

COVID 19 Recovery Plan Risk Assessment / Operating Guidance

V.II September 2020



Background:

The national level of risk has reduced since the wider opening of schools in June. Lincolnshire remains a county with some of the lowest levels of infection in the country. There is relatively little movement by adults in our community between Lincolnshire and the wider country. Our communities and housing is well spread out for all economic groups. There is good adherence to the guidance by adults in Lincolnshire. The risk of children missing more school and finding a return to education difficult, is more of a risk to long term life chances than the virus at the moment. The risk to the mental health of adults and children and economic wellbeing of the community if children don't return to school is also higher than the risk of illness from the virus currently in Lincolnshire.

If the autumn weather and people's habits lead to the virus becoming more prevalent then the measures can be changed again.

Key Changes:

In primary schools it is recognised that children cannot socially distance effectively, they are not expected to maintain 2m distance. We will however encourage older children to keep distance where possible. The risk to children is identified as being low, but the risk to adults in school is higher, therefore although children can sit closer together provided they face forward and the group size limit has been removed, adults need to maintain 2m from children wherever possible. Staff can now move between 'bubbles' but this should be minimised

The guidance now recognises that children from different 'bubbles' will mix during wrap around care (after school care) and clubs.

How you can help:

*It is noticeable that the level of any kind of illness has dropped enormously in school. Walcott has had a higher than average level of absence due to illness for several years. The level of illness from tummy bugs and similar has been much higher than in most schools. **If your child is ill don't send them to school.** The message of 'keeping going' with a cough is no longer the case. If your child has a persistent cough assume they should not be in school and get them tested. At both schools we frequently have children brought into school who then tell staff that they have had sickness or diarrhoea within the last 48 hours. This is against the public health guidance and puts everyone in school at risk of illness. **Do not send children back to school until they have had 48 hours clear from sickness or diarrhoea.***

Keeping the normal bugs at bay will help us to spot Coronavirus symptoms if they occur.....

Track and Trace:

The school will follow the procedures set out by the DFE:

Contain any outbreak by following local health protection team advice

“If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.”

Earlier in the year we notified you of a staff member who had booked a test as a precaution. Moving forward we will not do this in accordance to the updated guidance:

“Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others”.

Identified Risk	Control Measure	
Lack of social distancing on drop off and pick up	<p>Walcott:</p> <p>One way system- Entry by front gate drop off / pick up from classroom door. Leave site by gate onto Smoot or large field gate (Weather dependent) This system prevents two-way traffic in narrow entrance.</p> <p><u>Do not go through the car park</u></p> <p>Sign to remind parents of the system</p> <p>Staggered pick up and drop off times:</p> <p>Families with children in more than one class 8.40am-8.45am drop off and 2.55pm -3.05pm pick up</p>	<p>Martin</p> <p>Drop off and Pick up from three locations:</p> <p>Class One and Three-main playground gate. Class One children enter through classroom door facing playground. Class Three via door under the canopy.</p> <p>Class Two- canopy by Tim Tin entrance</p> <p>Class Four- cloakroom door to the right of the main entrance</p>

	<p>Families with one child 08.45am- 8.50am drop off and 3.05 -3.15pm pick up.</p> <p>No parents should enter the site other than reception class parents on drop off without prior arrangement. Drop off should be from the small black gate. Please line up with social distancing from the left hand side.</p> <p>Class One Reception 9.00am drop off, pick up from 3.00pm (parents may go to the canopy area to drop off)</p> <p>Staff member on gate to ensure parents do not congregate. 2 m spacing's marked on ground in playground</p> <p>One parent per family within the grounds.</p> <p>Staff will look out of classrooms and send children out to socially distancing parents. Parents need to leave the grounds promptly</p> <p><i>We cannot accommodate children being dropped off before these times</i></p>	<p>Families with children in more than one class 8.50am-8.55am drop off and 3.15pm pick up</p> <p>Families with one child 8.55am-9.00am drop off and 3.25pm pick up.</p> <p><i>We cannot accommodate children being dropped off before these times.</i></p>
	<p>Drop offs and pickups have worked well up to now and we are aiming to minimise the staggering of times. This will rely on parents being punctual. School is now operating normal times and attendance expectations are back in force. <i>Children should not be arriving late, punctuality is really important to minimise the staggering of drop off times. If we find that these arrangements do not work we will review them in the first weeks of term.</i></p>	
<p>Risk of infection to office staff</p>	<ul style="list-style-type: none"> • Only one parent in the entrance at a time. • No parents allowed within any part of the building without prior arrangement via phone or email. • Communication via the closed glass hatch at both schools. • Communication with staff via email in the first instance. 	
<p>Possible spread of Covid 19 by an infected individual to the whole school population</p>	<ul style="list-style-type: none"> • clean hands thoroughly more often than usual • ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • 'Bubbles' are being maintained. At both schools Class One and Class Two will count as a single 'bubble' for lunchtime and playtime. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Class Three and Four will remain separate at all times • Staff may move between bubbles but this will be minimised where possible. Staff will aim to maintain the 2 m distance from children in 'bubbles', especially when staff move bubbles. • Staff will meet in small groups and maintain the 2m distance where possible. 	

	<ul style="list-style-type: none"> • Large meetings such as assemblies and collective worship will not occur. Large meetings of staff will be avoided, especially for staff in different ‘bubbles’. • ‘Momentary’ passing within corridors is permitted where social distancing is impossible. (As long this is minimised) • Sports coaches, peripatetic teachers, counsellors and specialist teaching staff may work in school provided they adhere to the 2 m rule between adults and children especially when they work with children from different ‘bubbles’. In those circumstances they will only work with children from a single ‘bubble’ at a time.
<p>Potential spread of Covid 19 between children if child is asymptomatic</p>	<ul style="list-style-type: none"> • Careful maintenance of ‘bubbles ’and ability to identify who has had close contact. • Tables face the front of classrooms so children only sit side by side rather than face on. • Engagement in ‘track and trace’ if a child or adult is diagnosed positive. • We will minimise contact between bubbles during clubs (This goes beyond the government guidance) • Children to have their own ‘high use’ resources such as pens, pencils, white boards and avoid swapping. • Use of different entrances and routes around the school minimises the times when children will be in communal spaces. Whole classes do not need to meet or pass in corridors at either site with the arrangements in place.
<p>Potential spread of Covid 19 from surfaces.</p>	<ul style="list-style-type: none"> • Children to wash their hands on entry to the school and at regular intervals and especially before eating. Staff to monitor the consistency of handwashing. • Installation of hand wash dispensers and additional hand gel in all rooms. • All staff to be responsible for the ongoing cleaning of high risk surfaces within classrooms and communal rooms. • Toilets will be cleaned at midday as well as end of day • All classrooms, toilets and communal spaces to have cleaning records displayed. Staff to initial each time area cleaned • Caretakers provided additional training with regard to COHSH so that bleach may be used on site in addition to other cleaning materials • Each room to have spray ‘screen’ antiviral liquid and supply of cloths. • Staff to regularly wipe down tables and door handles and other high use hard surfaces. • Staff will avoid touching home reading books. Returned reading books will be placed in a quarantine box for 48 hours. • Staff will be responsible for washing their hands before and after touching books. • All equipment that can’t be wiped down will remain within a single ‘bubble’ and rotated with periods of quarantine • Toys wiped down or cleaned regularly. • Resources moved between ‘bubbles’ require careful cleaning and/ or 72 hour quarantine. • Soft furnishings minimised and not used by children and staff from different ‘bubbles’ • Additional cleaning of rooms daily to include chair seats and backs. • Children not permitted to bring items into school from home other than PE kit, lunch boxes, book bags and coats • Staff may take books home for marking provided they use handwashing protocol.
<p>Potential spread of Covid 19 in relation to food and drink</p>	<ul style="list-style-type: none"> • No water bottles- each room to have jug of fresh water. Staff to pour water. Plastic tumblers provided for children. After use children will place tumblers into a bowl of water with dilute Milton or hot soapy water. Fresh tumblers stored upside down on tea tray ready for use. Tumblers to be air dried.

	<ul style="list-style-type: none"> • Children to eat meals in their allocated room. Hot meals served in individual allocated rooms or collected from a central point as a separate 'bubble'. • Lunch time staff to observe social distancing and wear PPE including apron, gloves and face covering. • Tables wiped prior to serving of food. • Use of flight trays to reduce cleaning.
Potential spread of Covid 19 during playtimes / PE	<ul style="list-style-type: none"> • Individual bubbles to have playtime (including lunchtime) at separate times or spaces. • Playtime equipment to stay within individual 'bubbles'. • Sports equipment to be cleaned carefully when moved between groups. • Playground to be divided into zones to ensure children from different class groups don't mix. • Children to take part in sporting activities that avoid close contact
Potential spread of Covid 19 relating to first aid and intimate care.	<ul style="list-style-type: none"> • Staff to use appropriate PPE for the delivery of first aid. • Staff to use appropriate PPE for intimate care duties. • Staff to wash hands before and after intimate care / first aid. • School has obtained: gloves, masks, visors, aprons
Potential spread of Covid 19 if a child falls ill during school hours	<ul style="list-style-type: none"> • PPE including masks and face shields available for staff dealing with child, • Child to be isolated immediately until they can be taken home. One staff member to supervise using full PPE available. Staff member to change clothes once the child has left site. • Designated isolation zones at both schools: Walcott corridor outside disabled toilet. Martin: library • Isolation areas to be cleaned thoroughly after use by staff using appropriate PPE.
Potential spread of Covid 19 to staff members who are in vulnerable group	<ul style="list-style-type: none"> • Strict adherence to social distancing measures outlined above, especially the 2m rule. • Individual risk assessment document for staff members in the vulnerable group.
Use of face coverings to prevent the spread of Covid 19	<p>DFE Guidance states: <i>'Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.'</i></p> <p>Therefore children should not wear face coverings in school. Staff will only wear masks and face shields when undertaking first aid, intimate care or serving food.</p>
Possible spread of Covid 19 during a fire evacuation	<ul style="list-style-type: none"> • Arrange separate designated assembly points for each group • Conduct practice during first days of return to school

