

## Risk assessment for Kirk Smeaton CE provision- October 2020

Risks	Actions
<p>Accessing and exiting school</p>	<p><b><u>Entering and exiting school</u></b></p> <p>All parents are to keep 2 metres apart and follow the signs around school. Parents will walk their child to main gate, each child will make their own way to the classroom door.</p> <p>Parents and carers are asked to drop their child off and leave immediately using the one-way system in place (waiting 2m apart on the left and leave down the drive on the right- near the parked cars).</p> <p>There are staggered times for each class.</p> <p>All doors to be propped open to avoid touching handles and doors.</p> <p>Admin will be available over email or phoning 01977 620497 between 9-3.15 Monday to Friday.</p> <p>Families with siblings can send all children in at the same time, we ask that you use the youngest child's drop off and pick up time.</p> <p>Collection will be at the main school gate. No parents are to enter the classroom.</p> <p><b><u>Things to bring to school</u></b></p> <p>Waterproof coat with a hood, sensible school shoes (children must be able to fasten or tie these themselves), packed lunch boxes (if needed), a filled water bottle (only water please), book bag with planner and book. No big bags please.</p> <p>All children are asked to bring their own hand sanitiser and packet of tissues for personal use in their pocket and to be taken home each day.</p> <p>Children will wear school uniform.</p> <p>Children are asked to bring their PE kits in a draw string bag on a Monday and taken home on a Friday. If attending a sports after school provision, they will use the same PE kit in school and be expected to bring it back the next time they have PE.</p> <p>Children will hand sanitise on entry, before and after playtime. They will wash their hands before eating and after toileting.</p>
<p>How the school will operate.</p>	<p>The whole school will be one sub bubble, this is due to the number of children with siblings and children accessing before and after school provision. If there is a reported case of COVID all parents will be notified and the school will possibly close. Public Health England will support the school in making a decision.</p> <p>In addition to this, we will segregate into class sub bubbles, we hope that this will provide as an additional safety barrier for those pupils who are not accessing other provisions.</p> <p>Each class is a sub sub bubble.</p> <p><b><u>Starfish sub bubble</u></b></p> <ul style="list-style-type: none"> <li>• 8.40- 2.50pm</li> </ul> <p><b><u>Dolphins sub bubble</u></b></p> <ul style="list-style-type: none"> <li>• 8.45-2.55pm</li> </ul> <p><b><u>Lions sub bubble</u></b></p> <ul style="list-style-type: none"> <li>• 8.50-3pm</li> <li>• Children will use the boys' toilet block, one at a time.</li> </ul> <p><b><u>Eagles sub bubble</u></b></p> <ul style="list-style-type: none"> <li>• 8.55-3.05</li> <li>• Children will use the girls' toilet block, one at a time.</li> </ul> <p><b><u>All</u></b></p> <ul style="list-style-type: none"> <li>❖ Each classroom will have full PPE kit in cases of emergency and staff will replenish as and when needed.</li> <li>❖ Staff may wear PPE during the day i.e. Visor or mask.</li> <li>❖ When outside with parents/carers/visitors or walking around school site, all staff are asked to wear a visor.</li> </ul>

- ❖ Children and adults will access the toilet one at a time. Hands must be washed thoroughly.
- ❖ All hair is to be tied back.
- ❖ Staff will be with their own sub-sub bubble and only cross over for dinner cover or if there is an emergency.
- ❖ All staff are advised to be 2m apart from other staff and children outside of their sub-sub bubble and 1m+ from the staff and children within their own sub-sub bubble.
- ❖ Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes' duration
- ❖ Pupils are seated side by side and facing forwards, rather than face to face or side on, where possible.
- ❖ Toilet breaks for children will happen in class time to ensure one person at a time.
- ❖ If a child is not able to follow the rules, staff will support and parents will be informed, if the behaviour continues and it becomes a H&S issue it may result in the child being sent home.
- ❖ Outside equipment can be used by children, but needs to be cleaned after each class/sub sub bubble.
- ❖ Teachers PPA will be covered by the TA working in the classroom.
- ❖ Children will be encouraged to put their own coats on and to self-toilet.
- ❖ PE will take place in the hall or outside, preferably outside with no contact sports.
- ❖ All equipment must be cleaned after use or left 72 hours before used by another group.
- ❖ All classes will exit and entrance through their door. The only class which requires to walk through the KS2 work area is Lions when entering and exiting the classroom and Eagles when accessing the toilets.
- ❖ The outside space will be separated for daily outside learning and daily rota will be organised.
- ❖ Books will be changed once a week, where a child requires more than one book each week, they will be given a selection of books for the week. Once they have been return, they will be not touched for 72 hours before they are put back for others to use.
- ❖ Disposable icepacks will be used when needed.
- ❖ For those children eligible, fruit and milk will be provided. Staff **will sanitise hands** when handling food or adding straws into milk cartoons.

### Dinners

Dinners will be staggered in the hall space and outdoor areas. Each class will have up to 30 minutes to eat dinner and have a playtime. The hall will be separated to house two sub bubbles at one time.

Each class will be covered by a lunchtime supervisor.

The hall disabled toilet will be used, one at a time.

If the cook is unable to work, parents will be notified as soon as possible and children will be asked to bring a packed lunch.

Packed lunches must be healthy, for example a sandwich or pasta dish, 1 piece of veg i.e. Carrot sticks, 1 piece of fruit i.e. Apple and 1 dairy product i.e. Cheese or yoghurt. Water will be provided from school. We do not allow chocolate. Please avoid items that your child will struggle to open and if your child has brought too many items, the uneaten food will be sent home.



	<p><b>Morning and afternoon break-</b> covered by the teacher or TA for the class and will be separate to the school.</p> <p><b>Collective worship</b> will happen in the classroom <b>virtually using zoom. Fr Adrian will join us each Thursday (or for celebrations within the church).</b></p> <p><b>Interventions and small group work-</b> KS1 and EYFS children will stay in their classroom <b>or use the KS1 area.</b></p> <p>Lions will access the IT suite. Eagles will access the KS2 work area.</p>
Reduce the spread of germs	<ul style="list-style-type: none"> <li>❖ There are handwashing stations in each classroom with paper towels, antibacterial wash and warm water, as well as hand sanitiser. Hands are to be washed thoroughly before eating <b>and toileting</b>. Posters to promote washing hands, disposing of tissues, clean hands and social distancing will be displayed around classrooms. Tissues will be accessible from the classroom; they will be asked to put the tissue in the bin, 'Catch it, kill it, bin it'. Lidded bins will be used. We ask for each child to bring their own tissues and hand sanitiser for personal use.</li> <li>❖ Break times are staggered to reduce the number of children and staff mixing.</li> <li>❖ Parents and staff are advised to take temperature check each morning and if a temperature above 37.8 is reported or if they have a new continuous cough or loss of smell and taste the person must stay at home and book a COVID test. If a child or adult has suspected COVID whilst in school, their temperature will be checked in <b>Lions outside pagoda</b> area and a trusted adult will be contacted to collect them from school immediately. A member of staff will <b>observe the child whilst waiting for a trusted adult.</b> If a child or adult is not feeling well, you must let school know and stay off school. If we have a confirmed case of COVID. All parents within the school will be notified <b>and Public Health England will support the school in making a decision on the next steps needed.</b></li> <li>❖ Staff will mark books away from the child, where possible verbal feedback will be given and comments made on posit notes and added to booked. Staff are asked to vacate the school before 5.30pm to ensure that the school can be cleaned properly.</li> <li>❖ Doors and windows are to be opened when required.</li> <li>❖ Adults are required to clean the photocopier, computers, phones and toilets before use.</li> <li>❖ Each classroom will have an anti-bacterial spray and gloves to ensure that surfaces, doors, switches and equipment will be cleaned regularly.</li> <li>❖ PPE is available for staff i.e. visors, masks, gloves and aprons.</li> </ul>
Communication, emergency and safeguarding  First aid	<ul style="list-style-type: none"> <li>● All staff working in school have had emergency first aid training.</li> <li>● A register will be taken every morning and afternoon on sims.</li> <li>● There will be a safeguarding representative in school at all times.</li> <li>● There will be a member of staff who is aware of the cut off points for water, gas and electric.</li> <li>● The SENCO will be available at all times.</li> </ul> <p><b>Fire safety</b> If there is a fire drill, all classes will assemble outside immediately. A register will be taken and await further instruction.</p> <p><b>Accident book</b> Each class has an accident sheet, any accidents or medical intervention needed are written by the adult in charge of the class. Parents will be phoned if there is a bump to the head or a serious accident, any other accidents will be added to the child's planner.</p> <p><b>Lockdown or lock in</b> This has been considered in light of COVID and can be found on the Lockdown policy on the school website.</p>

<p>Specialist teachers and external people on site.</p>	<p>We allow specialist teachers within the school day as from 1<sup>st</sup> October 2020. The specialist teacher will not enter the school building, only the hall or outside space. They are required to regularly hand sanitise, wear a mask or visor, clean down any resources before and after use, stay 2m apart from staff and children and use the hall toilets (external visitor toilet). A member of school staff will stay with the group and assist children if they need support.</p> <p>Possible specialist teachers- Mrs Vizard (music), Mrs Jenkinson (PE), Ms Wolff (forest school), Emily Jones (NYCC music service)</p> <p>Visitors can access the school site with a member of staff, but will be asked to regularly hand sanitise, wear a mask or visor, clean down any resources before and after use, stay 2m apart from staff and children and use the hall toilets (external visitor toilet). If contractors need to access the classroom areas, children will vacate the area and all surfaces will be cleaned.</p> <p>Possible visitors: Contractors, healthy child team, Alamo (IT support), Wentvalley pre-school, NYCC services, supply staff</p>
<p>Breakfast club</p>	<p>Wentvalley Pre-school breakfast club will open daily from 7.40-9am. Sessions must be booked 1 week in advance, directly with them.</p>
<p>Kirk Smeaton CE Primary after school provision in Starfish</p>	<p>The after school club will run from 3- 5.30pm.  The after school club will take place in the Starfish classroom.  For those pupils accessing the after school provision from 2.50, a member of staff will supervise the children outside while all the desks and hot spots are cleaned inside the starfish classroom.  All children must be pre booked into the sessions.  There will be a maximum of 10 children with one adult.  When collecting children, please knock at the Starfish classroom and the staff will send the child out once they have collected their belongings. No adults are to enter the provision.  A basic snack of fruit will be available; children can bring their own healthy snack into the provision.</p>
<p>School bus and car sharing</p>	<p>Parents are advised not to car share or drop other children off at school.  The school bus will be available for children who usually access it. Parents are advised to speak to NYCC transport department for more information.  The school bus will drop off at 9am and pick up at 3.35. A member of staff will meet the children from the bus in a morning at the bottom of the drive and on an afternoon a member of staff will walk the children down the drive to meet the bus. The member of staff will not get on the bus, it will be the drivers responsibility to ensure seat belts are used.</p>
<p>After school providers (external of the school)</p>	<p>Debbie Drake (separate provider to the school) will after school sports sessions Monday-Wednesday.</p> <p>If a provider wants to rent the hall, all risks are discussed with the governing body and a decision is made on each individual provider. All risk assessment shared with school and DBS must be cleared.</p> <p>Sessions must be pre booked through the provider.  There is a maximum number of 15 children.  All providers will have their own first aid kit.  The sessions will start at 3pm- 5.30 and there will be no cross over to the after school provision in Starfish.  Providers will use the hall or the outsider field. The school PE kit will be worn for the session and will need to be brought back into school for the next PE sessions within school.  All accidents and incidents must be reported to parents on pick up and shared with school, if required.  Children will access the toilet one at a time in the disabled hall toilet.  All equipment will be all cleaned before use.  Drinks bottles can be filled in the hall toilets.  Providers are to let school know of any confirmed cases of COVID in other schools or settings they work in.</p>

After school groups using the hall	If a provider wants to rent the hall, all risks are discussed with the governing body and a decision is made on each individual provider. All risk assessment shared with school.
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