



Larchfield Primary and Nursery School – Operational system and risk assessment for returning to school



This Risk assessment is based on all children returning to school full time on 8th March 2021.

The start of the day will be a staggered start. Children being collected by outside after care providers will wait in the hall in their bubbles until collected.

Lunchtimes/break times will be staggered for all

Playgrounds will be zoned **Z1 – field/Z2 – field/Z3 – field/Z4 – field/Z5 – front playground/Z6 – front playground**

Children will be encouraged to only bring named water bottle/lunch box/PE kits to school/reading books in a named plastic bag.

Everyone entering school to clean hands on entry. Hands cleaned at key points throughout the day.

Any staff not involved in teaching key year groups will support by, cleaning of equipment and school areas throughout the day and covering for PPA/Lunch times/Break times throughout the day.

There will be no educational visits/sharing/school assemblies or school performances or parent events until further notice.

Usual attendance expectations will resume

Should there be a child or adult showing symptoms of COVID-19 then see the attached TV schools flowchart

Lateral flow testing

Staff will take the lateral flow test twice weekly to identify whether they could potentially have the virus. Should the test show positive the member of staff will immediately follow the systems and processes in place for someone showing symptoms of the virus. The results are recorded by the school and the staff member should report to DfE.

Break/Lunch rota – to be reviewed at the end of term

The outside area divided into zones. **Z1 – field/Z2 – field/Z3 – field/Z4 – field/Z5 – front playground/Z6 – front playground**

Break time – class based staff to take alternate break times to ensure cover (own class)	Reception	Y1	Y2	Y3	Y4	Y5	Y6
	EYFS area	10.20	10.20	10.20	10.35	10.35	10.35
Lunch – all children eat in their bubble in the hall	11.45	11.55	12.10 – from class, exit through hall door	To be called to lunch as room is available. Line up on the playground and enter through front door. Exit through KS2 door			
During break							

Lunchtimes children should only be in corridors to visit toilet.							
Toilets available	Reception	Nursery			KS2		
Children should take a band from a member of staff on playground duty when they need to visit toilet. Bands should then be cleaned on return							
Hall – Tables in bubbles at least 1m apart. Children should be closely monitored to avoid contact when clearing plates at the end of their meal and leaving the hall. Tables/seats should be cleaned as they leave							

Maintaining Social Distancing

Critical points to consider	Risks/Barriers	Actions
1. Maintaining the 1m gap between pupils at drop off	Pupils closer than 1m may be at risk of possible transmission	<ul style="list-style-type: none"> ✓ Nursery – 8.30/12.30 - EYFS gate ✓ Reception – 8.45 - EYFS gate ✓ Y1/2 – 8.45 – Car park gate ✓ Y5/6 – 8.30 - Playground gate ✓ Children will be dropped off at gates and walk to classrooms. Staff will be monitoring 1m distance is adhered to. Year 1 - KS1 door/Y2- front door/Y3- KS2 door/Y4 -KS2 door/Y5 -Y5 classroom door/Y6 – Y6 classroom door ✓ Parents not to enter foyer during drop off /collection. Any messages for teachers should be phoned in and shared with office staff rather than face to face conversations ✓ Signage to remind parents.
2. Maintaining the 1m gap between parents at drop off.	Parents closer than 1m may be at risk of possible transmission	<ul style="list-style-type: none"> ✓ Parents will leave the children at the entrances. Parents/children allocated an entrance ✓ Parents will line up to drop children off with a 1m distance maintained and marked out ✓ No parents will be permitted to enter the school
3. Maintaining the 1m gap between staff at start of day.	Staff closer than 1m may be at risk of possible transmission	<ul style="list-style-type: none"> ✓ All staff to enter the school via the main entrance, use hand sanitizer and be reminded of the distance ruling.
4. Breakfast Club	Spread of infection	<ul style="list-style-type: none"> ✓ Families to indicate who needs a breakfast club space on a weekly basis. ✓ Groups will be year group bubbles and so zoned in the hall ✓ Decide on a reasonable maximum number of children that the dining hall can hold on a daily basis ✓ Children served at their seats. Staff to take plates and clean surfaces ✓ Bubble tables at least 1m apart. ✓ Monitoring of social distancing rules ✓ Regular handwashing under the current guidelines ✓ Solitary (bubble) games, reading, colouring ✓ Stay in allocated seats/spaces ✓ Children are only able to go one at a time to the toilet. Monitored by staff in club.
5. Teaching of PE	Transmission of virus, breach of 1m distancing measures	<ul style="list-style-type: none"> ✓ Children to be taught in year group bubbles ✓ All equipment to be cleaned after each session ✓ Sessions are taught outside whenever possible ✓ Adult remain 2m distance from others in the group whenever possible

Building Measures (Classrooms/corridors/transmission/main hall/toilets/hall/office/reception area etc)

Critical points to consider	Risks/Barriers	Actions
<p>1. Classroom Environments</p>	<p>Transmission of virus, breach of 1m distancing measures Staff well being</p>	<ul style="list-style-type: none"> ✓ Adopt strapline 'Catch it, bin it, kill it' ✓ Children have assigned places in the room so they stay at their desk place throughout the day. Children to remain in seats and do not come up to the front of the classroom. ✓ No carpet time ✓ Teachers teaching from the front of the classroom. ✓ TAs supervise movement around the classroom, supporting learning from a 2m distance if it is possible. It may not be possible to avoid with a SEND child. ✓ Children facing forward during lesson time in rows. ✓ More use of interactive whiteboards and on table resources and scaffolds to make children independent ✓ Ensure, where other classrooms outside of the year group are being used, the furniture is appropriate to the size and height of the child. ✓ All chn must bring in their own water bottles and take these home at the end of each day to be cleaned. No cups to be provided by teachers. Keep bottles on desks. ✓ Any small group work – area must be cleaned after use. ✓ Regular and monitored handwashing which is supervised. To reduce the risk to staff and children, everyone is advised to wash their hands for 20 seconds as frequently as possible. ✓ We will ensure that liquid soap or hand sanitisers are provided and the 20 seconds hand washing regime is in place. ✓ Ensure all windows are able to be opened in classrooms or open door when in the classroom and left open weather permitting. ✓ We will ensure staff are able to ventilate rooms and window handles will be wiped down daily ✓ All furniture/door handles/light switches cleaned in line with guidelines.
<p>2. Resources to facilitate learning</p>	<p>Transmission of virus - equipment needed for learning Carousel Activities to remain in class with same group</p>	<ul style="list-style-type: none"> ✓ Children are to remain in their allocated group ✓ All hard toys spray disinfected every night ✓ Outside area cleaned thoroughly every night ✓ All children to have all books and equipment for learning in their own allocated bag/basket/pencil case ✓ Limited fabric equipment

3. Pupils with behaviour difficulties	<p>Transmission of infection Putting staff at risk when having to intervene to protect child and others.</p> <p>This could escalate their behaviour and cause harm to others and themselves.</p>	<ul style="list-style-type: none"> ✓ These children will remain with their own class teacher, year leader or member of SLT. ✓ These children will have an assigned adult who will supervise whilst still maintaining social distancing. ✓ Break and lunchtimes could be at different times to other children in their year groups. ✓ Risk assessment in place for these children individually. PPE available if needed in each classroom.
4. Mass gatherings	Transmission of virus	<ul style="list-style-type: none"> ✓ No assemblies, group work or meetings of any kind, children eat in the hall ✓ Max 6 people in staffroom. (+2 making tea)
5. Corridors	Transmission of virus, breach of 1m distancing measures	<ul style="list-style-type: none"> ✓ Staff supervising transition from classroom to toilets, classroom to main office. ✓ Staggered break and lunchtimes to minimise traffic. ✓ Registers to be collected by office staff
6. Toilets	<p>Spread of infection Ensuring children have washed hands correctly when in the toilet Safeguarding measures for protecting staff who are supervision toilets.</p>	<ul style="list-style-type: none"> ✓ Children are to use allocated toilets. ✓ Regular cleaning of taps, flushes, seats, doors etc ✓ Adequate stocks of hand wash, toilet roll and hand towels. ✓ For toilets, staff are to release once child at a time and cleaners are to ensure the toilets are clean at the start of the day. Toilets to be cleaned throughout the day
7. Child becoming ill	<p>Transmission of virus, breach of 1m distancing measures</p> <p>Children with runny noses, coughs and sneezes and disposal of tissues.</p>	<ul style="list-style-type: none"> ✓ Classrooms have covered bins with foot action lid opening. Each room have bins provided and tissues for use ✓ Children with symptoms of coughs and colds to remain at home and follow COVID advice. If child is in school, they are to be isolated away from group – if this cannot be done they are to remain 1m distance from others. *See appendix re TV flowchart ✓ The current accessible toilet is to be used as a 'holding area' for those showing symptoms until they have been collected by their parent/carer. The child to be accompanied by a member of staff until picked up. ✓ PPE is available should staff require it.
8. In the event of a fire alarm or lockdown	<p>Spread of infection as 1m social distancing would be difficult to manage during a safe evacuation of the children and staff.</p> <p>Lockdown procedures would remain.</p>	<ul style="list-style-type: none"> ✓ Fire evacuation and lockdown procedures to reviewed before children return. ✓ Different exits for each class or year group to prevent crowding. ✓ Re-assigned areas for lining up. 1m distancing maintained.

Break Playground/Equipment Measures

Critical points to consider	Risks/Barriers	Actions
1. Maintaining 1m distance	Pupils closer than 1m would be at risk of possible transmission	<ul style="list-style-type: none"> ✓ Playground will be zoned ✓ Staggered playtimes ✓ Clear lining up procedures at 1m distance ✓ Monitor play, being mindful that it will be almost impossible for children not to physically interact with each other during active play.
2. Early years outdoor area	Spread of infection on equipment and between staff and pupils Inclusion of children who have social interaction difficulties	<ul style="list-style-type: none"> ✓ Fixed equipment to washed down mid-morning/mid afternoon ✓ Children wash hands when break ends ✓ Any equipment used is cleaned at the end of the session before going out for the next day
3. Managing behaviour issues	Intervention could risk spread of virus.	<ul style="list-style-type: none"> ✓ Follow behaviour policy ✓ Children breaching the 1m distance or showing poor behaviour will need to remain inside until they can follow it. ✓ Parents informed and strict behaviour consequences in place. If children continue not to follow guidance parents will be invited into school to discuss resolutions.
4. Accidents on the playground	Providing comfort to hurt pupils. Staff understanding safe interaction. How do you intervene when accidents are serious or life threatening?	<ul style="list-style-type: none"> ✓ First Aid trained staff will be located on playground during break times ✓ PPE to be worn when attending to accidents. ✓ Take first aid kits out to a specified area.

Lunchtime Measures

Critical points to consider	Risks/Barriers	Actions
1. Lunch	Transmission of virus	<ul style="list-style-type: none"> ✓ Staffing and supervision would need to be increased. ✓ Staggered lunchtimes to reduce crowding on the playground/field/hall ✓ Lunch staff to have training on how to follow the social distancing rules. ✓ Safe activities supplied to those on duty during the lunch hour ✓ Children wash hands before and after lunch.
2. Allergies	Risk of reactions - if pupils are eating packed lunches in classrooms where a child could be seated near to a food that could cause a reaction.	<ul style="list-style-type: none"> ✓ Ventilate rooms ✓ Identify pupils with food allergies and reposition them ✓ Remind teaching staff and lunch staff to be aware of allergies
3. Supervision	Transmission of virus during handover. Lunch staff to maintain 1m distance	<ul style="list-style-type: none"> ✓ Training for lunch staff ✓ Regular monitoring by SLT
4. Managing behaviour issues	Intervention could risk spread of virus.	<ul style="list-style-type: none"> ✓ Follow behaviour policy

		<ul style="list-style-type: none"> ✓ Children breaching the 1m distance or showing poor behaviour will need to remain inside until they can follow it. ✓ Parents informed and strict behaviour consequences in place. If de-escalation strategies are not effective and poor behaviour choices continue parents will be called to discuss resolutions
5. Accidents on the playground	<p>Providing comfort to hurt pupils. Staff understanding safe interaction.</p>	<ul style="list-style-type: none"> ✓ First Aid trained staff will be located on playground during break times ✓ PPE to be worn when attending to accidents. ✓ Take first aid kits out to a specified area.
6. Hygiene (hands and contact points/surfaces)	Transmission of virus	<ul style="list-style-type: none"> ✓ Regular and monitored handwashing which is supervised. Before and after play. ✓ Tables will need to be cleaned before and after eating. ✓ Staff provided with appropriate surface cleaning materials and handwash/gels

Afternoon Dismissal Measures

Critical points to consider	Risks/Barriers	Actions
1. Mass gatherings at collection	Spread of infection when parents and children meet.	<ul style="list-style-type: none"> ✓ Nursery – EYFS gate – 11.30/3.30 ✓ Reception – EYFS gate – 3.00 ✓ Y1/2 – Car park gate – 3.00 ✓ Y3/4/5/6 – Playground gate - 3.05 ✓ Parents will not be allowed to access the building ✓ Parents will wait 2M apart whilst waiting to pick up ✓ Children will be released one child at a time to the next parent in the line
2. Who collects? Extended family members collecting/older siblings collecting/friends and relatives collect/ adults collecting multiple children from different families.	<p>Spread of infection between families who are collecting others.</p> <p>This may encourage older family members to come out and collect.</p> <p>Possible safeguarding concerns over children being at home alone when adults collect siblings from school.</p>	<ul style="list-style-type: none"> ✓ Limit members of family to collect. ✓ Parents/carers informed that only those who are in their households/bubble can come to drop off and collect. These cannot be people who should be shielding. ✓ Parents complete an updated 'home time' data sheets so we have written confirmation of who is picking up

Staff/ Staff Room Measures

Critical points to consider	Risks/Barriers	Actions
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1. Mass gatherings in corridors and staff rooms/PPA	Spread of infection from contact points and surfaces. Temptation to flout the 2m rule when talking in corridors.	<ul style="list-style-type: none"> ✓ Staff to follow social distancing policy and hygiene guidelines at all times ✓ Social distancing monitored by SLT and year leaders ✓ Premises staff to adhere to the cleaning guidelines
2. PPA/Staff meetings	Spread of infection, Laptop/ computer sharing/lack of space in PPA space	<ul style="list-style-type: none"> ✓ No physical staff development ✓ Staffroom computers cleaned regularly ✓ Small group meetings to adhere to social distancing.
3. Lunchtimes	Spread of infection, lack of space and access to kitchen equipment.	<ul style="list-style-type: none"> ✓ Provide own cup and equipment and wash/take home. Do not share kitchen equipment ✓ Staggered lunchtimes for staff to avoid contact in staff room ✓ Staggered lunch times and 1m rule in staff room/eat in classrooms ✓ Regular cleaning of staff room ✓ Ensure staff wash hands on re-entry to the school site
4. Toilets and hygiene	Risk of infection.	<ul style="list-style-type: none"> ✓ Staff maintain social distancing measures in toilets ✓ Regular cleaning throughout the day ✓ Staff to ensure they wash hands after using the bathrooms
5. Movement around the school	Spread of infection	<ul style="list-style-type: none"> ✓ Staff to adhere to social distancing guidelines
6. Office Space 7. FSW office	Spread of infection	<ul style="list-style-type: none"> ✓ Main Office – Only 3 members of staff to be in the main office – wait outside 1m ✓ FSW office – room is not big enough to maintain 1m distancing. No other person to enter – must knock first.
8. Medical 9. Sickness 10. Accidents – staff not following H&S procedures	Spread of infection First aiders at risk Accidents where staff have not followed H&S policy put first aiders at risk.	<ul style="list-style-type: none"> ✓ Staff to follow Public Health Guidelines for self-isolation if showing symptoms of Coronavirus ✓ First aiders to follow guidance on treating individuals and advise next steps ✓ Staff continue to adhere to H&S policy ✓ Staff have been reminded not to car share unless they are from the same household and if possible walk/cycle to school ✓ Staff reminded if they develop symptoms they are to inform the JK and continue to provide an update
11. PPE for staff and children	Incorrect use or complacency or incorrect disposal could increase transmission Wearing of face masks will impact on children's clarification of instructions and may cause distress in younger children. This will impact on learning and emotional wellbeing.	<ul style="list-style-type: none"> ✓ PPE provided should staff request – follow government guidance on PPE ✓ Staff training on correct use and disposal of PPE ✓ PPE suitable for all, despite allergies ✓ Enough PPE to last a whole day and be replenished

	Consider allergies to gels and latex	
12. Home Learning	Maintaining the high standard when all staff are in school	<ul style="list-style-type: none"> ✓ Any teaching staff shielding to be responsible for setting all learning ✓ Time given in school day to maintain and prepare ✓ Any staff/TAs not teaching to be used to prep any home learning/book changing etc
13. Emotional well-being of staff	Anxiety about coming into school Loss of relatives due to COVID-19	<ul style="list-style-type: none"> ✓ Support from SLT ✓ Support from LA counsellors ✓ Support from Educational Psychologist ✓ Discuss individual cases with SLT ✓ Communicating positive messages and keeping staff informed, give regular updates on how the school is running and preparing for opening, safety measures that are in place
14. Emotional well-being of children	Anxiety about coming into school Loss of relatives due to COVID-19	<ul style="list-style-type: none"> ✓ Extra PSHE session for all classes ✓ Transition booklets for all children ✓ Support throughout the day – reminding children of the support available from FSW/SLT/Teachers/TAs in school ✓ Signposting and reminding children of NSPCC resources etc.
15. Initial teacher training placements	Lack of understand of systems and procedures followed in school to keep everyone safe.	<ul style="list-style-type: none"> ✓ ITTCo to brief trainee and update on procedures. ✓ Trainee and school to ensure the University has provided their own risk assessment for the student

Curriculum and Remote Learning

Critical points to consider	Risks/Barriers	Actions
1. Children to self-isolate/shield	Children do not have access to the curriculum and so learning is limited	<ul style="list-style-type: none"> ✓ In the first instance learning is placed on the school website signposting BBC Bitesize, Oaks National Academy resources and topic home learning grid. ✓ Personalised learning pack is provided following initial communication and delivered to home. ✓ Continue TTRS/Bug Club on-line
2. School closes due to localised lockdown	Children do not have access to the curriculum and so learning is limited	<ul style="list-style-type: none"> ✓ In the first instance learning is placed on the school website signposting BBC Bitesize, Oaks National Academy resources and topic home learning grid. ✓ Continue TTRS/Bug Club on-line ✓ Learning to revert to previous system (Jan-March 2021) ✓ Previous systems of school to home contact resumes.

Early Years Risk Assessment

In place in addition to the whole school RA.

Critical points to consider	Risks/Barriers	Actions
Indoor learning	Pupils / staff closer than 1m may be at risk of possible transmission	<ul style="list-style-type: none">✓ Learning is completed in shorter sessions✓ Handwashing or sanitising during transition times✓ Where on the carpet for learning, children to face the adult
Shared resources - indoor continuous provision	Transmission of virus	<ul style="list-style-type: none">✓ Carousel of activities with resources cleaned at break times✓ Larger equipment or free flow resources wiped, sprayed or cleaned each transition time
Shared resources - outdoor continuous provision	Transmission of virus	<ul style="list-style-type: none">✓ Children are to remain in their allocated group✓ All hard toys spray disinfected every night✓ Outside area cleaned thoroughly every night✓ Limited fabric equipment
Group work	Pupils / staff closer than 1m may be at risk of possible transmission	<ul style="list-style-type: none">✓ Where possible group learning completed outside (weather and staff ratios permission)✓ Clean equipment and table after each group✓ Children to wash hands or hand sanitise after each group session✓ Adult to wear face mask if necessary.

Updated – SLT – 6th March 2021