and we will call them to you. Exit by going through the Reception playground to avoid two way traffic at the blue gate nearest to school. At the blue gate near the road please exercise distancing rules. Someone will be there to guide you for the first few days.

Lessons and Learning

If emails show that we have a lot of children returning, we will split classes into units of no more than 15 per room. Reception will be taught in Reception and Year 1. Year 1 will move to Year 3 and 4, and Year 6 will be taught in the upstairs classrooms. Pupils allowed to attend from other year groups will be taught in Year 2. This means moving books and equipment between classrooms. We may need to buy extra equipment e.g. so they can reach the sinks. This is why you need you to tell us by email if your child is returning – we may not need to do this and we could be moving classrooms for no reason if only half of the pupils are back. We will not ideally be mixing groups, desks will not be shared for Year 1 and 6 and we will minimise staff changes as much as possible. There will however be some other staff visiting the base to help individuals catch up, or to cover the class if their teacher is not present. Teachers will also need to visit the classrooms where support staff are supervising. Early Years pupils do wander and we cannot limit them to staying in one seat

The survey showed that we should provide a balance of basic academic skills as well as emotional support and Personal Social Health and Emotional education. When we return, we will focus on basic skills in writing, spelling and grammar as well as the basics in number work until we are sure that the children have re-gained their basic competence. Year 6 may also be undertaking individual project work and activities based around transition to secondary school. We will lower our expectations of concentration with quicker turn-around of activities. We will plan more outdoor exercise and learning, because we believe that the children having been denied freedom, need the chance to run, jump and enjoy themselves regaining some fitness along the way.

The Local Authority have advised us not to send anything home from school, so reading book systems will not be reintroduced yet.

There will be no national testing for Reception, phonics for Year 1, or SAT's for Year 2 and 6. We may give Y6 a go if papers are released, however they will not be used for any purpose other than to find gaps that we, or the next school can work on. We will be assessing children based on what we know about their abilities and we are already working on end of year report formats. Our Teacher Assessment judgements will no doubt be moderated and standardised.

We will continue to provide online learning via the website with some improvements identified in the survey. It will be possible to plan catch up lessons for some pupils who return to school and we will be able to provide 1:1 support where children are entitled through an Education Health and Care Plan.

Around school

We already have a one way system where children walk on the left, but we will put physical barriers down e.g. chairs to keep children to the left and the right.

Toilet areas are problematic because in many, even if 2 children are using them at the same time there will not be 2 metres distance. Entrances are narrow, urinals and basins close together and they are only supervised remotely. We will try to stagger their use, but keeping distance is not enforceable and 1 child at a time not logistically possible.

We will again teach the children how to wash their hands properly and re-establish the good practice that we built up before lockdown.

Where possible, we will use outside doors and walk in the outdoors to avoid corridor congestion.

We will keep as much natural ventilation as the outdoor temperature allows.

Morning and Afternoon Break

Morning and afternoon playtime - we will stagger these so children go out in year groups, but different classes go to a different playground e.g. 1JC to the Junior playground and 1SB to the Infant playground. Reception will use the Forest Area so spacing is maximised.

School Meals and Packed Lunch

Lunchtimes in the hall are usually staggered and sandwiches are eaten in class. We will increase the time between school meals in R and Y1, so many will have finished eating before the next class come in. It is difficult to predict how quickly children will eat and therefore impossible to know distances. However we will adjust when we see how this is going.

If you are entitled to Universal Free School Meals in Reception or Year 1, or Free School Meals, these will be available as usual. Payments for school meals are as normal. If you have been receiving food vouchers, these stop for everyone over half term and will stop if your child returns to school, but will carry on for Year 2 to 5 children not in school. We are unclear whether you will still receive vouchers if you choose to keep your child at home and are seeking guidance on this.

Lunchtime staff will thoroughly clean tables and equipment before other children sit down.

Lunchtime Play

It is fair to say that this is the time when ensuring social distance is the most difficult. Ratios of children together and movement increase and it becomes "free play". There will be a small window of time when 180 children will be out together. However, if in school for the morning, Nursery will have gone home, Reception have the whole of their playground and the Forest School Area if the weather is OK, Year 1 have the Infant

playground and bark areas and Year 6 the whole of the Junior playground. If the weather is fine then children can eat sandwiches outdoors and Y6 can go on the field leaving Y1 with the Junior playground as well.

BAT Club (before school) **and CAT Club** (after school)

Mrs Bailey who owns the clubs will re-open if there is demand, but is waiting to see how many children will return and then want places. Please add to your email if you need place. Normal notification and registration rules will apply and they will have their own procedures for managing through the crisis. **Your notification on your email to school will not constitute booking a place, it is simply for research purposes.** If the clubs do re-open, we will deem the normal school day to be 08.35 to 15.00 and pass them on accordingly. Registration, what time you bring your child, or pick your child up, will be between you and the clubs.

General school rules

School uniform will not be required, but is permitted if that is your preference. Some parent / carers will want to wash clothes every day and not having to have the same clothes ready for the next day should really help. However, safety rules on footwear i.e. no open toed sandals or high heels and jewellery still apply. If you have a mask and want your child to wear it, send it in. It is unlikely that they will keep it on throughout the day, but a little protection may be better than none and some research is not conclusive about their effectiveness. Similarly, if you want to send named hand gel and accept the risks - that is allowed, but hand washing will be encouraged because it is more effective.

Children who show any signs or symptoms of Covid-19 will wait in the RIB room (which is spacious) until their parent / carer comes to collect them. Parent / carers were brilliant before we broke up and all people attended as quickly as possible. **It is essential that this continues.**

All other school rules apply and there will be no amendment to the Behaviour and Anti Bullying Policy. Our safeguarding policy will remain the same and this policy is on the website.

After that ...

The Government have said that they want to re-open schools to all children for a month before the summer holidays where feasible. At this point true social distancing will be impossible, but we will use the Risk Assessment written at the beginning of the crisis to minimise risk. That includes forward facing seating plans, open doors to avoid contact with handles, hand washing and education about sneezing and coughs et al.

To support you

Friday May 22nd 09.00 to 12.15 p.m. will be a "ring your teacher day", when Nursery, Reception, Year 1, Year 6 and pastoral staff will be in school to take phone calls, so you can discuss pastoral matters and things that we need to know e.g. bereavement, anxieties, home circumstances and learning. This will be particularly important for children with Special Educational Needs, vulnerable children or those with "protected characteristics". Not all staff will return to work for this time, or after 1st June, because some are vulnerable themselves or are

shielding vulnerable people at home, but we will have enough staff to cover. If you cannot ring or you just want us to know something and don't need a conversation just email us.

This is to make the "drop and go" system successful and avoid the need for conversations at the door.

If you are worried about a serious safeguarding issue about any child at the school, contact Miss Evans who is the Designated Safeguarding Lead, use the Worry Box on the website, or in the school holidays the Multi Agency Safeguarding Hub can be contacted on 01902 555392. If you need immediate emergency assistance, please ring 999.

Things to do

- Email us by Tuesday 19th May if you are, or are not sending your child back to school on 1st June. Tell us if you require a CAT club or BAT club place. Email us if you change this decision in subsequent weeks.
- Note the new time and place of arrival to and departure from school.
- Ensure that your morning routines are sound and that you arrive to school on time and you pick your child up promptly.
- Watch out for messages on the MarvellousMe app for changes to arrangements. The Local Authority and Government may make last minute changes which affect our plans.
- Let us know by email if there is any detail that we have missed, or things that you think we need to clarify and we will follow up with more guidance as we go through the next couple of weeks.