

WYKE ACADEMY
COVID RISK ASSESSMENT
FROM SEPTEMBER 2020

This is a live document and will be reviewed and updated as necessary

Draft: Shared with Kite/Governors 25th August 2020

Shared with Staff 2nd September 2020

Updated 18th September – changes in **Turquoise**

Updated 5th November – changes in **Purple**

Updated 8th November – changes in **Red**

		<ul style="list-style-type: none"> The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	
Implementing social distancing	M	<ul style="list-style-type: none"> Small class groups, are organised as described in the ‘class or group sizes’ in DfE guidelines; Classrooms and other learning environments are organised to maintain space between seats and desks where possible; All teachers to ensure there is a class seating plan with named seats/spaces for each child. KS2 seating plan to be held by HT. The timetable is revised to implement where possible,: <ul style="list-style-type: none"> All lessons or activities will take place only within the designated classroom or designated outdoor space; Break times (including lunch) are staggered so that all children are not moving around the school at the same time. Lunch to be eaten in classrooms by KS2 pupils (choice of red/green hot lunches to be provided and delivered to classroom door by adult LSA) EYFS and KS1 spaced out in the hall. Drop-off and collection times are staggered. social distancing monitored by class teacher and HT. Parents’ drop-off and pick-up protocols are used to they minimise adult to adult contact; 2 metre social distancing strips to be marked on pavement outside of school gate. Children will be escorted to gate during allotted time at end of the day. Small groups of children are together throughout the day and avoid mixing with larger groups of children; Bubbles do not mix. Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed; Cohorts are kept together where possible and children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days; Allocated adults to remain with specified bubble for the duration of the term The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; Staff will not move between bubbles where possible. If 	L

		<p>absolutely necessary to move staff to a different bubble, 48 hours must elapse before starting in new bubble.</p> <p>Staff are assigned to one bubble only. If not possible, social distancing to be in place at all times.</p> <ul style="list-style-type: none"> • Children use the same classroom area throughout the day, with a thorough cleaning of the rooms at the end of the day. Staff to give areas of high usage (eg door handles) frequent cleaning during the course of the day. Where possible, children will have a designated work space/place at a table.; All Year 4-6 children to only use stationery allocated to them in their named plastic wallet; resources not to be shared. • Mixing within school is minimised by: <ul style="list-style-type: none"> ○ Year R to access rooms directly from outside external doors. Year 6 and 1 via playground door Year 2 -5 access via main entrance and playground doors ○ two-way circulation with social distancing through all corridor demarcated by arrows, cones and hazard tape. ○ staggered lunch breaks. KS2 lunch to be eaten in classroom or in designated area outside. EYFS and KS1 lunch in hall. All children clean their hands beforehand and lunch delivered to classrooms by catering staff. <p>MDS are to remain with one bubble only in dinner hall and outside in playground social distancing to be in place at all times.</p> <ul style="list-style-type: none"> ○ Toilets to be designated to a year group bubble. One child allowed to visit the toilet from a bubble at any given time. <p>Designated toilet cubicles for staff – 3 groups</p> <p>Cleaning station in each cubicle to wipe door handle and flusher after use</p> <ul style="list-style-type: none"> • The use of staff room limited to 4 people at any given time. All staff are responsible for wiping down surfaces after use (eg fridge handles) Lunch boxes, personal food items etc must be labelled and kept in a space away from other items in the fridge and/or cupboard. <p>No staff to be seated in the staffroom or library except Reception staff to have their lunch.</p> <p>Office space is limited to single occupancy. 2 admin staff to wear face shields when someone enters the office</p> <p>WRAP Club – Children to be kept in bubbles and socially distanced where possible. Separate tables and resources to be set up in Key Stage zones</p> <p>Friday club - Children to be kept in bubbles and socially distanced where possible. Separate tables and resources to be set up in Key Stage zones</p> <ul style="list-style-type: none"> • Singing allowed in EYFS and KS1. This is to be done with children facing forward wherever possible. Staff to be alongside and not facing. If facing, need to be 2m distance 	
Hygiene practice		<ul style="list-style-type: none"> • The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed; • Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments; (cold water sinks and soap to be used in classrooms during the day; at lunch time all children to wash hands using warm water and soap from the toilets – 	L

		<p>children to go one at a time to the sink to wash hands. Hand sanitiser available in each class. Pumps to be installed outside of school office, by school reception desk.</p> <ul style="list-style-type: none">• Year group hand washing stations in the playground to be used after each playtime and lunchtime• Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; books are to be put into daily boxes. At the end of each day, the day's box to be set to one side for a minimum of 72 hours before being re-used.• All adults and children are told to:<ul style="list-style-type: none">- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;- clean their hands on arrival at school, before and after eating, and after sneezing or coughing;- are encouraged not to touch their mouth, eyes and nose- use a tissue or elbow to cough or sneeze and use bins with lids for tissue waste ('catch it, bin it, kill it')- Child friendly posters to be clearly displayed around school to promote hygiene procedures.• Help is available for children and young people who have trouble cleaning their hands independently;• Teaching staff to build into daily routines games, songs and repetition that encourage young children to learn and practise hygiene habits.• Designated lidded "tissue bins" are emptied before lunch and at the end of each day. Tissue bins to always use plastic bin bags which are tied after emptying and sealed in medical waste disposal bag• All children Year 4 – 6 allocated a named, plastic zippy wallet or tray that contains writing pencil, coloured pencils, pencil sharpener, glue stick, scissors and rubber. These items remain personal to the child and are not shared. If the contents are shared by another child, they must be cleaned and disinfected.• Each bubble allocated play equipment that is cleaned between uses and must not be used by different groups; All children must clean their hands after using play equipment• No shared resources to be brought in from home;• Windows and doors to be opened where possible to ensure ventilation;• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.• Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.	
--	--	---	--

		<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Bar soap is not used, in line with the Infection Control Policy – liquid soap used instead. • Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Children are carefully monitored at lunchtime to ensure they do not share cutlery, cups or food. Children are to be clearly told before lunch not to share items. • Where possible, utensils will not be needed. When necessary, all utensils are thoroughly cleaned before and after use. • Utensils returned to kitchen in paper bag • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk 	
III Health		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection as part of initial training, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil who displays signs of being unwell is immediately referred to the headteacher or, in her absence, admin team and removed to the medical room. Windows must remain open in the medical room if used by an unwell child and door closed. • Where headteacher or admin team are not available, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to the medical room whilst they wait for their parent to collect them. • Staff will ensure children displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • Admin Team calls for emergency assistance immediately if the child's symptoms worsen. • The parents of an unwell child are informed as soon as possible of the situation by Admin Team. • Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Unwell pupils who are waiting to go home are kept in the medical room at least two metres away from supervising staff. 	M

		<ul style="list-style-type: none"> • Site supervisor to notify Enviro of areas used by unwell pupils who need to go home and request area is thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use disabled toilet to minimise the spread of infection. Site supervisor to notify Enviro of need to clean disabled toilet • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • In accordance with the Administering Medications Policy, no medication is to be administered to any child unless prescribed and parents have completed relevant paperwork. Any child requiring antibiotics or medication that requires special storage will be asked to remain at home until course of medication is complete Pupil temperature to be taken each morning upon entering the classroom 	
Spread of infection		<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance. All tissues to be placed in designated, lidded bins. • Children are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Teachers are to daily practise hygiene routines with younger children. Posters to be clearly displayed around school illustrating hygiene procedures • Pupils to be taught and reminded to clean their hands after they have coughed or sneezed. • Fans may be used on hot days. In order to minimise risk of spread of air droplets, all windows and doors to remain open and fan directed towards the windows. • Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. This message is to be reinforced on the school website and through posters clearly displayed by school gates and entrance • Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school or until a negative test result has been received and symptoms have cleared. • Pupils are to be collected during the designated time slots and asked to queue 2 metres apart at entrances and exits to avoid risks of transmission • Parents are required to wear face covering at drop off and pick up times. • Where possible and appropriate, keep in touch with staff members who are in self-isolation and include them in communications 	L
Visitors to School		<ul style="list-style-type: none"> • All non-essential appointments to take place via telephone only • Clear signage and instructions evident on entry to school and access to hand sanitizer or all visitors 	L

		<ul style="list-style-type: none"> • Essential visits by parents must be pre-arranged. All meetings with parents to take place outside, socially distanced. • Only essential items to be ordered for delivery • All essential deliveries to be dropped outside the door where possible • No parent helpers and/or volunteers permitted on site. <p>School closure – no external visitors to the school</p>	
Management of infectious diseases		<ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms to the head teacher. • All staff to consistently follow guidelines regarding the management of suspected and confirmed cases of coronavirus. • Social distancing measures are implemented by all on the school site as much as possible <ul style="list-style-type: none"> All adults to wear a face covering when leaving their class bubble or office bubble All adults to wear a face covering in communal areas All adults to wear face shield when working up close to pupils • All staff to wear masks or face shields all day, in their bubbles and moving around the school • Movement of children around the school is in line with the school policy. • Play and lunch times are staggered to minimise the number of children moving around the school at any given time. • The Site Manager, Head Teacher and Estates Team jointly monitor the cleaning standards of school cleaning contractors and discuss any additional measures required with regards to managing the spread of coronavirus. <p>Staff meetings to be held virtually or if in person, socially distanced Extremely clinically vulnerable staff to work from home</p>	
Staff at increased risk		<ul style="list-style-type: none"> • Pregnant members of staff have a pregnancy risk assessment <p>Pregnant members of staff over 28 weeks to work from home</p>	
Parental Engagement		<ul style="list-style-type: none"> • Parents informed via newsletter that only one parent is permitted to escort their child to and from school to minimise crowding • All Parents advised of allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) by newsletter and email. • All parents/visitors to use school post box to drop off correspondence and not come onto the school grounds 	

		<ul style="list-style-type: none"> • Parents are not permitted to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • Parents are required to wear face covering at drop off and pick up times. • Staggered drop off times remain. All key worker and vulnerable children to go home at 3:15. 	
Communication		<ul style="list-style-type: none"> • Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>. This will be clearly signposted at all school entrances. • All staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure; • The headteacher contacts the Executive Team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline. • School will contact the Area Schools Officer if there are any specific recommendations for their school; • School will keep pupils and parents adequately updated about any changes to infection control procedures as necessary; • Twelve15 contacted before start of half term to agree menus, arrange cleaning of kitchen, stock check and confirm lunch time arrangements • Cleaning contractor are informed of any potential infections on site and/or need for cleaning over and above standard daily cleaning at the earliest possible opportunity. Daily cleaning to take place in line with current cleaning schedule. 	
Partial school closure		<ul style="list-style-type: none"> • School will communicate with parents via email and school website regarding updates to school procedures which are affected by the coronavirus pandemic; • Teachers will set appropriate topic, Maths and English work for children working from home with the expectation that at least one piece per week will be submitted by children to the class teacher via the class email address; • Support will be given to parents as needed to ensure routines for learning are established and maintained for home learners and children are able to access learning set by teachers; • The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely; All staff will review Behaviour Policy and Staff Code of Conduct as part of Return to School training • Teachers will make best efforts to ensure all pupils have access to schoolwork and the necessary reading materials at home; 	

		<ul style="list-style-type: none"> The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. Emails will always be sent individually and not as a group email. Email to be used in response to individual parent queries. <p>January 2021 - School closed to all but key worker and vulnerable pupils. Remote Learning plan in place.</p>	
Emergencies		<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	
Managing School Transport (currently n/a)		<ul style="list-style-type: none"> Parents, children and young people are encouraged to walk or cycle to their education setting where possible; Transport arrangements are organised to cater for any changes to start and finish times; Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). 	

Blue – Updates 21st September

Purple – Updates 2nd November

Red – Updates 8th November