

**Whitefield Primary School**

Oaklands Drive, Penwortham, Preston, PR1 0RH.

Headteacher: Mrs Sarah Foster



# **RISK ASSESSMENT AND PROCEDURES FOR RE-OPENING OF SCHOOL 2020 ISSUE 4**

**(Updated 17.06.2020)**

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 <sup>nd</sup> May 2020.  Deep clean undertaken of whole school 17 <sup>th</sup> March 2020  Areas of school unused will be cleaned in the week prior to opening	w/b 1 <sup>st</sup> June 2020 - completed  Date for further clean – Saturday 20 <sup>th</sup> June 2020  Daily clean with agreed cleaning	Julie Garry Peter  External provider  Premises team	

		products Mid-week deeper clean of resources		
There is a risk that staff/children do not have access to sufficient cleaning/hygiene products	<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>	Staff to inform SLT duty member if any resources need replenishing throughout the day
The drinking fountains will potentially pass on the virus	<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 Staff must wear gloves when performing this task</p>	Completed – 11.05.2020	Children Parents	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.
Air conditioning units could spread the virus	All air conditioning units/fans to be turned off – reception oak building,	Completed – 11.05.2020	Peter Newsome	

	<p>library, hall</p> <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 – 2<sup>nd</sup> 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 opened keeping the lower barn door shut to support this distance measure</p>	Daily on entry to school	Office staff	<p>Advice received via email from Lancashire Health and Safety team 12.06.2020</p> <p><a href="mailto:Paul.hood@lancashire.gov.uk">Paul.hood@lancashire.gov.uk</a></p> <p><a href="mailto:Debbie.walker@lancashire.gov.uk">Debbie.walker@lancashire.gov.uk</a></p>
Staff and children will not have visual cues to remind them of	New signage ordered and will be in place prior to reopening to more	Once	Julie Garry Peter Newsome	2m distance signs arrived. To be put up w/b 8 <sup>th</sup> June

the new procedures in school	children  Staff and children will be briefed regularly on new procedures – see timetables at end of document	Staff – initially daily 8.30am Children - daily	Teachers and TAs	
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## 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 – children leaving school at end of day)	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
Lack of social distancing – children: Too many children will be coming through the entrance to school and they will be unable to	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	Daily	SLT to be assertive in this situation  SF to complete video for the children	

socially distance	communication to parents and via video for children  External doors			
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
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	SLT member of staff to be outside five minutes prior to doors opening at end of day and be assertive in ensuring	Daily – 3.25pm	SLT  Parents	

towards each other on the playground as they wait for doors to open at the end of the day	parents stick to the 2m social distancing rule		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? HOW OFTEN?	BY WHOM	NOTES
Children will be naturally drawn to each other outside on the playground as the time is not as structured	All children to view the H&S video prior to playtime as a reminder  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  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	Daily  Every break time	Teacher Teaching assistant	Google drive document of structured playtime games generated 04.06.2020 for all staff to access and add to  H&S powerpoint sent by Sandra Smith 9 <sup>th</sup> June 2020
Children will not wash their	As part of the daily schedule, children	Daily	Teacher	

hands after playtimes	<p>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>	After every break time	Teaching assistant	
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## 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	Teacher TA Child	



		identified above		
Risk of virus spread during 1 <sup>st</sup> aid procedures	<p>PPE equipment for all staff and to wear when 1<sup>st</sup> aid is administered – masks, gloves, aprons, wipes</p> <p>Children will be required to wear a mask when first aid is being administered due to the close proximity of this care.</p> <p>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.</p> <p>Child and teacher wash their hands as directed after 1<sup>st</sup> aid treatment complete.</p> <p>If the injury is a facial injury, the staff member must wear the PPE equipment and keep their face away from the injury. This will be observed by a second member of staff who will also be in PPE equipment and who will offer advice on administering of 1<sup>st</sup> aid.</p>	Every time 1 <sup>st</sup> aid administered	Teachers TAs Children	PPE equipment purchased

**ARRANGEMENTS IN THE CLASSROOM – Y6 (22<sup>nd</sup> June 2020); Y1 (expected 29<sup>th</sup> June 2020); R (expected 29<sup>th</sup> June 2020)**

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
Risk of virus spread via touching	All internal doors will be wedged open	Daily prior to	Class teacher	

of contaminated door handles	<p>throughout the day so that children and staff do not need to touch the door handles when opening for toilet access. <b>The doors will be closed during outdoor playtimes / outdoor learning times in line with our fire regulations.</b></p> <p>These will be opened in the morning by the class teacher. the teacher will use their personal hand gel/sink hand wash following opening</p> <p>External doors will be opened by the class teacher ONLY for access to the playground; the teacher will use their personal hand gel/sink hand wash following opening</p>	children arriving		
Children could leave the classroom via the open internal door without permission thus compromising social distancing	Children are reminded during the daily health and safety briefing about asking 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	Daily reminders of procedures	Class teacher TA Child	
Equipment may be contaminated by children coughing and sneezing	<p>All classrooms in use will have disinfectant spray and disposable cloths and gloves so that equipment can be cleaned immediately</p> <p>Tissues available in all classrooms</p>	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 PM basis – ipads will be cleaned by staff member at lunchtime.	After every use	Teacher and TA to remind children Children to clean own iPad	
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
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<p>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</p>	<p>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)</p> <p>Y1 &amp; 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)</p>	<p>Twice weekly</p>	<p>Premises staff</p>	
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## DOCUMENT 2

# PROCEDURES FOR RE-OPENING OF SCHOOL 2020

### ARRANGEMENTS FOR HUB – W/B AT 1<sup>st</sup> JUNE 2020

1. Children will attend school in their own clothes with appropriate footwear and clothing for working outside
2. Children will not 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. 11-15 children in each base classroom depending on classroom size (based on classroom measurements and social distancing needs)
5. One teacher per group – the teachers will only work with this group
6. One teaching assistant per group – the teaching assistant will only work with this 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 1<sup>st</sup> June 2020. This will be completed by SLT.
10. The hub will run for 5 days
11. One hub group will include all the children who need access to BOLA before and after school club provision – base bubble: hall
12. Children will be allocated a seat and will use that same seat for the days attendance in the hub
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 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.
17. One child can access the toilet at a time
18. 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
19. Lunch will be consumed in their base classroom
20. The teacher and teaching assistant will take a 30 minute lunchbreak at separate times
21. 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 will not 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. Y6 & Y5 lockers will not be used
5. **Max 13** children in each base classroom (based on classroom measurements and social distancing needs)
6. One teacher per group
7. One teaching assistant per group
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. **All children will access school Monday - Thursday**
11. Children will be allocated a seat and will use that same seat for **the four days attendance**
12. Children will place their packed lunch underneath their seat and their water bottle on their desk
13. 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
14. Each child will be allocated an iPad that they will always use when in school

15. Children based in the Y6 classrooms will use the Y6 boys and girls toilets; children based in the Y5 classrooms.
16. One child can access the toilet at a time
17. For handwashing, the children will wash their hands at a time as **directed and supervised by the class teacher and/or teaching assistant**
18. Lunch will be consumed in their base classroom
19. 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	A mix of:		

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 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		

## 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 will not 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 and individual children and staff must not transfer from one group to another. (I.e. a Y6 child cannot come in to BOLA at 7.30 then move in to a Y6 group until 3.30 and then back to BOLA). 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 <sup>th</sup> May 2020		Review government briefing 28 <sup>th</sup> May ref. re-opening of schools	SF SLT CoG/VCoG Staff	
STEP 1	From 1 <sup>st</sup> 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 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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 18<sup>th</sup> May, 1st and 8<sup>th</sup> 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 1<sup>st</sup> June with further updated information taken from the government address on 28<sup>th</sup> 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**