

Information and Risk Assessment for the Return of All Pupils to School

7th September 2020 Updated December 2020



Rake and Rogate CE Primary Schools

This risk assessment has been updated for the return of pupils in January 2021 when both schools are in Tier 4

- a requirement that people who show symptoms of covid-19 will stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable (see **risk assessment** below)

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- staff maintaining distance from pupils and other staff as much as possible (see **risk assessment** below)

Further details can be found at www.gov.uk/backtoschool

Risk Assessment September 2020 Updated December 2020

Hazard	Groups of people who are at risk	How the risk will be controlled	Post event review
Risk of catching covid-19 from parents	Staff, pupils, other parents	<ul style="list-style-type: none"> - 2 metre queuing system at gate marked with paint - All parents to wear masks on school premises including at drop off and pick up - Pupils collected from gate by staff - Parents requested to stay in front of the gate/at bottom of steps - All office enquiries by telephone or email - Payments by BACS - Senior member of staff (DB, PB, SG) to be available at drop off and pick up - Request to keep pupils at home if any member of family has symptoms of covid-19 and to notify the school and engage with NHS Test and Trace - Masks to be worn by parents entering the premises for meetings, etc 	Ongoing
Risk of catching covid-19 from pupils	Staff, other pupils	<ul style="list-style-type: none"> - One way system established in the school building - Single class entrances (in Rake) to be established - Soap, hand sanitiser, paper towels and hot water available for staff and pupils to use often - Ensure good respiratory hygiene by the promotion of ‘Catch it, Bin it, Kill it’ - Posters to remind staff and pupils of handwashing - Swing bins in each classroom for the disposal of all waste - Pupils must remain in classrooms at all times, except for breaktimes/toilet - Opening, closing, break times staggered - All children to have their own school equipment which will be placed on tables - Lunches to be eaten in classrooms, except for Wrens, Starlings, Robins and Sparrows. - Pupils from the above classes to sit in class groups for lunch - All tables to be sprayed with antibacterial spray at the end of session - Field in use at lunchtime – each class to use specific section 	Ongoing

		<ul style="list-style-type: none"> - No school assemblies – class based worship every morning - Re-establishment of hygiene rules eg: hand washing, disposal of tissues - Limit to what is brought from home except named water bottle – no book bags or backpacks - Children to wear PE kit/Forest School kit on days when these activities take place - Reading books may be sent home, but need to be left for 2 days on return - All homework should be planned to be completed on line on a specific day for each class - During a wet break or lunchtime children to remain in their own classroom bubbles - Regular handwashing to be timetabled at the beginning of each session - Singing can only take place outside the school 	
Risk of catching covid-19 from school equipment	Staff, pupils, parents	<ul style="list-style-type: none"> - Registers delivered to class by school office staff each Monday - Teachers to email office numbers of children attending by 9.30am each day. This should then be sent to Executive Headteacher by 10.00am to be sent to DfE - At the end of each session a member of staff will use the antibacterial spray to wipe tables, chairs, door handles, light switches and toilet handles - Cleaning staff to spray all the above and any equipment used during the day. - All rooms within school to be well ventilated – a window will be opened when the school is unlocked every morning. - Each child to have their own equipment provided by school - Children should not be sent to the office or photocopier 	Ongoing
Risk of catching covid-19 from members of staff	Staff, pupils, parents	<ul style="list-style-type: none"> - Staff to keep 2 metres from each other and, where possible, from children - Staffroom – a maximum of 2 people only at a time. Take breaks when safe to do so. 	Ongoing

		<ul style="list-style-type: none"> - Staff meetings to be short and by Teams only – there are to be no face to face meetings - Staff to remain in their class bubbles at all time to reduce the risk of catching/spreading covid. The exceptions to this are DB, PB and SG (although PB and SG will stay in their own schools and DB will not move between schools during a day). SM will keep to her normal timetable. DS/ET will continue to cover PPA. Please see below for where each adult will be based. - PE to be taught by class teachers. OP to stay in Robins all day. - Staff leaving their bubble must wear a mask and disposable gloves. - Soap, hand sanitiser, paper towels and hot water available for staff and pupils to use often - Recommendation of full change of clothes every day - One member of each class team to collect pupils from the gate at drop off and deliver to parents at the end of the day - Teachers to provide on-going work for those children not at school due to covid-19 symptoms - Teachers to email parents to discuss their child’s progress and welfare on a half termly basis 	
Risk of catching covid-19 from visitors to school	Staff, pupils	<ul style="list-style-type: none"> - All office enquiries by telephone or email - All visitors to be encouraged to make appointments post covid-19 - Visitors to be taken to a safe place where social distancing can be adhered to (EHT office) - Parent consultations will be undertaken via Teams or telephone 	Ongoing

<p>How we will respond to a person showing possible symptoms of covid-19</p>	<p>Staff, Governors</p>	<ul style="list-style-type: none"> - Any pupil or member of staff showing covid-19 symptoms will be isolated from others in the EHT's office - Parents (of pupils) will be contacted and arrangements made for the collection of the child - Separate toilet facilities will be made available - Children will be supervised by a member of staff, usually a member of the SLT, who will be provided with PPE if a safe distance of 2m cannot be maintained. - Anyone who has come into contact with the child/staff member must engage with the NHS Test and Trace process - Class bubbles may be sent home if a case of covid-19 is positive - Class bubbles may be asked to work from home if a member of staff has to isolate - The whole school community will be contacted and a mobile Test and Trace unit be available if necessary - The local authority and the health protection team will be contacted - Anyone who has a positive test result for covid-19 or have covid-19 symptoms must isolate for 10 days before returning to school/work 	
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Where staff will be:

<p style="text-align: center;">Robins Sarah-Jane Smith Lizz Tinder (Fri) Sheena Whitehead Oliver Pearce</p>	<p style="text-align: center;">Sparrows Louise Muir Janina Melska-Udoh</p>	<p style="text-align: center;">Jays Holly Hayward Kate Reynolds-Haigh (M,T,W)</p>	<p style="text-align: center;">Goldcrests Lizz Tinder (M,T,W) Susie McAuley (Th,F) Emma Swannick Kay Barber</p>	<p style="text-align: center;">Kestrels Emma Gregory Hannah Todd Lucy Wildsmith</p>
<p style="text-align: center;">Wrens Deb Hockley</p>	<p style="text-align: center;">Starlings Katarina Jarrett</p>	<p style="text-align: center;">Kingfishers Susie McAuley (M,T)</p>	<p style="text-align: center;">Red Kites Christine Ward</p>	

Jenny Stonehouse	Julie Sutherland	Rachel Field (W, Th, F) Jackie Brown	Dawn Spice
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The latest advice from Government is that start and finish times should be staggered with no loss of teaching time, therefore the timetable below has been devised by SLT – updated December 2020

TIMETABLE

RAKE CE PRIMARY SCHOOL					
Class	Drop off	Morning Break	Lunch	Afternoon Break	Pick up
Reception	9.00am	10.30am	-	-	3.00pm
Key Stage 1	8.50am	10.15am	12.15pm	5 minute break	3.05pm
Key Stage 2	8.40am	10.20am	12.10pm	2.15pm	3.15pm
ROGATE CE PRIMARY SCHOOL					
Class	Drop off	Morning Break	Lunch		Pick up
Wrens	9.00am	10.30am	-		3.00pm
Key Stage 1	8.50am	10.15am	12.00pm		3.05pm
Key Stage 2	8.40am	10.20am	12.00pm		3.15pm