

St Nicholas Church of England Primary School



FULL RETURN TO SCHOOL PLAN AND RISK ASSESSMENT

September 2020

At St Nicholas, 'Bubble Groups' will be based on year groups of up to 60 children to allow for the teaching of subjects like Phonics to be across both classes and for play-based provision in Year 1.

We have produced a Risk Assessment document, which will be reviewed weekly, as the situation develops, and if necessary changed if plans are deemed inadequate or unworkable in practice.

This Risk Assessment follows the guidance published on 2nd July 2020
['Guidance for full opening: schools.'](#)

1 GENERAL GUIDANCE FOR ALL STAFF

- 1.1 This guidance is for all **members of staff** at St. Nicholas Church of England Primary School. The use of the phrase '**staff**' in this guidance includes all teaching staff, support staff, lunchtime staff, office staff and premises staff.
- 1.2 The overarching intention of this plan and risk assessment is to ensure the safety of all pupils and all staff members. The plan cannot provide detailed advice and instructions covering every single event that will occur on a day-to-day basis so **all staff** should try to maintain a 2 metre, safe distance between individuals at all times. If a member of staff believes there is a better way to operate within these constraints, they should advise their colleagues and the Senior Leadership Team immediately.
- 1.3 A member of staff **must not** come to work if they have coronavirus symptoms and they should go home **immediately** if they develop any symptoms whilst at work. The member of staff should then access a coronavirus test as soon as possible. The Headteacher must be informed.
- 1.4 Staff should clean their hands and wrists regularly and more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- 1.5 Staff should use the 'catch it, bin it, kill it' approach when coughing or sneezing.
- 1.6 Staff should avoid touching their face, especially their mouth, nose and eyes.
- 1.7 Staff in each 'bubble' should clean frequently touched surfaces regularly, using standard products, such as detergents and antibacterial wipes, which will be provided by the Site Supervisor (only use approved products from school). Gloves must be worn.
- 1.8 Staff should think about ways to modify their work with, the teaching of and the supporting of pupils, so they are able to keep a distance from pupils in their 'Bubble Group' as much as possible. They should avoid close face-to-face support (noting that it is understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- 1.9 Staff should consider avoiding going too near to pupils to check on their work if this is not necessary.
- 1.10 Staff in each Bubble Group should help the pupils in the Bubble to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including following the risk controls described in the risk assessment below.

- 1.11 Staff should prevent their Bubble Group from sharing equipment and resources such as stationery. [Each child will be given their own pack](#)
- 1.12 Staff should keep their classroom doors and windows open if possible, to maintain a flow of air.
- 1.13 Staff should try to limit the number of pupils from using the toilet at any one time. Ideally this should be 'one in-one out' of the toilet system in the areas where the pupils will be based.
- 1.14 [Toilets will be cleaned at least 3 times per day.](#)
- 1.15 Staff should limit their contact with other staff members and large numbers of staff should not congregate in shared spaces such as the Staff Room. All members of staff should remember to still social distance in these staff areas. One person to enter the Staff kitchen area at a time.
- 1.16 Staff should read the school's additional Behaviour Policy and know what their role within it is.
- 1.17 Staff should read the school's additional COVID-19 Safeguarding Policy and know what their role within it is.
- 1.18 In the event of the closure of a 'bubble', home learning will continue using Class Dojo as per the March – July 2020 plan.

2. STRUCTURE OF THE DAY

- 2.1 Pupils will arrive from home at staggered times between [8:30am and 9:10am](#).
- 2.2 Pupils will be dropped off at their allocated time at the side gate onto the playground – parents should form a queue on the markings outside school (2m apart). Senior Leaders and other pastoral staff will be on hand to direct the children to their class.
- 2.3 A hand sanitising unit will be located [on every entrance door into school](#) - ALL children will follow the initial hand hygiene rules.
- 2.4 Entry into school should be followed by registration.
- 2.5 Collective worship may take place in each Bubble Group – [whole school singing](#) is not allowed in school due to the respiratory elements of the virus. Singing is possible in smaller groups up to 15.

- 2.6 Pupils will sit in a designated seat at a designated table for all learning and activities – in rows facing the front.
- 2.7 Bubble Groups should stick to their allocated playtime / lunchtimes to minimise possible contact with other Bubble Groups. This will mean having staggered breaks.
- 2.8 The Trim Trail, climbing wall and the Play Park can be used and will be cleaned twice a week.
- 2.9 If the weather is poor at playtime / lunchtime, then pupils and staff should remain in their Bubble Group room.
- 2.10 Hygiene routines will take place at the end of morning playtime and prior to lunchtime.
- 2.11 Lunchtime will be staggered from 11:45 am to 1:30 pm. A timetable will be used.
- 2.12 Teaching Staff and Support Staff will have at least a 45 minute break away from the pupils in their Bubble Group.
- 2.13 The School Kitchen will be open for Pupils to have hot meals. These lunches will be plated up and ready for children to enter the hall at the designated time.
- 2.14 Two 'Bubbles' sharing the hall will face in the opposite direction to one another at opposite ends of the hall.
- 2.15 Welfare Staff to ensure the tables are cleaned before and after eating.
- 2.16 Pupils will eat their packed lunches in their Bubble Group rooms – pupils will sit at their own desk.
- 2.17 If the weather is fine, pupils with packed lunches could eat outside.
- 2.18 Once outside, pupils will not be able to access the building during lunchtime unless they need to go to the toilet.
- 2.19 A designated outside first aid area will be set up and manned by a first aider.
- 2.20 Exit from school will follow final hygiene routines.
- 2.21 Pupils will exit from school at staggered times between 3.10pm and 3:30 pm

- 2.22 Only one adult should wait on the painted 2m lines outside the playground for each child – children will be dismissed at the gate.

3. MOVEMENT WITHIN THE BUILDING / IN THE SCHOOL GROUNDS

Extended Care Club Information

- 3.1 Before school or after school care club provision will resume.
- 3.2 Children will remain in their class bubbles for After School Care Club – a member of staff will be allocated to that ‘bubble’. There will also be one member of staff on the front door messaging classrooms for children to be sent to their parent/guardian for collection.
- 3.3 ASCC food – snacks will continue to be served – prepared in advance and bagged up as per the number of children in the bubble. Food health and safety / nutrition guidelines will be adhered to as per usual.
- 3.4 Breakfast Club – 4 year group ‘bubbles’ will be housed in distinctly separate areas of the school hall with 2 staff supporting. The remaining year group bubbles will be in their classrooms as per After School Club.
- 3.5 Breakfast Club food – snacks will continue to be served – prepared in advance and allocated as per the number of children in the bubble. Food health and safety / nutrition guidelines will be adhered to as per usual.
- 3.6 Parents will drop off and collect their child by delivering them to the front entrance of school.
- 3.7 Parents / Guardians will NOT sign the child out – the member of staff will simply write the name of the adult collecting and the time next to the register.
- 3.8 Parents and carers should **not** enter the school building at any time unless in an emergency and only then with explicit permission.
- 3.9 All contact with staff from parents should be via email, app or telephone.
- 3.10 If a child is being picked up for an appointment or due to illness, they should be collected from the main entrance.
- 3.11 Only one adult should drop off and collect their child(ren).

4. FIRST AID AND ACCIDENTS

- 4.1 First aid boxes to be checked once a week and filled where necessary in each Bubble Group room by the Business Manager.
- 4.2 PPE (gloves, apron and a mask/ visor) should be worn when dealing with any first aid incident - see Risk Assessment.
- 4.3 Staff using PPE must be conversant with method to remove PPE once contaminated and aware of the PPE waste disposal process – see Risk Assessment.
- 4.4 Pupils with serious injuries must be seen by a fully trained first aider.
- 4.5 Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Pupils who have been sick should be taken to the medical room to wait to be collected by a parent/carer.
- 4.6 All soiled articles should be double black bagged and stored **outside** by exit door.
- 4.7 No child should be sent home from school unaccompanied.

5. CLEANING PROCEDURES

- 5.1 Toilets will be deep cleaned at the end of each day.
- 5.2 The school toilets and frequently touched surfaces will have additional cleaning by a cleaner between 11am and 1pm daily.
- 5.3 Tables, surfaces and contact points such as door handles, light switches, taps and handrails **should** be sanitised regularly – resources will be kept in each Bubble Group room.
- 5.4 Equipment that has been used (and that can be cleaned) should be identified by the staff at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.
- 5.5 The pupils should not bring toys, games or pencil cases etc. from home.
- 5.6 Laptops, computers or I-Pad devices must be cleaned after each use.

- 5.7 Contact points should be cleaned by Premises Staff at least once daily – these include taps, toilet flush handles, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc.
- 5.8 Bins must be emptied before they are full and at least once daily – and double bagged.
- 5.9 Cleaning staff should wear gloves.
- 5.10 Bleach should only be used when there are no pupils in the building.
- 5.11 Communication from staff to cleaner should be left on the whiteboard in the classroom area at the end of each day.

6. USE OF LEARNING RESOURCES AND EQUIPMENT

- 6.1 Malleable resources, such as play dough can be used if it is single use only, and sand has been removed from the school and must not be used.
- 6.2 Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed regularly
- 6.3 Pupils should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys.
- 6.4 Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths.
- 6.5 Sharing stories and playing outdoor games will help all pupils to socialise and resettle into familiar everyday classroom routines.
- 6.6 Pupils' tables should be wiped regularly.
- 6.7 Spray bottles of sanitiser and cleaning fluid and disposable clothes should be available should the need arise to use them.

7. CONTROL of CROSS-INFECTION

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These include:

- 7.1 Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, that they do not attend school.
- 7.2 Cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered.
- 7.3 Ensuring good respiratory hygiene - promoting the 'catch it, bin it, kill it' approach.
- 7.4 Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- 7.5 Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered breaks).
- 7.6 **Social Distancing:**
 - a) Physical contact such as handshakes and hugs must be avoided.
 - b) Staff, pupils and adults on site should endeavour to stay two metres apart
 - c) Strict adherence to this policy will be monitored.
- 7.7 **Communication to and from parents/carers:**
 - a) Essential correspondence will be sent out via text, app or email
 - b) Any forms or messages from parents/carers should be sent to the School Office by email or by telephone.
- 7.8 **Procedures for Medical Care, Isolation and Confirmed Cases:**
 - a) Use medical room to isolate if symptoms are apparent.
 - b) Parents/carers to be called and pupils to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for fourteen days.

- c) All staff who display symptoms should access a test provided by the appropriate health care professional.
- d) If a pupil or staff member tests negative, they can return to their setting and end the self-isolation of their household.
- e) If any pupils or staff test positive, the rest of their Bubble Group should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.

7.9 Visitors:

- a) Any unplanned visitors should not enter the school building.
- b) Parents/carers should not enter the school building. Any communication should be carried out via email or telephone call.
- c) See Risk Assessment from Contractors / deliveries and any other visitor

7.10 In the event of a local lockdown – we will revert to the original Recovery Plan and Risk Assessment from May 2020 and adapt as necessary.

8. CONCLUSION

The school will re-open in accordance with HM Government decision on the 2nd September 2020

School will need to train all staff following the Summer break – this will be done on the INSET day on Tuesday 1st September 2020. School will then be safe to open.

This decision is subject to the satisfactory implementation of the management controls stated for each hazard in our Risk Assessment. Every effort will be made to ensure the safety and wellbeing of the pupils and staff and the management processes and their effectiveness, shall be closely monitored and amended/adjusted accordingly.

Should infection occur during the period of risk the school shall adhere to the instructions issued by the Director of Public Health for Blackpool and the Director of Children's Services for Blackpool Council.


Signed:

Claire Taylor

Headteacher, on behalf of the Senior Leadership Team and Governing Board

15th July 2020

ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL - SEPTEMBER PLAN AND RISK ASSESSMENT

RISK ASSESSMENT FORM			
PART A. ASSESSMENT DETAILS:			
Area/task/activity: School opening arrangements during COVID-19 restrictions			
Location of activity: St. Nicholas Church of England Primary School			
Team/School name: Address & Contact details:	School Road Marton Blackpool Lancashire FY4 5DS	Name of person(s) undertaking assessment:	Claire Taylor (Headteacher) Rachel Younger (Business Manager) Stephen Dunstan (Chair of Governors)
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Claire Taylor (Headteacher)	Date of assessment:	July 2020
Signature:		Planned review date: Weekly	Following any further government guidance/closure/reopening of the school.
How communicated to staff:	Email / Staff Meeting (Zoom)	Date communicated to staff:	24 th July 2020

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Unlikely
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL - SEPTEMBER PLAN AND RISK ASSESSMENT

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)	
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> COVID-19: guidance for education settings COVID-19: maintaining educational provision Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required; 	L
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> All employees, pupils and visitors are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry; All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, before and after playtime and after using the toilet; Signage displaying COVID-19 info/reminders in place e.g – social distancing / regular handwashing / one way systems / stop here Posters are displayed on general hand hygiene; Poster on cleaning and disinfection guidance is on display; Pupils and staff are reminded to avoid touching their faces with unwashed hands; Everyone follows the 'Catch it, Bin it, Kill it' guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); Tissues are readily available in the areas being used; 	M

ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL - SEPTEMBER PLAN AND RISK ASSESSMENT

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)	
			<ul style="list-style-type: none"> • Pupils and staff are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • School building is subject to frequent cleaning by employees and cleaning team (Additional 2 hours per day by cleaner 11am – 1pm) • A deep clean of frequently played with equipment in EYFS / Y1 will be carried out twice weekly by the cleaning team in all areas. • Cleaning staff to be instructed on cleaning and sanitising requirements (by Business Manager); • All key areas and surfaces are cleaned regularly during and after use; • Cleaning and disinfection of frequently touched objects and surfaces is carried out by employees e.g. door and window handles (although these will be kept open where appropriate), taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, etc.; • Extraneous furniture removed from classrooms. • Resources / equipment not easily cleaned removed from classroom. • Good housekeeping is maintained at all times; • Waste bins are emptied daily and the contents disposed of safely; • Employees having to clean bodily fluids are aware of and implement the controls outlined in the establishment's Cleaning of Bodily Fluids risk assessment which is contained within the 'site staff activities' Risk Assessment 	

ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL - SEPTEMBER PLAN AND RISK ASSESSMENT

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)	
			<ul style="list-style-type: none"> A strict colour coding system is in place by the cleaning team to reduce the risk of cross contamination; PPE is provided for employees to wear during certain cleaning activities and must be worn as instructed during close contact with pupils e.g. gloves, etc.; If necessary the Headteacher will arrange for a deep clean to be carried out for whole site. <p>Note: For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with the guidance COVID-19: cleaning in non-healthcare settings.</p>	
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> DfE COVID-19 guidance on implementing social distancing in educational settings is reviewed regularly; Employees are socially distancing themselves from each other and parents/carers at all times, and as much as possible from pupils; Staff to remain in their year group bubbles as much as possible and reminded to reduce contact with staff from other groups. Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict handwashing and social distancing guidelines; Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. gate drop-off with employee meeting the pupil at the gates. 	M

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)	
			<ul style="list-style-type: none"> • Staff to support with directing staggered start / end times / pinch points (wearing hi-vis) • Staggered start and end times for different 'bubbles'. (See timetable) • Staggered break / lunch times – one 'bubble' at a time in designated play area • Lunch served and eaten in each 'bubble' in the school hall – prepared by lunch staff – welfare staff will ensure surfaces are cleansed prior to and after lunch. • Markings will guide parents when entering the premises with signs reminding them of social distancing. • Pupils are instructed to socially distance themselves from employees and other pupils in class, at play and lunch times and this is supervised. • Pupil wellbeing – use 'Zumos' online worry box and SENCo to respond / alert SLT of concerns; PSHE sessions will respond to the needs of groups / individual children; School Family Support Worker to be utilised • Toilets – staff to use adhering to social distancing measures. • Toilets – children to be supervised by 1 of the 2 adults in their 'bubble' to the toilet if it is outside of their designated 'break time' • Room layouts and table settings in class and other spaces used have been adjusted • Make adaptations to the classroom to support distancing where possible - seat pupils side by side and facing forwards, rather than 	

ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL - SEPTEMBER PLAN AND RISK ASSESSMENT

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)	
			<p>face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <ul style="list-style-type: none"> • Rooms will be well ventilated with windows open as much as possible. Doors to be kept open where appropriate to reduce touching surfaces. • School turning circle not be used during school hours, unless in an emergency or unavoidable, to ensure parents/children have as much space as possible to socially distance when arriving or leaving the school grounds. • Only one parent allowed to drop off/collect children. Parents of Year 6 children encouraged to allow them to walk part of the journey themselves, if deemed safe to do so by the parent. • Any child, or any member of their household, showing symptoms of COVID-19, must remain at home until they are tested • No singing in the school building as any airborne viruses will travel further than usual. 	
Employee or pupil displaying signs of COVID-19 whilst in school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference DfE COVID-19: guidance for education settings for advice on dealing with the situation; • If employees need to care for / give first aid to a symptomatic child they will doff PPE before doing so; • Employees showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home and follow the test, track and trace guidance 	M

ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL - SEPTEMBER PLAN AND RISK ASSESSMENT

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)	
			<ul style="list-style-type: none"> • If a pupil displays symptoms they will be placed in a separate room (medical room) until they can be collected, whilst being mindful of individual pupils' needs; • Ideally, door left open in the room for increased ventilation; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use the toilet in the medical room. The area will then be cleaned and disinfected by a staff member and/or cleaner before being used by anyone else; • All staff taking care of a pupil with symptoms will wear PPE provided by school: facemask, apron and gloves. Should the child display signs of possible vomiting, etc. then plastic face visors will be worn. 	
Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning; • Insufficient levels of PPE should be reported to the most senior member of staff; • PPE is provided as detailed in task risk assessments e.g. for the Cleaning Up of Bodily Fluids. • Staff trained on how to put on and take off PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 	
First aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • First Aiders are aware of the Government guidance for first responders; • Basic first aid kits in each classroom 	

ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL - SEPTEMBER PLAN AND RISK ASSESSMENT

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)	
			<ul style="list-style-type: none"> In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance; 	
Contractors and visitors to site	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Visitors to site are limited to essential persons only; All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; Contractors will not be allowed on site if they are displaying symptoms of COVID-19; Contractors must obtain permission before attending site; Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination. 	

I certify that the risk assessment above fully applies to the area/task/activity under assessment in St Nicholas Church of England Primary School.

Signed *C Taylor* Name: Claire Taylor (Headteacher) & Stephen Dunstan (Chair of Governors) – Risk Assessors

ST NICHOLAS CHURCH OF ENGLAND PRIMARY SCHOOL - SEPTEMBER PLAN AND RISK ASSESSMENT

	Entry time	Break time	Lunch break	Lunch - time in hall	Lunch staffing inside *Welfare staff are C. Walsh & S. Ward	Lunch - time outside	location	Lunch staffing outside	End of the day Collection time / location
Reception	9.00 - 9.10am via front door		11.45 - 12.45pm	11.45am - 12.15pm	11.45-12- Reception staff then *welfare staff from 12	12.15 - 12.45pm	Y1 p/g	Emma & Rebecca	3.10pm Front door of school
Year 1	8.50 - 9.00am	10.15 - 10.30am	12.15 - 1.00pm	12.15 - 12.35pm	*Welfare staff	12.35 - 1.00pm	KS1 p/g	Natalie	3.10pm - 1SJ Large double gates on p/g 1SM gate number 1
Year 2	8.50 - 9.00am	10.15 - 10.30am	12.15 - 1.00pm	12.15 - 12.35pm <i>in classrooms</i>	Natalie Ford 2LT Rachael Marsh 2SB	12.35 - 1.00pm	KS1 p/g		3.15pm - 2SB Large double gates on p/g 2LT gate number 1
Year 3	8.40 - 8.50am	10.30 - 10.45am	12.30 - 1.15pm	12.40 - 1.00pm	*Welfare staff	12.30 - 12.40pm 1.00 - 1.15pm	KS2 p/g	Liz, Karen, Sandra, Natasha, Liz, Jane B	3.20pm - 3MG Large double gates on p/g 3LD gate number 1
Year 4	8.40 - 8.50am	10.30 - 10.45am	12.45 - 1.30pm	1.00-1.15pm	*Welfare staff	12.45- 1.00pm 1.15- 1.30pm	KS2 p/g		3.25pm - 4JG Large double gates on p/g 4DE gate number 1
Year 5	8.30 - 8.40am	10.45 - 11.00am	12.30 - 1.15pm	12.40 - 1.00pm	*Welfare staff	12.30 - 12.40pm 1.00 - 1.15pm	KS2 p/g	Rachel B - Wed & Fri	3.30pm - Year 5 Large double gates on p/g
Year 6	8.30 - 8.40am	10.45 - 11.00am	12.45 - 1.30pm	1.00-1.15pm	*Welfare staff	12.45- 1.00pm 1.15- 1.30pm	KS2 p/g	Paula Mon & Thur	3.30pm - Year 6 gate number 1

