

Education Provision during COVID-19 Academic Year 2020-21



Walnut Tree Walk
PRIMARY SCHOOL

Reasons for Risk Assessment:
The ongoing COVID-19 pandemic;
The high COVID rate nationally and locally.

Date of Risk Assessment: Updated 2nd January 2022

To Be Reviewed: Fortnightly, or more frequently if needed

Assessment Team Members:
Andrew Chaplin, Headteacher
Sue Butcher, Deputy Head
Connor Brown, Assistant Head

Area of Risk	Hazard/Risk	Actions/ Controls in place to reduce risk
<p>Working with children and staff in face to face setting</p>	<p>Risk of contracting COVID 19 - Spreading infection through contact with surfaces and each other</p>	<p>Hygiene Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. Teachers share key information about hygiene daily with children. ‘Catch it, Bin it, Kill it’ poster and handwashing videos etc.</p> <p>Pupils and staff should wash their hands, at the very minimum:</p> <ul style="list-style-type: none"> ● before leaving home ● on arrival at school ● after using the toilet ● after breaks and sporting activities ● before food preparation ● before eating any food, including snacks ● before leaving school <p>Children to wash hands in classrooms or playground and dry hands with disposable blue paper towels (fabric towel rolls have been removed from the school). Soap and water is more effective than using sanitisers.</p> <p>Sanitiser dispensers in KS1 and KS2 classrooms. Adults to direct children (and supervise) to use before and after going to the toilets. This is an additional protective measure in place due to the sharing of toilets across classes.</p> <p>Sanitiser stations at the Reception desk for all visitors and staff on arrival, as well as in the two staffrooms.</p> <p>Younger children will have support if they struggle cleaning their hands independently. They will be taught how to practice these habits through modelling.</p>

Ventilation

Where possible, all spaces will be well ventilated using natural ventilation (open windows and open doors). Premises Officer to open windows in morning before school. Parents to ensure that children come to school with suitable layers of clothing including a jumper, cardigan or hoodie.

Doors will be propped open, where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Carbon dioxide monitors in teaching and office spaces to regularly monitor levels. Action to be taken if levels exceed recommended levels.

School layout and Classes

Classrooms to be kept as clear and tidy as possible with unnecessary items removed. This will assist with the cleaning process.

Shared resources will be cleaned regularly. Resources that are moved between classes should be cleaned before being returned to the resource room unless they have been left untouched for a minimum period of three days.

The laptops and tablets will be wiped with antibacterial wipes between different groups of children.

One way system in place on staircases.

Children to remain in their class bubble when inside the building as much as possible, including when eating their lunch, walking down the stairs etc. Assemblies will be in smaller groups so that classes can sit at distance from each other.

School timetable

There will continue to be slightly staggered start and end of day times to minimise congestion in the playground, at the gate, and in the street. Times will be communicated in advance with parents. Parents and Carers will not be allowed into the playground before school (apart from Early Years). In the afternoon, EYFS and KS1 parents and carers will come into playground to collect

their children at 3:20pm, and KS2 at 3:30pm. This will be reviewed regularly and further measures may be needed.

PE and Dance

PE sessions will be outdoors, where possible. In the event of poor weather, the children may miss their PE session as we do not have sufficient indoor space. If PE lessons are carried out indoors, the hall will be well ventilated with the windows opened. Children will wash their hands before and after PE sessions.

Dance lessons (for Years 4 to 6) will be in whole class groups in a well-ventilated hall.

The PE offer will be reviewed regularly.

After School sports clubs will not take place until after the February half term at the earliest.

Music and Assemblies

The rooms will be well-ventilated. Instruments will be cleaned between children.

Class Assemblies will take place in the top hall in two performances so that there is sufficient space, and the hall will be well-ventilated. Parents and Carers will not be able to watch the assemblies live for the first half term, then this will be reviewed.

Educational Visits

Local outdoor fieldwork/walks may take place as normal.

Trips further afield can take place, following a detailed risk assessment and agreement by the headteacher. Parents will be informed and written consent will be obtained for each child.

		<p>Lunchtimes and Playtimes Classes will be mixing at playtimes and lunchtimes when outdoors only as the risk of covid transmission is greatly reduced when outside (see updated playground rota). As before the pandemic, they will be at staggered times to reduce the number of children using the playground at any one time. This is especially important at the moment due to the reduced space caused by the playground development work. The playground is the only place where bubbles should be mixing; it is important that all measures inside the building are strictly adhered to.</p> <p>Lunches will be at a staggered time also (see lunchtime schedule).</p>
		<p>Breakfast and After School Club Booking must be made in advance.</p> <p>In Breakfast club, children will sit at tables across two interconnecting rooms to ensure there is sufficient space and ventilation.</p> <p>The After School Club will be split into two clubs: Nursery, Reception and Year 1; and Years 2 to 6. Children will spend as much of this time as possible outside, weather permitting.</p>
	<p>Spreading infection through sneezing etc</p>	<p>Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Children reminded to wash their hands after sneezing.</p> <p>Face coverings are not recommended to be worn for children under the age of 12.</p> <p>Staff should wear face masks when in communal areas and corridors/halls (unless exempt).</p>
	<p>Child or staff member is unwell with symptoms of COVID-19</p>	<p>If anyone becomes unwell with a new, continuous cough, a high temperature, or loss of taste/smell they must be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult</p>

		<p>supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>
	A case of COVID-19 is confirmed at our setting	<p>We will follow the current Public Health guidance and follow the appropriate measures. Please note that the isolation period for everyone, including children, has been reduced to 7 days as long as they have 2 negative lateral flow results (at least 24 hours apart) from Day 6 and 7. Anyone unable to do lateral flow tests must isolate for the full 10 days.</p> <p>(See Public Health School's pack).</p>
Staff Lateral Flow Testing	Risk of contracting COVID 19 - Spreading infection through contact with surfaces and each other	<p>All staff to be provided with Lateral Flow Test kits. Staff to be encouraged to test themselves at home twice a week: Sunday night/Monday morning, and Wednesday. The government policy is that this is optional for staff. Staff to inform the Headteacher if they do not wish to take the tests.</p> <p>Staff to share their results (only if negative) with both the Headteacher and the NHS.</p>
Travel to work (for staff) and school (for pupils and their families)	Staff at risk of exposure to COVID-19 whilst	Staff are encouraged to walk, cycle or drive to school. If using public transport, face masks to be worn as per TfL policy.

	travelling to and from work	
	Children at risk of exposure to COVID-19 whilst travelling to and from school	Families are encouraged to walk or cycle to school. If using public transport, appropriate measures are taken, eg use of hand sanitiser, social distancing (where possible), wearing of face masks etc
	Risk of exposure to COVID-19 when parents and children gather in playground and school entrance	Staggered start and end of day times. 'School Streets' temporary road closures on Fitzalan Street and Walnut Tree Walk to facilitate the safe entry and exit of children from the school.
Appropriate staffing levels and staff-pupil ratios	Staff sickness levels are high	HT assesses if the Minimum Staffing Requirements have been met. If Minimum Staffing Requirements are NOT met then: <ul style="list-style-type: none"> ● HT makes decision to close the school or part-school closure ● Parents are informed via usual communication strategy ● Supply Teachers may be used, but this will be avoided as much as possible. <p>If all of SLT are not in school then the HT will close the school and follow school closure information above.</p>
	Many staff are self-isolating, shielding or living with someone shielding, and cannot come to work	As above
Face to face contact between staff and parents, and between parents	Spreading infection through contact in the office	We will encourage parents and carers to make contact via telephone and email, where possible. All payments to be made via Scopay online.
	Spreading infection through contact between parents and teachers	Social distancing to be observed in playground between staff. Parents/ carers not to enter any part of the school building apart from the office, unless they have an agreed meeting. Meetings to be held virtually, where possible. If face-to-face, they should be in the outside hut/wooden gazebo at a safe distance, or in a well-ventilated room.

Catering for school lunches safely	School caterers are not able to provide food	ISS (our new caterer) has a Business Continuity Plan in place and will contact the HT if they are unable to provide food. HT makes decision to close the school at 12 noon and that parents are required to collect their children by then at the latest Parents are informed via usual communication strategy
Health and Safety	Evacuation procedures cannot be performed as normal	Updated fire drill procedures has been shared with all staff in the September INSET.
	Insufficient qualified first aiders on site due to staff absence	12 staff are trained in Paediatric first aid. Most staff in school have completed a Paediatric First Aid Awareness online course during this COVID-19 period, in the unlikely event of a fully qualified first aider not being present.
	Designated Safeguarding Leads are not on site due to staff absence	Walnut Tree Walk has a Safeguarding Team made up of 3 staff (Andrew, Sue and Catherine) and all are Level 3, DSL, trained. Connor Brown is also Level 3 trained in the unlikely event of their absence. Lambeth have an on-call Safeguarding lead if needed, and one of DSLs would be available via phone.
	School cleaners are not able to clean school due to absence	Our cleaning company has a Business Continuity Plan in place and will contact school if they are unable to clean. HT to investigate the option of our Premises Officer and reduced numbers of cleaning staff to clean part/all of school, with support of school staff where possible including the SLT. HT to make decision about possible school or part-school closure and follows relevant procedure.
	Essential maintenance workers come into	Essential maintenance workers to be kept away from groups of children as far as possible and reminded of social distancing guidelines on arrival. Maintenance work to take place outside of school hours where possible.

	contact with staff and children	Wash hands on arrival and before entering/leaving any area which children will also use.
Teachers working safely	At home	In the event of a school closure or partial closure, staff will continue to follow the guidelines on setting Remote Learning safely to children.
	In school	Staff protocol documents shared with all staff in the INSET days at the start of year, and then at the start of each half term as a reminder.
Providing essential contact with children in school	Risk of infection when having to change a child	Staff to wear disposable gloves, masks and visors in these situations. Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards.
	Risk of infection when comforting a child who is upset or injured	Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards.
	SEN	Individual risk assessments for children with EHC plans carried out to assess if it is safe for them to be in school.