

Whitefield Primary School

Oaklands Drive, Penwortham, Preston, PR1 0RH.

Headteacher: Mrs Sarah Foster



RISK ASSESSMENT AND PROCEDURES FOR RE-OPENING OF SCHOOL 2020 ISSUE 6

(Updated 23.06.2020)

The purpose of this document is to detail the risks and associated mitigation actions and procedures to reduce the risk of COVID-19 impacting on the school. The mitigation actions and procedures are specific to Whitefield Primary School and have been produced with input from Whitefield staff, Whitefield governors, parents and external agencies – Lancashire County Council advice, Department for Education advice and union advice.

The hazards and risks identified in this document focus on the health and safety of all staff and children coming back in to school.

All mitigation actions and procedures are subject to on-going review and where necessary this document will be updated.

Our priority for bringing children in to school continues to be children of key worker families and vulnerable children with provision provided via the school onsite hub, in line with all RA and procedures outlined in this document.

Any further children who are invited back in to school will only do so if all actions below can be met to ensure the health and safety of all staff and children.

The main hazard identified is the spread of the covid-19 virus from person to person and surfaces to person.

The school's approach to reducing the risk to staff and children will follow a 3 level approach:

1. The primary risk mitigation for staff and children against the spread of the virus is adherence to Government guidelines in the event of developing the published symptoms. Anybody displaying published symptoms **MUST NOT** attend school and must follow Government guidelines for self-isolation. Anybody in a high risk group in accordance with Government guidelines shall not attend school.
2. The secondary risk mitigation shall be the implementation of increased cleaning measures and the application of good hygiene practice in school
3. The third level or risk mitigation will be social distancing. Social distancing measures will be encouraged for parents and children when arriving/leaving school. Actions will be put in place within school to reduce social distancing and the children will be encouraged to demonstrate this during their time in school. We will endeavour to apply the social distancing measures in line with that detailed below.

DOCUMENT 1

RISK ASSESSMENT FOR RE-OPENING OF SCHOOL 2020

PREPARATION OF THE SITE

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Reduced premises inspections, tests, servicing and maintenance Staff and children will not remember to follow procedures outlined in this document	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Areas of the school have been out of use and as such could cause harm due to dirt/dust build up, leaks, breakages etc – assurances needed that areas, systems and procedures are safe	School has not had all compliance checks completed throughout the lockdown period. These will all be brought up to date w/e 22 nd May 2020. Deep clean undertaken of whole school 17 th March 2020 Areas of school unused will be cleaned in the week prior to opening	w/b 1 st June 2020 - completed Date for further clean – Saturday 20 th June 2020. Completed.	Julie Garry Peter External provider Premises team	

		<p>Daily clean with agreed cleaning products</p> <p>Mid-week deeper clean of resources</p>		
<p>There is a risk that staff/children do not have access to sufficient cleaning/hygiene products</p>	<p>Toilet hand soap checked every morning prior to children coming in</p> <p>Hand sanitiser available in all classrooms in use and at key points throughout school – entrance to hall, entrance to school, KS1 corridor</p> <p>Boxes of tissues provided in all classrooms and areas in use including roll of bags for disposal of tissues and other waste</p> <p>Bins with lids provided in all rooms for tissue waste.</p> <p>Yellow bags provided in each room for blood/vomit disposal – these are to be taken to the yellow bin in the bin store</p>	<p>Once a day</p> <p>Check bottles for replenishing before school</p> <p>Teachers/TAs to notify Julie Garry when more needed</p>	<p>Premises staff</p> <p>Premises staff</p> <p>Julie Garry</p>	<p>Staff to inform SLT duty member if any resources need replenishing throughout the day</p>
<p>The drinking fountains will potentially pass on the virus</p>	<p>Drinking fountains will be out of use – all children to bring own water bottles.</p> <p>The drinking fountains will be turned off at the valve in Y5 and 6, all others are taped up</p> <p>Any bottles that need refilling will be refilled by a member of staff – acorn room, staffroom, kitchen sinks</p>	<p>Completed – 11.05.2020</p>	<p>Children</p> <p>Parents</p>	<p>A tray of pre-filled water bottles will be purchased via the kitchen order and given to any child who does not bring a bottle in.</p>

	Staff must wear gloves when performing this task			
Air conditioning units could spread the virus	All air conditioning units/fans to be turned off – reception oak building, library, hall	Completed – 11.05.2020	Peter Newsome	
	<p>All classrooms which have windows at least vented if not opened to allow fresh air to circulate within the room.</p> <p>These will be opened by the class teacher. The teacher will use their personal hand gel/sink hand wash following opening</p> <p>Children will be advised prior to attending to bring a jumper every day</p>	Daily prior to children arriving	Class teacher	Individual hand wash bottles have been given to staff on first day arrival. These are to be kept in school for use during the school day.
A lack of fresh air flow could be a factor in the spreading of the virus in the main school office – no external windows	<p>Office staff to work in the admin office one at a time for the next four weeks – 2nd staff member to work from home</p> <p>Office staff in school will work at the desk closest to the school entrance door</p> <p>Window in the entrance hall area will be opened daily</p> <p>Hatch window will be opened to allow air flow</p> <p>Telephones and desks will be cleaned daily</p> <p>If further staff members enter the office they must keep two metres apart – the office door will be</p>	Daily on entry to school	Office staff	<p>Advice received via email from Lancashire Health and Safety team 12.06.2020</p> <p>Paul.hood@lancashire.gov.uk</p> <p>Debbie.walker@lancashire.gov.uk</p>

	opened keeping the lower barn door shut to support this distance measure			
Staff and children will not have visual cues to remind them of the new procedures in school	New signage ordered and will be in place prior to reopening to more children Staff and children will be briefed regularly on new procedures – see timetables at end of document	Once Staff – initially daily 8.30am Children - daily	Julie Garry Peter Newsome Teachers and TAs	2m distance signs arrived. To be put up w/b 8 th June

ARRIVAL OF PUPILS AT SCHOOL

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Lack of social distancing – parents & children: Too many children and parents will be coming through the school gates and they will be unable to socially distance	Three gates are available for use – Y6 gate, main school car park gate, top field gate. Families will be directed to enter on to the school ground via the gate appropriate to their year group. Map to be sent to parents showing the in and out gates to be used to avoid contact One parent to drop off the child/ren	Daily	SLT to ensure correct gates are used and one parent dropping off SLT to speak to any parents who do not follow this procedure	Signs will be posted around the playground as reminders of 2m distancing rule. SLT on playground to support and remind parents
Lack of social distancing - parents: Parents will naturally be drawn towards each other on the playground as they wait for doors to open	SLT member of staff to be outside five minutes prior to doors opening at beginning of day End of day – parents wait for child in the playground keeping to 2m social distancing measures (see next section	Daily – 8.45am	SLT Parents Children	Signs will be posted around the playground as reminders of 2m distancing rule. SLT on playground to support and remind parents

	– children leaving school at end of day)			
Lack of social distancing – children: Too many children will be coming through the entrance to school and they will be unable to socially distance	A member of SLT will be positioned at the entrances in use – they will direct children to come in to the school one at a time via the external classroom doors – this will be explained in letter communication to parents and via video for children External doors	Daily	SLT to be assertive in this situation SF to complete video for the children	
Children will bring germs in to school, especially if they are not adhering to social distancing measures at home	On entry to school, the children will put their packed lunch under their desk and will sit in their places – one at a time, they will wash their hands, 20 seconds, with soap and return to their seats. This will be observed and managed by the teacher and teaching assistant no matter what year group.	Daily	Teachers Teaching assistants Children	

DEPARTURE OF PUPILS FROM SCHOOL

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
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Lack of social distancing – parents: Too many parents will be coming through the school gates and they will be unable to socially distance	Three gates are available for use – Y6 gate, main school car park gate, top field gate. Families will be directed to enter on to the school ground via the gate appropriate to their year group. Map to be sent to parents showing the in and out gates to be used to avoid contact One parent to pick up the child/ren	Daily	SLT to ensure correct gates are used and one parent dropping off ST to speak to any parents who do not follow this procedure	
Lack of social distancing – parents: Parents will naturally be drawn towards each other on the playground as they wait for doors to open at the end of the day	SLT member of staff to be outside five minutes prior to doors opening at end of day and be assertive in ensuring parents stick to the 2m social distancing rule	Daily – 3.25pm	SLT Parents Children	
Lack of social distancing – children: Too many children will be coming through the exit from school and they will be unable to socially distance	Teachers will line the children up inside the classroom keeping 2m apart and the children will walk from their classroom external doors to the agreed points on the playground – each child will walk towards their parent and leave school via the identified gate	Daily	SLT to be assertive in this situation SF to complete video for the children	

PLAYTIMES & LUNCHTIMES

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COVID-19 virus via air borne particles and contact with each other	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN?	BY WHOM	NOTES
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		HOW OFTEN?		
Children will be naturally drawn to each other outside on the playground as the time is not as structured	<p>All children to view the H&S video prior to playtime as a reminder</p> <p>Staff will talk with the children about games they can play during break times that have as much limited contact as possible – this will be done in more detail initially and then every day</p> <p>All staff will be alert to any children not adhering to the social distancing measures and speak to the children to provide solutions and alternatives to the game they wish to play</p>	<p>Daily</p> <p>Every break time</p>	<p>Teacher</p> <p>Teaching assistant</p>	<p>Google drive document of structured playtime games generated 04.06.2020 for all staff to access and add to</p> <p>H&S powerpoint sent by Sandra Smith 9th June 2020</p>
Children will not wash their hands after playtimes	<p>As part of the daily schedule, children will come back in from playtime in their lines and their immediate task will be to wash their hands, 20 seconds, with soap, one person at a time. This will be observed and managed by the teacher and teaching assistant no matter what year group.</p> <p>Children with eczema – the teacher will communicate with the parent regarding the correct handwashing solution for the child. A medical form will need to be completed by the parent. These are available from the school office.</p>	<p>Daily</p> <p>After every break time</p>	<p>Teacher</p> <p>Teaching assistant</p>	

HEALTH AND SAFETY / HYGIENE – CHILDREN

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Children may not remember to wash hands and adhere to the rules needed	All pupil groups will begin the day with a health and safety briefing (powerpoint) reminding them of the procedures to follow and changes to the school	Daily First two days / week (depending on year group), after every break time/session	Teacher Teaching assistant	AHT to write child briefing of the procedures - SWillers
Children may move the tables so they are closer to each other	Tables will have 4 points marked on the floor where they need to be positioned These will be checked throughout the day by the child and the teacher/TA	Daily at regular intervals – after each session and break time	Teacher TA Child	
Children may sit at different places on their table, thus not keeping to the 2m distance	Each table will have a marker showing where the chair needs to be positioned in order to adhere to the 2m distance	Children reminded by the Teacher TA at the intervals identified above	Teacher TA Child	
Risk of virus spread during 1 st aid procedures	PPE equipment for all staff and to wear when 1 st aid is administered – masks, gloves, aprons, wipes Children will be required to wear a mask when first aid is being administered due to the close proximity of this care. All materials used during treatment will be double bagged and placed a yellow bag found in the first aid resources. These will be taken by the staff member to the yellow bin in the bin store. Child and teacher wash their hands as directed after 1 st aid treatment complete.	Every time 1 st aid administered	Teachers TAs Children	PPE equipment purchased

door without permission thus compromising social distancing	for permission to use the toilet and to not leave the classroom area for any other reason. Children who potential could do this without permission are to be seated closer to the front of the room		Child	
Equipment may be contaminated by children coughing and sneezing	All classrooms in use will have disinfectant spray and disposable cloths and gloves so that equipment can be cleaned immediately Tissues available in all classrooms	Visible in classroom with other hygiene equipment		

DAILY CLEANING ROUTINE

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
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

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Communal surfaces: door handles, toilet door handles; light switches, telephones, sinks, taps, tables, chairs will be touched regularly by a number of people and could pass on germs	Premises staff will clean all communal surfaces on a daily basis at the beginning of each day	Daily	Premises staff	See cleaning routine at end of document
Children may pass on germs via the daily use of iPad	All children are allocated a set numbered iPad that they will use daily. The iPad will be cleaned after each use using the cleaning wipes provided. As numbers of children increase, ipads will be shared usage between 2 children (named using labels) in 2 different year groups on an AM and	After every use	Teacher and TA to remind children Children to clean own iPad	

	PM basis – ipads will be cleaned by staff member at lunchtime.			
Shared use of equipment used by children in the classroom may pass on germs	The children will be allocated their own set of equipment for the period of time they are in school. This will be kept in their A4 named zipper pouch so only they use it. Other equipment used will be cleaned thoroughly by the teacher/TA prior to the next group using it	Daily At group change over time (Wednesday / Friday)	Teacher TA	Cleaning resources in classroom for use by TA for any specific items used in class

WEEKLY CLEANING ROUTINE

SIGNIFICANT HAZARD(S) – something with the potential to cause harm	WHO MIGHT BE HARMED?	TYPE OF HARM
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

RISK	ACTION	WHEN? HOW OFTEN?	BY WHOM	NOTES
Communal surfaces: door handles, toilet door handles; light switches, telephones, sinks, taps, tables, chairs will be touched regularly by a number of people and could pass on germs, communal staff kitchen area, hot water spout	Y6 - Premises staff will deep clean all communal surfaces in the classrooms used by Y6 children on a Friday – 6SM, 6CG, 5SAS, 5LN, 4HH (children in rooms Mon-Thurs) Y1 & R – Premises staff will deep clean all communal surfaces in classrooms used by Y1 and Reception children on Wednesday and Friday – 2LN, 2SW, 1JK (Y1 in school Monday and Tuesday; R in school Thursday and Friday)	Twice weekly	Premises staff	

DOCUMENT 2

PROCEDURES FOR RE-OPENING OF SCHOOL 2020

(updated 23rd June 2020 – exceptional circumstances)

ISSUE 6

ARRANGEMENTS FOR HUB – W/B AT 1st JUNE 2020

1. Children will attend school in their own clothes with appropriate footwear and clothing for working outside
2. Children **MAY BRING A SMALL** 'school bag'
3. Children will only bring a packed lunch box/bag, (if this is their lunch option) and a filled water bottle, plus a named bottle of sun cream on hot days
4. 11-15 children in each base classroom depending on classroom size (based on classroom measurements and social distancing needs)
5. One teacher per group
6. One teaching assistant per group
7. One lunchtime staff member who will only work with this group, where available
8. Classrooms in use will be 3VK, 3HW, 1KG and the hall
9. Children accessing the hub will be put in to groups on 1st June 2020. This will be completed by SLT.
10. In exceptional circumstances, children may need to move from one group to another. Health and hygiene procedures outlined in the RA will be followed should this happen. This decision will be made by the headteacher in discussion with the school leadership team.
11. The hub will run for 5 days
12. One hub group will include all the children who need access to BOLA before and after school club provision – base bubble: hall
13. Children will be allocated a seat and will use that same seat for the days attendance in the hub
14. Children will place their packed lunch underneath their seat and their water bottle on their desk
15. Children will be given an individual plastic zip bag containing a pen, pencil, ruler and note book – this will be their resources for whilst in school
16. Each child will be allocated an iPad that they will always use when in school
17. Children in 3HW classroom will use the toilet in the classroom (unisex) and sinks in the room for handwashing Children in 3VK will use the KS1 corridor boys and girls toilets. Children in 1KG classroom will use the toilets (unisex) accessed via the classroom. Children in the hall will use the Y5 toilets.
18. One child can access the toilet at a time
19. For handwashing in classrooms the children will wash their hands one at a time directed and supervised by the class teacher and/or teaching assistant
20. Lunch will be consumed in their base classroom

21. The teacher and teaching assistant will take a 30 minute lunchbreak at separate times

22. School dinners will be brought from the kitchen to the base classroom by the teaching assistant via the external kitchen door

TIMETABLE FOR THE HUB

TIME	ACTIVITY	RESOURCES NEEDED	NOTES
8.50	Main reception door, children sent in to school by SLT on duty and met at the door by class teacher The children will wash their hands following procedure outlined above. SLT go to each hub, check class register list and update main register. Check dinners	Classrooms: 3VK 3HW, 1KG, hall	Hall: hub 1 (BOLA) 3VK: hub 2 1KG: hub 3 3HW: hub 4
9.00	Welcome and health and safety briefing – video Q&A		
9.30	Allocation of iPad Seesaw work	IPad x 8 Labels	Clean iPad with wipes following session
10.00 onwards	Hand washing: children in 3HW, 3VK and 1KG in low classroom sink one at a time. Children in 1JK in disabled toilet one at a time.		
	Children will be reminded of the health and safety guidelines to adhere to during break time		
10.00 onwards	Break time – rota depending on numbers of groups in operation – KS1 playground & KS2 playground		
After play	Hand washing: children in 3HW, 3VK and 1KG in low classroom sink one at a time. Children in 1JK in disabled toilet one at a time.		
10.30 approx.	Seesaw work on iPad		Clean iPad with wipes following session
11.30 onwards	Hand washing: children in 3HW, 3VK and 1KG in low classroom sink one at a time. Children in 1JK in disabled toilet one at a time.		
	Children will be reminded of the health and safety guidelines to adhere to during lunch time		
11.45 onwards	Lunch time group 1 (Hub 3 & 4) – lunch eaten in classroom Lunchtime group 2 (Hub 1 & 2) – outdoor play KS1 playground / KS2 playground (dependant on numbers)		
12.15	Lunchtime group 1 (Hub 3 & 4)– outdoor play KS1 playground / KS2 playground (dependant on numbers) Lunchtime group 2 (Hub 1 & 2) – lunch eaten in classroom		
After lunch	Hand washing: children in 3HW, 3VK and 1KG in low classroom sink one at a time. Children in 1JK in disabled toilet one at a time.		
	Health and safety reminder – video Q&A		

After lunch Until 3.00	PE – outdoor if possible – 40 mins PSHE work 40 mins Transition to high school – 40 mins Creative art – 40 mins		
3.00	Hand washing: children in 3HW, 3VK and 1KG in low classroom sink one at a time. Children in 1JK in disabled toilet one at a time.		
3.15	Whole class story		
3.25	Line up for end of day		
3.25	Children accessing BOLA stay in classroom at their table until BOLA staff arrive		

ARRANGEMENTS FOR FIRST YEAR GROUP – Y6

1. Children will attend school in their own clothes with appropriate footwear and clothing for working outside
2. Children **MAY BRING A SMALL** 'school bag'
3. Children will only bring a packed lunch box/bag, (if this is their lunch option) and a filled water bottle plus a named bottle of sun cream on hot days
4. Y6 & Y5 lockers will not be used
5. Max 13 children in each base classroom (based on classroom measurements and social distancing needs) – POSSIBILITY OF 15 WITH SIBLINGS SHARING SPACE
6. One teacher per group
7. One teaching assistant per group – **THIS MAY CHANGE WITH THE INTRODUCTION OF RECEPTION AND YEAR 1 CHILDREN**
8. Classrooms in use will be 6SM, 6CG, 5SAS, 5LS
9. Children accessing school will be put in to groups prior to attending. This will be completed by the class teacher and class TA.
10. **In exceptional circumstances, children may need to move from one group to another. Health and hygiene procedures outlined in the RA will be followed should this happen. This decision will be made by the headteacher in discussion with the school leadership team.**
11. All children will access school Monday - Thursday
12. Children will be allocated a seat and will use that same seat for the four days attendance
13. Children will place their packed lunch underneath their seat and their water bottle on their desk
14. Children will be given an individual plastic zip bag containing a pen, pencil, ruler and note book – this will be their resources for whilst in school
15. Each child will be allocated an iPad that they will always use when in school
16. Children based in the Y6 classrooms will use the Y6 boys and girls toilets; children based in the Y5 classrooms.
17. One child can access the toilet at a time
18. For handwashing, the children will wash their hands at a time as directed and supervised by the class teacher and/or teaching assistant
19. Lunch will be consumed in their base classroom
20. School dinners will be brought from the kitchen to the base classroom by the teaching assistant via the external kitchen door

TIMETABLE FOR FIRST YEAR GROUP – Y6

TIME	ACTIVITY	RESOURCES NEEDED	NOTES
8.50	External door opened, children sent in to school by SLT on duty and met at the door by class teacher The children will wash their hands as outlined in the procedure above		
9.00	Welcome and health and safety briefing – video Q&A		
9.30	Allocation of iPad Seesaw work	IPad x 8 Labels	Clean iPad with wipes following session
10.00 onwards	Hand washing in year group toilets – rota for classes based in Y6 and based in Y5		
	Children will be reminded of the health and safety guidelines to adhere to during break time		
10.00 onwards	Break time – rota depending on numbers of groups in operation – KS2 playground		
After play	Hand washing in year group toilets – rota for classes based in Y6 and based in Y5		
10.30 approx.	Seesaw work on iPad		Clean iPad with wipes following session
11.30 onwards	Hand washing in year group toilets – rota for classes based in Y6 and based in Y5		
	Children will be reminded of the health and safety guidelines to adhere to during lunch time		
11.45 onwards	Lunch time group 1 – lunch eaten in classroom Lunchtime group 2 – outdoor play KS2 playground		
12.15	Lunchtime group 1 – outdoor play Lunchtime group 2 – lunch eaten in classroom		
After lunch	Hand washing in year group toilets – rota for classes based in Y6 and based in Y5, 4HH		
	Health and safety reminder – video Q&A		
After lunch Until 3.00	A mix of: PE – outdoor if possible – 40 mins PSHE work 40 mins Transition to high school – 40 mins		

	Creative art – 40 mins		
3.00	Hand washing in year group toilets – rota for classes based in Y6 and based in Y5, 4HH		
3.15	Whole class story		
3.25	Line up for end of day		

ARRANGEMENTS FOR FIRST YEAR GROUP – YR and Y1

21. Children will attend school in their own clothes with appropriate footwear and clothing for working outside

22. Children MAY BRING A SMALL 'school bag'

23. Children will only bring a packed lunch box/bag, (if this is their lunch option) and a filled water bottle plus a named bottle of sun cream on hot days

24. Max 13 children in each base classroom (based on classroom measurements and social distancing needs)

25. One teacher per group

26. One teaching assistant per group

27. Classrooms in use will be 2LN, 2SW, 1JK

28. Children accessing school will be put in to groups prior to attending. This will be completed by the class teacher and class TA.

29. In exceptional circumstances, children may need to move from one group to another. Health and hygiene procedures outlined in the RA will be followed should this happen. This decision will be made by the headteacher in discussion with the school leadership team.

30. Reception children will access school on Mondays and Tuesdays.

31. The rooms will be deep cleaned on Wednesdays.

32. Year 1 children will access school on Thursdays and Fridays.

33. Children will be allocated a seat and will use that same seat for the two days attendance

34. Children will place their packed lunch underneath their seat and their water bottle on their desk

35. Children will be given an individual plastic zip bag containing a pen, pencil, ruler and note book – this will be their resources for whilst in school as well as a tray of individual resources they can use during the day.

36. Each child will be allocated an iPad that they will always use when in school

37. Children will use the Year 1 toilets on the main corridor.

38. One child can access the toilet at a time

39. For handwashing, the children will wash their hands one at a time as directed and supervised by the class teacher and/or teaching assistant – they will use the class sink for this task.

40. Lunch will be consumed in their base classroom.

41. School dinners will be brought from the kitchen to the base classroom by the teaching assistant via the external kitchen door

TIMETABLE FOR FIRST YEAR GROUP – YR and Y1

TIME	ACTIVITY	RESOURCES NEEDED	NOTES
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8.50	External door opened, children sent in to school by SLT on duty and met at the door by class teacher Hand gel squirt at the door		
9.00	Welcome and health and safety briefing – video Q&A		
9.25	Action song in class		
9.30	Seesaw work – once completed the work, children to use cont. prov resources from personal trays.		
10.00 onwards	Hand washing at classroom sinks		
	Children will be reminded of the health and safety guidelines to adhere to during break time		
10.00 onwards	Break time – rota depending on numbers of groups in operation		
After play	Hand washing at classroom sinks		
10.30 approx.	Seesaw work. – once completed the work, children to use cont. prov resources from personal trays.		
11.00	Outside PE session		
11.30 onwards	Hand washing in year group toilets – rota for classes based		
	Children will be reminded of the health and safety guidelines to adhere to during lunch time		
11.45 onwards	Lunch time rotas – lunch eaten in classroom; outdoor play REC playground		
After lunch	Hand washing in year group toilets – rota for classes based		
	Health and safety reminder – video Q&A		
After lunch Until 3.00	PSHE work 30 mins Outdoor game/song – 15 mins Creative art – 30 mins Playtime – 15 mins Topic – 30 mins		
3.00	Hand washing at classroom sinks		
3.15	Whole class story		
3.25	Line up for end of day		

PROCEDURES FOR RE-OPENING OF SCHOOL 2020: BOLA

ARRANGEMENTS FOR BOLA HUB – JUNE 2020

1. Children will attend school in their own clothes with appropriate footwear and clothing for working outside
2. Children MAY BRING A 'school bag'
3. Children will only bring a packed lunch box/bag, (if this is their lunch option) and a filled water bottle, plus a named bottle of sun cream on hot days
4. One hub group will include all the children who need access to BOLA before and after school club provision – base bubble HALL
5. Children will be allocated a seat and will use that same seat for the sessions attendance in BOLA and then for the rest of the day at school.
6. Children will place their coat over the back of their chair, not on a shared cloakroom trolley.
7. Children will place their packed lunch underneath their seat and their water bottle on their table.
8. Children will be given an individual plastic zip bag containing any resources they will use regularly while they are at BOLA.
9. Each child will be allocated an iPad that they will always use when in BOLA and in class.
10. BOLA children will use Y5 toilets.
11. One child can access the toilet at a time. This MUST be monitored by a member of staff.
12. For handwashing, the children will line up 2m apart as per above and one child will wash their hands at a time. This MUST be monitored by a member of staff.
13. Snack will be served in the hall with children 2m apart when collecting their snack.
14. It is the responsibility of all staff members to remind children of rules including distancing.
15. Staff members should follow government guidance relating to lockdown during coronavirus in their personal life as well as while at work.

This should be read in addition to whole school Risk Assessment documents.

Further notes for all staff and children:

Visitors in to school

Parents will continue to communicate with school via email and telephone, not face to face at reception.

Only essential visitors will be allowed in to school with agreement from the Headteacher or the School Business Manager. It is expected that these visitors would be maintenance and compliance workers and social workers for emergency cases only.

All essential visitors will be given a 1-page procedure document to read prior to entering the building.

The hall PE equipment MAY NOT be used during reopening due to annual health and safety check needing to be carried out by external provider.

Important - Y6 children who require BOLA provision for breakfast club and/or after school club will remain in the Whitefield HUB BOLA bubble. This is because the small groups must stay together throughout the day. In exceptional circumstances, children may need to move from one group to another. This will be communicated to BOLA parents of Y6 children prior to opening.

If a child begins to become poorly during the day, the child will be removed from the group and placed in the main reception area on a chair, supervised by either a member of SLT or a member of the office staff. Parents will be called. If the child is displaying published symptoms of COVID-19 the parents will be notified in the phone call. The child will not be able to attend school until a COVID-19 test has been completed and a negative result returned. If the result comes back positive, the whole bubble must go home and self-isolate. Parents of children in the bubble affected will be informed of this via an app communication on the day. The government 0800 number will be called to report the case and get further advice.

FIRE EVACUATION

In the event of the fire alarm sounding, social distancing rules will not apply and the evacuation procedure performed as normal with the children lining up in the allocated fire assembly spots.

- Hubs will exit their classrooms using the usual allocated fire exit
- Key worker hubs will congregate on the KS1 playground at the designated points
- Year 6 hubs will congregate on the KS2 playground at the designated points
- Teachers will bring their register with them and do their normal pupil number check
- SLT/fire marshalls will sweep the school as per normal routine

STEPS FOR SUCCESSFUL RE-OPENING

	POTENTIAL TIMESCALE	ACTION	WHO	NOTES / IMPACT
28 th May 2020		Review government briefing 28 th May ref. re-opening of schools	SF SLT CoG/VCoG Staff	
STEP 1	From 1 st June 2020	Review and implement HUB provision for key worker families and vulnerable children as outlined above	SF SLT	More staff needed for HUB rota
STEP 2	w/b 1 st June 2020	Communicate reopening plan to parents via letter and video	SF	
STEP 3	Prior to week 1	Communicate reopening plan to children via video and letter		
STEP 4	Week 1 22 nd June 2020	Introduce one year group to school to trial the above procedures within the action plan Year 6	SLT Identified teachers and TAs	Decision on split week or full week made once final numbers received

				Initial plan = split week Changed to 4 days & agreed by GB 16.06.2020
STEP 5	Week 1	Invite non-education governor in to school to observe the day/part of the day with children present	SF Governor/s	Tuesday 23 rd June 2020, 8.30am
STEP 6	End of week 1	Review risk assessment and action plan with staff daily and review with governors at end of first week	All staff Governors	
STEP 7	End of week 1	Communicate any changes to parents after first week with Y6		
STEP 8	Week 2 / 3	Introduce second year group if RA allows	SLT Identified teachers and TAs	
STEP 9	Week 4 / 5	Introduce third year group if RA allows		

STEPS FOLLOWING STEP 9 STILL REMAIN UNCLEAR AND NEED CLARIFICATION FROM DfE AND LCC

Communication of plans and procedures to staff, including scenario training

The arrangements outlined above will be communicated to staff via face to face zoom meeting with documents sent in advance via email. A follow up email will be sent to confirm and points addressed at the meeting.

Staff will communicate initially on a daily basis, moving to weekly once procedures are shown to be working and effective.

Timescale – w/b 18th May, 1st and 8th June 2020

Senior Leadership Team – zoom meetings led by Sarah Foster, Headteacher (SLT – Janice Adams, Sarah Willers, Vicky King, Laura Nuttall, Julie Garry)

Teachers – zoom meetings led by Sarah Foster, Headteacher

Teaching assistants – initial zoom meeting led by Headteacher; HLTA meetings led by Janice Adams; Teaching assistants split in to smaller groups to discuss plan and procedures in more detail

Office – initial zoom meeting led by Sarah Foster, Headteacher; follow up meetings led by Julie Garry, Business Manager

Premises – initial meeting face to face with Sarah Foster, Julie Garry and Peter Newsome, site supervisor; follow up meetings led by Peter Newsome

BOLA – initial meeting via zoom led by Sarah Foster, Headteacher; follow up meetings led by Vicky King

Lunchtime staff – initial meeting via zoom led by Sarah Foster, Headteacher; follow up meetings led by Sarah Willers

How will we know what is working and what doesn't work and needs changing?

A member of the senior leadership team will be on site daily and will be observing procedures at work from 9.00-3.30, making notes and speaking with the staff and children regularly throughout the day.

Staff will speak to the SLT member of staff immediately if a procedure identified does not work and is a health and safety issue.

Observations will be discussed with full SLT group and amendments made immediately if needed. These changes will be communicated to staff via email and the school whatsapp comms group. SLT duty lead will ensure all staff the following day are up to speed on the changes via an 8.30 staff briefing.

Communication with parents

The headteacher will communicate the plan to parents on Monday 1st June with further updated information taken from the government address on 28th May 2020 including any further advice and recommendations received from the DfE , Lancashire County Council and the NGA.

This will be done via letter and video clip.

An email address will be set up to deal with questions specifically related to the reopening of school

Also refer to:

Mental health and wellbeing of staff – COVID-19

Mental health and wellbeing of children – COVID- 19

Procedures for all staff – COVID-19

Behaviour Policy and Procedures Addendum – COVID-19

Parent and visitor behaviour policy updated June 2020

Staffing rota

Home school agreement June 2020

Code of Conduct for staff June 2020