

Old Park Primary School Risk Assessment for the Spring Term 2022 (COVID-19)

January 2022

This risk assessment will be reviewed regularly and updated whenever necessary

All decisions are based on the following principles and in this order of priority:

1. **SAFETY/ SAFEGUARDING: Safety and protection of our pupils, staff and community**
2. **HAPPINESS/ WELLBEING: Mental health and wellbeing of our pupils, staff and community**
3. **LEARNING: Quality of education for all pupils**

During the School Day	
Area or Procedure / Issue	Strategies and Actions
General	<ul style="list-style-type: none"> • Class groups to be bubbles indoors. • Windows and doors to be open wherever possible to ensure good ventilation of all rooms. High level windows programmed to open every hour for 5 minutes. In colder weather external door to be open for 30 minutes at the beginning of the day and 15 minutes during break and lunchtime. • Internal doors to be kept open. • Coloured carpet tiles must be used for social distancing in corridors. • Children to wear school uniform other than on PE days. • If a child is unwell, they should not attend school and parents must contact the office by telephone. • Children with specific needs who are at greater risk will have individual risk assessments.
Beginning of the school day	<ul style="list-style-type: none"> • Parents are no longer required to wear face coverings whilst outside on the school site. However, social-distancing should be maintained and face coverings will still be required in the foyer or anywhere inside the school building. • Y6 can use the gate by the main entrance but parents/carers are not allowed beyond that point. • All children to enter through external classroom doors between 8.30am and 9am – unless agreement to use the front door • When entering the building, children & staff to use sanitiser/wash hands before touching tables or doors • It is not recommended that children wear face coverings. If they arrive wearing a face covering they must wash their hands immediately, dispose of temporary face coverings in a covered bin or place reusable face coverings in a sealable plastic bag they can take home with them, and then wash their hands again before going to their table. • No parents/carers are allowed beyond the blue nursery gates or onto the bricked areas outside classrooms • Members of staff to greet families at each gate. • Parents should maintain social distancing from each other and staff when arriving. • No parents/carers allowed in classrooms or beyond the main entrance. • Late arrivals enter through the main reception.

	<ul style="list-style-type: none"> • Main reception limited to 2 people/families at a time. • Anyone who shouts at staff or is aggressive or confrontational will be instructed to leave the site. • In order to reduce congestion, conversations with parents/carers should not take place at classroom doors. 	
Communication	<ul style="list-style-type: none"> • Face to face communication must be kept to a minimum. • All letters and newsletters will be sent out via ParentPay, the Ourschool app and website where possible. • Twitter to be regularly used to post information about classroom activities. • Parents to be reminded to inform school of new phone numbers, register with Parentpay and update email address on Parentpay if they change. • Direct communication between teachers and parents must take place by phone or through year group email addresses. • Messages about collecting children at the end of the day must be made by telephone • Any staff or parental concerns regarding the risk assessment must be reported to the Headteacher or Business Manager. 	<p>Year Group email addresses:</p> <p>Nursery.oldpark@taw.org.uk F2.oldpark@taw.org.uk Y1.oldpark@taw.org.uk Y2.oldpark@taw.org.uk Y3.oldpark@taw.org.uk Y4.oldpark@taw.org.uk Y5.oldpark@taw.org.uk Y6.oldpark@taw.org.uk</p> <p>oldparkprimary@telford.gov.uk</p>
Breakfast Club After School Club	<p>Breakfast Club – 8am – 8.30am</p> <ul style="list-style-type: none"> • All places must be booked via Rachel Briggs -nursery administrator - 01952 567967 or nursery.oldpark@taw.org.uk • £1 for all children - payment must be made through ParentPay • Children enter via the external community room door. • Children to wash hands and use sanitiser on arrival • F2/KS1 to use community room • KS2 to use the sports hall • Breakfast food and drinks served by adults 	<p>After School Club – Community Room</p> <ul style="list-style-type: none"> • All places must be booked via Rachel Briggs -nursery administrator (01952 567967) Charges on request. • Sessions 3.15pm – 4.30pm or 3.15pm – 5.30pm • Payment must be made through ParentPay. • Children to use sanitiser on arrival and wash hands before eating. • Snacks to be served by adults • Parent to collect from the external community room door.
Lunch time	<p>Dinners/Packed lunches</p> <ul style="list-style-type: none"> • Children to wash hands before eating • Nursery to have packed lunches and eat in the classroom. • Packed lunches to be kept on trolleys by classrooms. • Tables completely cleared and cleaned between groups. • Y5 and 6 to collect lunch from dinner hall and eat in the classroom. 	<p>Playground</p> <ul style="list-style-type: none"> • Children to be reminded about not touching each other • Children to wash hands when they come back to class
Wet Play	<ul style="list-style-type: none"> • Children to do activities in their seats/classroom e.g. drawing, colouring, small group games. IWB could be used to show programmes. 	

Outdoor spaces	<ul style="list-style-type: none"> • Adults and children can use the outdoor areas at any time. • Outdoor learning is encouraged as much as possible. 	
Classrooms/ lesson time	<ul style="list-style-type: none"> • All lessons to be taught as usual • Limited time at a close proximity does not have a high infection rate so any close working with children should be limited to a maximum of 10 minutes. • Where possible staff should stay above children’s heads and to the side of them • Children should be reminded positively about keeping to their own space and follow the behaviour policy. • If a child’s behaviour puts others at risk an individual risk assessment will be completed and discussed with parents/carers. • Children should work in books as usual with use of our marking policy (stamps not written comments) • Classrooms must be kept tidy. Clutter and unnecessary equipment should be removed 	
EYFS	<ul style="list-style-type: none"> • Stairgates to be used where necessary so that doors can be kept open. • Where possible resources to be wiped with antibacterial cleaning wipes/sprayed/rotated • Intimate care such as first aid and toilet accidents will be managed carefully – staff will have access to aprons, masks/visor and gloves and sanitiser. Any soiled clothes must be double bagged and sent home. • Staff will follow the procedures in the Nappy Changing Policy and wear appropriate PPE (apron, gloves, mask or visor) 	
Curriculum	<ul style="list-style-type: none"> • A broad and balanced curriculum will be taught in all key stages and include all subjects over the year. • Teachers will plan sessions focusing on their wellbeing and understanding the reasons behind our school changes, so they do not become upset, too anxious or worried. • Reading is still high priority. • Educational Visits resume. 	
In Harmony	<ul style="list-style-type: none"> • All children have their own instrument – no instrument can be shared. • Instruments can go home on Fridays. • Hand washing for 20 seconds before and after lessons. • Year group only string ensembles (Y2/3) and orchestras (Y4, 5 and 6) with classes in separated groups only in large spaces (sports hall) • Drumsticks and percussion instruments cleaned after use. • Woodwind and brass groups limited to 15 or fewer and distancing must be maintained. • Singing can take place with appropriate distancing, but children encouraged not to shout. 	
Hygiene	<ul style="list-style-type: none"> • Regular hand washing for 20 seconds for children and staff. • Hand sanitiser to be used until hand washing is possible (ie entry to classroom in the morning/after lunch/PE/Music lessons. • Paper towels at all sinks. • If someone sneezes/coughs, they should be sent to wash their hands straight away. • Please reinforce the Catch it, Bin it, Kill it message. • Lidded bins provided for used tissues. • Bins to be emptied twice a day, or when full. • Children/staff encouraged not to touch their faces. 	<p>Minimum hand washing:</p> <ul style="list-style-type: none"> • On arrival to school • Before and after break • Before and after lunch • Before and after PE • Before and after music lessons

PE	<ul style="list-style-type: none"> • PE to be delivered weekly by Crossbar • Children to wear PE to school on PE days. • Daily physical activities (15 mins) in classrooms or on the playground. (ie PE with Joe) • Any equipment used to be cleaned afterward each class • Children to wash hands when they come back to class 	<p>PE Days</p> <p>Monday Y2 and Y6</p> <p>Tuesday Nursery and Y4 (including 3/4W)</p> <p>Wednesday F2 and Y3</p> <p>Friday Y1 and Y5</p>
Assemblies	<ul style="list-style-type: none"> • There will be no whole school assemblies until further notice • Collective worship will need to take place in class 	
Extra-curricular Clubs	<ul style="list-style-type: none"> • Football and sports fixtures to resume with individual risk assessments. • No fixtures during full lockdown periods. 	
End of the school day	<ul style="list-style-type: none"> • Children and staff should wash hands before the end of the school day • Gates to be opened at 3pm. • Parents to wait, socially distanced, in playground – children will be sent out when adult sees parent • Parents are no longer required to wear face coverings whilst outside on the school site. However, social-distancing should be maintained and face coverings will still be required in the foyer or anywhere inside the school building. • Children not collected by 3.30pm will be taken to corridor outside the sports hall where they will be met by staff managing lates. 	<ul style="list-style-type: none"> • All classes to leave via classroom doors. • Y5 and 6 may go home independently with parents' permission. <p>Gates and classrooms to stay open until 3.30pm to allow for parents to collect later if they are more comfortable.</p>

Hygiene and Cleaning

Area or Procedure / Issue	Suggested Strategies and Actions
Class Hygiene	<ul style="list-style-type: none"> • Hand sanitiser, soap, paper towels, tissues and lidded bins available in all classrooms. • Bins to be emptied twice a day. • Tables and touch surfaces to be cleaned at regular intervals.
Doors	<ul style="list-style-type: none"> • Internal doors kept open as much as possible to ensure ventilation and limiting door handles being touched. • External classroom doors to be kept open if the weather allows. • If too cold – doors to be kept open for 30 minutes at the beginning of the day and 15 minutes at lunchtime and playtime.
Laptops	<ul style="list-style-type: none"> • Laptops/iPads to be cleaned with anti-bacterial wipes after each use.
Playground	<ul style="list-style-type: none"> • Children to be encouraged to avoid physical contact with each other • Teachers to have playtimes when it is convenient for their class and separate from other year groups.
Toilets	<ul style="list-style-type: none"> • Use the coloured carpet tiles to distance queues down the corridors. • Toilets to be cleaned twice a day and taps and flush buttons cleaned throughout the day • Bins emptied at lunchtime and the end of the day.
Intimate care	<ul style="list-style-type: none"> • PPE to be worn when staff clean and/or change children into clean clothing – Apron, gloves, visor/mask.

	<ul style="list-style-type: none"> Recyclable PPE (visors) must be cleaned immediately after use.
First Aid	<ul style="list-style-type: none"> First aid to be carried out by class teacher/TA PPE (gloves/apron/visor) provided in class packs. Recyclable PPE must be cleaned immediately after use. Phone calls to be made by class teacher/TA or lunchtime supervisor – phone in staff room. If a second opinion is needed contact Kelly Ryder in Safari by phone or radio. Medication to be given to class teacher each morning, locked in the medicine cabinet in the staffroom during the day and given back to the parent at the end of each day. Medication to be administered by class teacher/TA and recorded in class file. Medication stored in locked fridge/first aid cupboard in the staffroom.
Cleaning	<ul style="list-style-type: none"> As per routines developed during school closure, following government recommendations Additional cleaning in classrooms, toilets and corridors throughout the day. Emphasis on frequently touched surfaces such as door handles, tables, chairs

Adults in school	
Area or Procedure / Issue	Suggested Strategies and Actions
Staff Room	<ul style="list-style-type: none"> No more than 12 staff in the staff room at a time and only 1 person can sit at each table. Staff must use sanitiser when entering the staffroom. Taps must be sprayed with antibac after use. Staff must wash cutlery before and after use or bring their own. Staff must clean tables after use. Where possible staff to have lunch within their own classrooms Areas for lunch on wet days – staffroom, community room, spare classroom, computer area, VR room.
Adult interaction at school	<ul style="list-style-type: none"> All adults on the school premises during the school day to maintain a distance of 2 metres from each other at all times All staff to wear face coverings whilst moving around communal areas inside school Adults to sanitise their hands when entering and leaving the building
Staff well-being	<ul style="list-style-type: none"> During lockdown periods clinically extremely vulnerable staff must work from home. Staff who are clinically vulnerable will have individual risk assessments and can continue to attend school Staff who live with those who are clinically vulnerable can attend work unless advised otherwise by an individual letter from the NHS or a specialist doctor. Workload to be monitored to support staff well-being. 24 hours Advice/Counselling Service – Health Assured available to all staff and their families. Telephone: 0800 783 2808 Website: healthassuredap.com or download the 'My Healthy App' from the App store. Staff to keep a spare change of clothes in school in case bodily fluids come into contact with their clothing. 2 showers available for staff use.

Staff Lateral Flow Testing	<ul style="list-style-type: none"> • Staff are able to take part in twice weekly home lateral flow testing. Kits provided from school. • Tests are for the use of staff only. • Results are recorded to the NHS and school via online links.
Use of staff toilets	<ul style="list-style-type: none"> • No more than 3 adults can use the toilets at any time. • Disabled toilets to be used by staff in that corridor. • Taps and flush buttons must be sprayed after use using the cleaning agent. • Staff must use sanitiser when returning to the classroom.
PPA time	<ul style="list-style-type: none"> • Higher level teaching assistants to be allocated to an individual year group to limited movement. • Staff must wash their hands between classes and use sanitiser when entering a classroom. • Teachers must observe social distancing during planning time. • PPA can take place in the VR room, staff room or the computer suite. • Tables must be cleaned after use.
Office	<ul style="list-style-type: none"> • All computer keyboards/mouse, desk and telephones to be cleaned at start of each day. • No children to enter offices. • Staff only to enter offices one at a time and 2m distance must be maintained. • Phone calls can be made from the staff room or classroom telephones. • Where possible, another member of staff should be present during phone calls to parents.
Use of photocopier/ printer/laminating	<ul style="list-style-type: none"> • Hand sanitiser available. • Staff provided with dabbers to operate copiers.
Parent meeting with staff	<ul style="list-style-type: none"> • Parent contacts office or class teacher via phone, year group emails or the school email address. (see above) • Teacher contacts parent via phone to organise a Microsoft Teams meeting or phone call. • Face to face meetings should be avoided as much as possible. If unavoidable, they must be socially distanced, only one parent can attend and parents and staff must wear a mask or visor.
Visitors on Site	<ul style="list-style-type: none"> • Only essential visitors can be on site during the school day. • All visitors must wear a face covering inside the building. • Main reception limited to 2 people at a time. • Anyone who shouts at staff or is aggressive or confrontational will be instructed to leave the site. • All visitors will need an appointment to come into the school building. • Parents/carers will only be allowed into the building by appointment or in an emergency. • Sign in process will include a CV-19 health declaration form and a contact number left for Track and Trace. • All visitors to use hand sanitising gel in reception before entry and to be briefed on social-distancing guidelines. • All building work must take place outside the school day unless the work is an emergency or away from shared areas (boiler room) • Contractors/professionals will need to provide a copy of their risk assessment and confirm that they have read the school risk assessment.

Stomach Upset – sickness or diarrhoea	<ul style="list-style-type: none"> • Children with sickness or diarrhoea must stay off school for 48 hours. • If symptoms dissipate, they can return to school after 48 hours from the last bout.
Suspected Covid-19 symptoms -child	<ul style="list-style-type: none"> • If someone sneezes/coughs, they should be sent to wash their hands straight away • Please reinforce the Catch it, Bin it, Kill it message • Parents must comply with Track and Trace and keep school informed by telephone or email. • Parents must not send children to school if they are unwell. • If a child feels or appears to be unwell must be referred to Ms Haywood, Mrs Machin or Mrs Bebb and their temperature must be taken. • CV-19 symptoms; <ul style="list-style-type: none"> ❖ A high temperature – this means that they feel hot to touch on their chest and back (thermometers available on each corridor + safari, staff room) ❖ A new and persistent cough – this means coughing a lot for more than an hour or 3+ coughing episodes in 24 hours (if they have a cough it may be worse than usual) ❖ Loss of taste or smell) <p>If a child displays any of these parents must be contacted and the child taken to the isolation room whilst they wait to be collected.</p> • Designated adult (class teacher or TA) to monitor child outside the isolation room. • If the Designated adult cannot maintain 2m distancing or has to go into the room full PPE must be worn (available in room and main office) • Designated area for child to be isolated is the Sports office by the main office and community room disabled toilet. • The designated area will be thoroughly cleaned and disinfected once vacated. <ul style="list-style-type: none"> • Parent/carer advised to follow public health advice and book a PCR test via https://www.gov.uk/get-coronavirus-test or call 119 • School to engage with the NHS Test and Trace process by notifying the Health Protection Hub (HPH) by completing the online notification form if child tests positive.
Suspected Covid-19 symptoms -staff	<ul style="list-style-type: none"> • Staff must comply with Track and Trace procedures and keep school informed. • If symptoms start at work adult must inform SLT or Business Manager and go home immediately • Staff to book a PCR test via https://www.gov.uk/get-coronavirus-test or call 119 • Staff can return to school following a negative test and/or they have no symptoms. • School to engage with the NHS Test and Trace process by notifying the Health Protection Hub (HPH) by completing the online notification form if staff member tests positive. • Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc can book a PCR test by selecting the option “ local Authority required me to test”
Contingency in the event of local lockdown or isolation of bubbles.	<ul style="list-style-type: none"> • School will follow all advice from Telford Health Protection Team regarding bubble/school closures • In the event of Telford wide/national lockdown, school will remain open for children of keyworkers and vulnerable learners. • Teachers resume planning for online learning or teach class remotely, from home if they are isolating.

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| | <ul style="list-style-type: none">• Allocate school laptops to children who do not have access to a suitable device• Lessons to be taught through Microsoft Teams• Communication with families through year group email addresses• Accelerated reader MyOn to be rolled out to all KS2 children for home reading activities• All children to have a Purple Mash login to enable online communication and activities• Teachers to contact children/parents weekly to support remote learning |
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