



**St. Cuthbert's RCVA
Primary School**

**COVID-19 Return to
School Risk Assessment:
Whole school
Daily Timeline**

May 2020

Overview

This is a dynamic risk assessment out-lining the key measures that our school is putting in place to ensure the safety and health of all of our pupils and staff following our phased return to school from 1st June 2020.

This has been produced in adherence to the Department for Education's guidance documents:

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

The plan is subject to change as a consequence of renewed advice from Public Health England, (PHE), UK Government and Department for Education and any other relevant body.

The Government will confirm that schools are to reopen on 1 June in an announcement on 29 May.

The plan will be continually reviewed by senior leaders and governors, and it will be amended as appropriate.

To make it possible for St Cuthbert's to open its doors to children in all designated year groups (Reception, Year 1 and 6) and key workers' children, we have decided to implement the following re- opening strategy.

Key Worker's children will be in school Monday- Friday and any child whose parent has chosen to return them to school will be in Monday, Tuesday, Thursday and Friday- Wednesday being our deep clean day. This will be under constant review as we go forward.

During this time we will be unable to provide any wraparound care, including breakfast club and after school clubs.

The arrival and departure times are as follows:

Year group	Arrival	Departure	From	Location	Enter through...
Bubble 1- Reception	8.45am	3.00pm	Daisy path	Yellow Zone Rec classroom	Reception classroom door
Bubble 2 – Year 1	8.45am	3.00pm	Main gate	Red Zone Year 2 classroom	Year 2 classroom door
Bubble 3 – Year 6 (A)	9.00am	3.15pm	Main gate	Green Zone Year 5 classroom	Year 5 classroom door
Bubble 3 – Year 6 (B)	9.15am	3.30pm	Main gate	Green Zone Year 6 classroom	Year 6 side entrance to school
Bubble 4 – Key worker children	8.30am	3.30pm	Main gate	Green Zone Year 5 classroom	Year 5 classroom door

Please see the risk assessment below for details of arrival and departure.

General risk assessment:

Section	Potential Risk(s)	Risk prevention measure(s)
1	Spread of the virus	<p>COVID-19 Symptoms:</p> <ul style="list-style-type: none"> • If at any time, your child or a member of your household begins to exhibit symptoms of COVID-19 (persistent cough and/or high temperature), you must inform the school immediately. • If during the school day, a child begins exhibiting these symptoms, they will immediately be isolated in a well ventilated room. (Classroom 9) Parents/carers will be instructed to collect their child from the main school office immediately. Other parents/carers will be informed that a child in school has shown symptoms of COVID 19. • Parents must adhere to the guidance set out below ensuring that they do not arrive too early for drop off or pick up time slots. This will help us enormously with ensuring safe social distancing. Please follow the set routes shown on the map. <p>Personal hygiene:</p> <ul style="list-style-type: none"> • Children should wear clean clothes every day – uniform if possible. • Hand washing - facilities with soap available • Hands to be dried using paper towels/hand dryers-ensure totally dry. Lidded bins being used. • Hand sanitising units in any space where hand washing facilities are unavailable-ensure liquid is evaporated before touching any surfaces - children will be trained to wave hands around before touching any surfaces. • Encourage staff to report any problems and carry out skin checks as part of the skin surveillance programme. • Stations in each classroom- tissues/hand sanitiser/small lidded bin- to encourage good hygiene. • Daily reminders to all children about hygiene. Follow 'Catch it, Bin it, Kill it'. Regular reminders to try and avoid touching face, eyes, nose or mouth with unclean hands. • We have Y6 girl (at least one) that will need to use the staff toilet when on her period. <p>Premises:</p> <ul style="list-style-type: none"> • Ensure all doors (except those which act as prevention of greater risk (e.g. fire/abduction) are kept propped open to negate the need for pupils and staff to use door handles. • Weather permitting, ensure windows are left open to increase ventilation. • Weather permitting, utilise the outdoor space for learning, remembering to continue to enforce social distancing. Only staff members operate light switches. Ensure hands are washed/sanitised immediately after.

		<p>Learning/Classroom environment:</p> <ul style="list-style-type: none"> • Limit use of ICT equipment- when using ipads, children will always use the same device which they will wipe down before and after use • PE lessons. In fine weather, teachers may choose to utilise the outdoor space for games that allow for social distancing. • Only essential visitors will be allowed on site. • There will be no assemblies. • Shouting/singing is prohibited to prevent unnecessary transmission of saliva. <p>Staff:</p> <ul style="list-style-type: none"> • The staff room is closed but if it must be used it will be limited to 1 person at any one time. Break time/lunch times in the main hall, maintaining social distancing. Staff should bring their own travel mugs and refreshments. A lunch can be ordered from the kitchen by 9am. • No use of shared fridges in staffroom
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The following risk assessment is set out in chronological order to track a 'typical' day following the planned return to school. Please read this very carefully and refer to it regularly.

Section	Time	Potential Risk(s)	Risk prevention measure(s)
A	From 7:30am and no later than 8:20am	Staff arrival at school	<ul style="list-style-type: none"> • Staff dress code: Staff should wear clean clothes each day and bring a change of clothes if required. • No entering the office at any point. Staff will use the telephones in class. • No entering other bubbles • Car parking bays – spaces to be left between cars if possible. This will only be possible when we have reduced staff in school. • Staff to be aware of each other when exiting vehicles • Staff to enter through main school office. Staff will not use the kitchen as an entrance/exit. • Staff to sanitise their hands on entering the building • Encourage use of hand-sanitising units placed at every entry/exit point
B	From 8.30am and no later than 9am	Key worker children arrive at school (Bubble 4)	<ul style="list-style-type: none"> • Children must be accompanied by one adult only. • Accompanying adults should exit the site as soon as their child has entered the school building. • Children enter the yard and join the social distance queue marked out on the yard. Prior to opening, parents will be made aware of which door their child should use. • Pupil entry to the Year 4 classroom to be marshalled by teacher to ensure social distancing (2m rule) is adhered to. • Pupils will wash hands/use hand sanitiser upon entrance to school • Pupil to keep a coat/bag at their

			<p>designated desk.</p> <p>This will be effective from 8th June.</p> <p>W/b 1st June, Key worker children access school as usual through the main entrance.</p>
C	8.45am	Bubble 1 and 2 (Reception and Year 1) children arrive at the daisy path gate and school yard and join a social distancing queue.	<ul style="list-style-type: none"> • Children must be accompanied by one adult only. • Accompanying adults should exit the site as soon as their child has entered the school building. • Children enter the yard and join the social distance queue marked out on the daisy path or school yard. Prior to opening, parents will be made aware of which door their child should use. • Pupil entry to the EYFS and Year 2 classroom to be marshalled by teacher to ensure social distancing (2m rule) is adhered to. • Pupils will wash hands/use hand sanitiser upon entrance to school • Pupil to keep a coat/bag at their designated desk.ag at their designated desk. (See separate EYFS risk assessment)
D	9am	Bubble 3a (Year 6) children arrive on the school yard and join a social distancing queue.	<ul style="list-style-type: none"> • Children must be accompanied by one adult only. • Accompanying adults should exit the site as soon as their child has entered the school building. • Children enter the yard and join the social distance queue marked out on the yard. Prior to opening, parents will be made aware of which door their child should use. • Pupil entry to the Year 5 classroom to be marshalled by teacher to ensure social distancing (2m rule) is adhered to. • Pupils will wash hands/use hand sanitiser upon entrance to school • Pupil to keep a coat/bag at their designated desk.ag at their designated desk.
E	9.15am	Bubble 3b (year 6) children arrive on the school yard and join a social distancing queue at the side entrance of the school (usual Year 6 doors)	<ul style="list-style-type: none"> • Children must be accompanied by one adult only. • Accompanying adults should exit the site as soon as their child has entered the school building. • Children enter the yard and join the social distance queue marked out along the side of the school. Prior to opening, parents will be made aware of which door their child should use. • Pupil entry to the Year 6 classroom to be marshalled by teacher to ensure social distancing (2m rule) is adhered to. • Pupils will wash hands/use hand sanitiser upon entrance to school • Pupil to keep a coat/bag at their designated desk.ag at their designated desk.

F	Lesson time	Pupils in close proximity to one another - risk of spreading virus	<ul style="list-style-type: none"> • Pupils to be taught in the current bubble classrooms. • Pupils to be situated at desks spaced to allow adherence to 2m social distancing guidance. • Each child to be provided with individual stationery to be kept at their designated desk. These will be kept in their own tray. It will make it easier for cleaning at the end of the day. • Children remain at desks unless instructed by the class teacher. • Children encouraged to use toilet facilities independently as required. • Hand washing and use of hand sanitiser to be encouraged throughout the day. • Access to the outside is via their entry/exit doors • Soft-furnishings and unnecessary equipment will be stored away. There will be no use of sand/water/playdough etc. Stored under benches in the classroom and blocked off, behind shutters and larger objects will have to be stored in the staff room.
G	Break times	All bubbles have a designated playtime	<ul style="list-style-type: none"> • Access to the outside will be via the bubble classroom entry/exit door. • Children use toilet facilities before going outside. • Children are provided with a range of play equipment for each pod, which is to be wiped after each use. • Each pod has its own designated outdoor area. • Children to be designated individual play spaces within visibility of supervising staff. • Staff to encourage children to adhere to social distancing guidance. • Children use hand sanitiser when entering the building and wash hands as directed by members of staff. Each member of staff is allocated 10 minutes therefore each bubble gets a 20 minute break? • Boxes of play equipment and PE equipment will be available for each bubble. Bubbles will not share resources. • Set break times e.g. YR – EYFS area 10:15; Y1 Yard 10:15; Key worker field 10:15 then Y6 bubbles between yard and field 10:45. This will need to be amended if we had more bubbles.
H	12:00-1:30pm Lunchtime	Dinner staff are to oversee lunchtime- all children bringing	<ul style="list-style-type: none"> • Children having a hot meal can order their food at 9am. • The food will be brought to the children in their bubble. • All children to eat their lunch in their bubble. • Parents should try to ensure that their child can

		<p>their own packed lunch and bottle- these being wiped down on the morning.</p>	<p>independently access different component parts of their lunch (e.g. they can open tupperware boxes or yoghurt pots etc)</p> <ul style="list-style-type: none"> • Staff will be provided with protective gloves and aprons to assist children where necessary. • All children will wash their hands before and after eating. • Tables will be wiped after eating. • Each bubble has their own outside area. • Once children go outside, they will not be permitted back inside the building. • Children to be designated individual play spaces within visibility of supervising staff. • Supervisory staff will be allocated a bubble each and will not cross bubbles. • Staff to encourage children to adhere to social distancing guidance. Children use hand sanitiser when entering the building and wash hands as directed by members of staff. • Staff lunch in hall at designated times. <p>Lunch timings:</p> <ul style="list-style-type: none"> • EYFS – 11.45-1pm Supervisors – DL (12 – 1.15pm) and LD (TA) (12.15 – 1pm) LD – lunch 11.30 -12.15pm CG and LM – lunch – 12.15-1pm EYFS classroom and yard • Year 1 – 12-1.15pm Supervisors – WT (12 – 1.15pm) Staff lunch – 12.15-1pm Year 2 classroom and half the yard • Key Worker children -12-1.15pm Supervisors – NM (12 – 1.15pm) Staff lunch – 12.15-1pm Year 4 classroom and half the yard • Year 6 – 12.15 – 1.30pm Supervisors AR (Bubble 1) and JB (Bubble 2) Children will get their lunch one bubble at a time. Staff lunch – 12.30-1.15pm Year 5 and 6 classrooms and half the field each
I	From 2.30pm until 3.30pm	Key worker collection (Bubble 4)	<ul style="list-style-type: none"> • Parents to inform the office that they are here to collect their child. The office will telephone along to the bubble in Year 4 classroom. • The parent then collects their child from the Year 4 classroom door leading out onto the yard. • Parents wait for collection at clearly marked 2m intervals along the pathway.

			<ul style="list-style-type: none"> • Children to be picked up one at a time from Year 4 fire door (siblings excepted) and to leave the school grounds as quickly as possible • Children wash hands before exiting school. • Staff placed at door entrance to supervise and ensure adherence to social distancing guidance.
J	3pm	Bubble 1 (EYFS) collection	<ul style="list-style-type: none"> • Children wash hands before exiting school. • Parents must enter school through the daisy path gate. • Parents wait for collection at clearly marked 2m intervals. • Children to be picked up one at a time from Reception class fire door and to leave the school grounds as quickly as possible • Staff placed at door entrance to supervise and ensure adherence to social distancing guidance.
K	3pm	Bubble 2 (Year1) collection	<ul style="list-style-type: none"> • Children wash hands before exiting school. • Parents must enter school through the main gate and enter the school yard.. • Parents wait for collection at clearly marked 2m intervals along the pathway. • Children to be picked up one at a time from Year 2 fire door and to leave the school grounds as quickly as possible • Staff placed at door entrance to supervise and ensure adherence to social distancing guidance.
L	3.15pm	Bubble 3a (Year 6A) collection	<ul style="list-style-type: none"> • Children wash hands before exiting school. • Parents must enter school through the main gate and enter the school yard. • Parents wait for collection at clearly marked 2m intervals along the pathway. • Children to be picked up one at a time from Year 5 fire door and to leave the school grounds as quickly as possible • Staff placed at door entrance to supervise and ensure adherence to social distancing guidance.
M	3.30pm	Bubble 3b (Year 6B) collection	<ul style="list-style-type: none"> • Children wash hands before exiting school. • Parents must enter school through the main gate and enter the school yard. • Parents wait for collection at clearly marked 2m intervals along the pathway at the side of the school. • Children to be picked up one at a time from Year 6 usual entrance/exit and to leave the school grounds as quickly as possible • Staff placed at door entrance to supervise and ensure adherence to social distancing guidance.

N	2.30pm onwards	Risk of spreading virus in the home	<ul style="list-style-type: none"> • Children to undress upon entering home, placing child's clothes either immediately into the washing machine or placing them in a separate washing/carrier bag. • Children to wash thoroughly either in the shower or using a sink (avoiding unnecessary contact with taps etc.). • Ensure any containers for drinks are cleaned in hot soapy water.
O	3pm onwards	Minimise the spread of virus	<ul style="list-style-type: none"> • TAs to ensure they have all PPE each replenished for the next day. • Teachers to check online learning • Staff to wipe clean any equipment used and put to one side any equipment that needs disinfecting before tomorrow.
P	3:45pm onwards	Staff departing site	<ul style="list-style-type: none"> • Staff to exercise caution upon leaving the site. • Upon arrival at home, carry out directions mapped out in section N just like the children.
Q	3:30pm-6:00pm	School cleaning to prevent risk of virus spreading	<ul style="list-style-type: none"> • All classrooms to be cleaned thoroughly including: <ul style="list-style-type: none"> ○ All tables, chairs (including legs) ○ All hard surfaces ○ Vacuuming throughout ○ Doors, frames and handles ○ Sinks ○ Replenishment of paper towels, handwash and hand sanitizer. ○ Emptying bins ○ Any equipment put aside by staff • Toilets • External door handles and gate latches

Things parents and carers should also be aware of:

Key worker children will be split into two groups on a Wednesday:

* Children who are in EYFS, Y1 and Y6

* Children from other year groups and vulnerable children

- **This will not be school in the traditional sense. It will take some time for pupils, staff and parents to adapt to these changes.**
- **Your child's mental health and well-being are our number one priority. Despite the strict regulations around social distancing and virus control, our focus will be on tending to your child's emotional needs.**
- **We will slowly reintroduce academic learning but not a defined pace.**
- **Children will not receive any written feedback about any work that they do. Teachers will endeavour to provide constructive verbal feedback throughout the day.**
- **Parents of children at home should continue to check in on Google Classroom and complete the on line learning.**
- **No parents to enter main reception area, if you wish to speak to a member of staff please ring or e-mail the school. Please do not approach the teachers.**
- **This risk assessment is under constant review.**

Agreed by Governors 28.5.2020 (Minuted by clerk of Governing Body)

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