

## Return to school Covid 19 Risk Assessment - Streatham and Clapham Prep School

### Pupil activity RISK ASSESSMENT

**Area / Task / Activity:** Schools Re-opening from 1 June 2020 for Nursery, Reception, Y1, Y6, Y10 & Y12 Pupils, and Vulnerable / Critical Worker's Children in all Years

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This is the 'Pupil Activities' Sheet

This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. Whole school precautions, 2. Staff Activities, 3. Pupil Activities

<b>What is the hazard?</b>	Coronavirus / COVID -19
<b>Why is it a risk?</b>	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of their family who could
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school

### Key Guidance Documents

[Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)

[Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

[Guidance on opening schools to more pupils from 1 June - guidance for parents & carers](#)

[Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils](#)

[Safe working in education, including the use of PPE](#)

[Implementing Social Distancing in Schools Guidance](#)

[Covid-19 - Cleaning in Non-Healthcare Settings](#)

[Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services](#)

[Temporary Closure of Schools Guidance'](#)

[Stay at Home - Guidance for Households with Possible Coronavirus](#)

[Stay Alert & Safe \(Social Distancing\) Guidance](#)

[GDST Coronavirus page on the HUB](#)

### General Precautions

As far as possible

- staggered school day / starting days/ lesson starting & finishing times, lunch times and break times for different groups of pupils.
- keep groups of pupils in the same room(s) and areas throughout the week, rather than moving around the school too much, label desks and chairs for consistent use

Where possible:

- have small group sizes - max 15 pupils / teacher
- Staff in the Prep should not be on a rota except under the most stringent of protocols such as for PE or break times whereby they are outside or in a ventilated or spacious site such as the sports hall where social distancing can unquestionably be adhered to.
- where possible use larger rooms than normal and spread everyone out within the room or area you are using - try to keep everyone at least 2 meters apart, e.g. by placing the desks at this distance or by marking desks/workspaces that cannot be used
- allocate each pupil a desk and ask them to sit at the same desk every day
- ensure good natural ventilation in the rooms / areas that are being used; open the windows and keep doors open. (NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open) Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use)
- do activities outside where possible
- remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere

Actively provide opportunities for regular handwashing / hand sanitising and encourage everyone to use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed/sanitised :

- before leaving home
- on arrival at school
- immediately before and after each lesson / activity
- at each break time
- before eating any food, including snacks
- after using the toilet
- before leaving school

### Getting To / From School

Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.

- If possible provide additional bike racks and parking facilities for staff and pupils (can use playground)
- Discourage car sharing with other families
- Plan for a higher volume of parents dropping off/collecting pupils by car

If staff and pupils have no alternative but to use public transport to travel to school - they should:

- As far as possible keep 2m away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit
- Wear a face covering whilst travelling and waiting in queue at bus stops/stations
- Wait for people to get off before you board
- Avoid consuming food and drink on public transport
- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as you end your journey
- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains
- Allocate designated spaces for staff and pupils to change out of the outer clothing they wore to travel on public transport when they arrive at school if they wish to do so. It should have easy access to a wash hand basin. 'Dirty' clothes should be contained in a labelled staff room / main hall/ classroom (for girls) plastic bag and stored in the individuals locker during the day. Disposable face coverings should be placed in a lidded dustbin. Staff and pupils should be reminded to wash their hands immediately after changing their clothes. The room should be cleaned at least on a daily basis

**School Minibuses (currently no service)**

- Establish number of pupils (and staff) requiring school transport. Limit number of passengers on each vehicle to what can be achieved whilst maintaining 2m separation between each passenger and the driver. If necessary & if possible, provide additional minibuses on each route to keep pupils within their school groups or 'bubbles'
- Where possible, allocate each vehicle to a single driver and maintain 2m separation between each passenger and the driver, e.g. by marking seats that should not be used.
- Driver to wash / sanitise their hands prior to starting each journey and on completion of the journey
- Clean all interior and external surfaces that passengers are likely to have come into contact with after each journey
- Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus
- Advise pupils to keep 2m away from other passengers whilst they wait to be picked up by the minibus in the morning, and arrange safe waiting zones before getting on the minibuses at the end of the school day
- Parents of younger children to the open / close sliding door of the minibus and check their children are seated safely / seat belts fastened before the minibus departs

No coach service

**Arrival at School**

To minimise the number of pupils and parents arriving at / leaving school at the same time, there are staggered start and finish times for different year groups.

- Different entrances/exits will be allocated to groups arriving / leaving school at the same time.
- Pupils to be dropped off and collected from school in areas which enables pupils and parents to keep 2 metres distance between each other. Use signage floor markings and discs to guide parents to where they should drop off and pick up their children and mark out 2 metre distances on the ground
- Encourage only 1 parent to accompany younger children to school
- Where possible avoid parents coming into the school buildings - greet / say goodbye (handover) younger pupils in the playground or other safe outside area
- Do **not** shake hands with anyone, and strongly discourage children from holding hands, hugging or jumping on each other (recognising this will be very difficult with very young children)
- Strongly discourage and disperse any 'gatherings at the school gate'
- Pupils must wash their hands as soon as they arrive at school and then go directly to their allocated classroom room

### Lessons / Learning Activities

If pupil's activities include the use of **pens, pencils** etc:

- No pencil case or equipment must be brought from home
- We will provide each pupil with a named ziplock bag with a pen and a pencil inside for their sole use at school . Do not re-issue to other pupils.

If pupil's activities include the use of **computer keyboards and iPads**:

- Where appropriate, encourage pupils to bring in and use their own laptops and iPads and not to share it with others
- If this is not possible, provide the opportunity for all pupils to wash their hands immediately before using the keyboard, and then again at the end of the lesson
- Frequently clean the keyboards, mice and touch screens of all equipment used by more than one person

Any staff member who needs to pick up the device must ensure it is wiped clean before handling

#### PE & Sports

- Where possible, PE and sports activities will not take place outside
- Activities that require people to be close together, such as many team games should not take place. All equipment to be wiped down by teaching staff after each PE session and after lunch by the cleaning team
- Ensure social distancing is maintained

If PE & sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, rackets, sticks, balls, gymnastics and athletics equipment:

- Each person should be allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else
- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson
- all equipment will be wiped down / sanitised before the next "bubble" use it

#### **Music lessons SCPS - Not currently scheduled for on site**

- Where possible, music lessons with peripatetic staff should take place using remote teaching methods
- Generally, pupils should use their own instruments that they don't share with anyone else.
- Pianos and keyboards - pupils should wash their hands immediately before using the keyboard, and then again at the end of the lesson, and the keyboard should be cleaned at the end of each lesson
- Pupils should use their own drum sticks etc that they don't share with anyone else for playing drums and large percussion instruments

#### **If Art / DT / Food tech / Textiles Not currently scheduled on site**

- activities include the use of handheld tools and equipment, or hand operated equipment:
- Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else
- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson
- No aprons or overalls

**Science activities - not currently scheduled on site**

- include the use of hand-held tools and equipment, or hand operated equipment:
- Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else
- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson - no overalls

**Early years**

**Supervision ratios** - Paragraph 3.30 of the EYFS states: 'Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.' The DoE considers the extent of the COVID-19 outbreak to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed if necessary. However, childcare providers or schools remain responsible for ensuring the safety and security of children in their care.

A qualified **paediatric first aider** must be present at all times when EYFS children are on site. NB If a first aider's certificate is due to expire or expired on or after 16 March 2020, and requalification training is prevented for reasons associated directly with Coronavirus or by complying with related government advice, the validity of current certificates will be extended by up to 3 months.

Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well cared for, staff and pupils must wash their hands very regularly, try not to touch their faces, practice good respiratory hygiene, and minimise contact and mixing as much as possible, e.g. by staff and pupils staying in the same small group, which stays at least 2m away from other people and groups.

- Ensure help is available for all young children who have trouble cleaning thoroughly their hands independently, school nurse will be in support

As far as possible, all equipment, toys and resources should be washed before and after they are used, particularly hand contact surfaces such as the handles on bikes and trikes

- Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), and malleable shared resources such as 'play dough'

Best endeavours' should be made to ensure that a qualified paediatric first aider is present at all times when EYFS children are on site. NB If a first aider's certificate is due to expire or expired on or after 16 March 2020, and requalification training is prevented for reasons associated directly with Coronavirus or by complying with related government advice, the validity of current certificates will be extended by up to 3 months.

## Break Times / Lunch Times

### Moving around the site

- Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people.
- Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points.
- Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors
- Everyone should be reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site
- Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site
- Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.

### Stagger break times / lunch times for different groups of pupils to reduce contact between groups when moving around the school / using toilet facilities / washing hands

- Encourage pupils to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch
- Require pupils to stay in their allocated groups during break / lunch times, either in their class / form room or in a specified area in the playground / grounds of the school
- Ensure that handles / buttons on water dispensers are thoroughly cleaned after each break / lunch time
- Pupils to bring packed lunches into school that can be eaten in class / form rooms or outside, i.e. removing the need for crowds in the dining room (NB if lunches brought in from home remind parents and pupils about any food / ingredients that should **not** be included because of the risks associated with food allergies and food poisoning, and remind everyone to dispose of any uneaten food safely to reduce risk of pest infestations)

### If **outside play equipment** is used during break times:

- Hand contact surfaces on large equipment, such as slides, climbing frames, trim trails, etc should be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it should be taken out of use/marked out of bounds
- Smaller items of play equipment should also be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it should be put away in a store

### **Handwashing / Toilet Facilities**

- Ensure social distancing is maintained in handwashing / toilet facilities, e.g. by designating specific handwashing / toilet facilities to specific groups of staff / pupils, marking out 2m spacing, and monitoring to ensure that they do not become overcrowded
- Provide plentiful supplies of water, ant bactericidal soap and paper towels. Where possible disconnect the hot air hand dryers
- Ensure that all hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are topped up



### Assemblies and Other Large Group Gatherings

With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies, all staff meetings and other group events can take place remotely using online facilities

### Libraries and Communal Learning Resources

Libraries can be used as a learning environment, provided 2m separation is maintained between people (mark out desks / seating areas that cannot be used), and thorough cleaning regimes are in place, but books, magazines, newspapers etc in the library should **not** be handled by anyone

### Early Birds / After School Clubs and 'Wrap-Around' Care

Early Birds / After School clubs can continue to operate, but children should stay in the groups they are in during the school day, or stay safely distanced from each other. **SCPS will not currently be operating this**

### Clubs and Extra Curricular Activities

All clubs and extra curricular activities that combine pupils from groups that are normally kept separate from each other in school should be cancelled for the time being unless they can be carried out remotely, **SCPS will not currently be operating this**

It is essential that:

- Staff are consulted on the risk assessment. This will be through the NEU rep(s) as per GDST's Recognition Agreement, but we will also consult more widely, Heads of Department or directly with all Prep staff. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.
- The controls identified in the risk assessment are communicated to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This will be covered off in a briefing, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. We will keep records of how we are informing all the affected people of the controls they must implement and new practices they must follow.

In addition:

- The risk assessment should be signed off by the Head, Junior Head and DFO
- You should publish your site specific risk assessment on your school's website <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>
- Once the school has reopened, the risk assessment should be kept under regular review, and updated as necessary

Further Action Log		
Action Required		
1	music VMTS to be reviewed if required on-	
2	review specialist rooms if and when other cohorts	
3	premises to be responsible for cleaning	
4		
Staff Sign-Off		

I confirm that I have:

- Read and understood the information contained in the above risk assessment;
- Will implement the controls and follow the guidance;
- Will ask for more information from my manager, or the school's H&S Coordinator, if I have any questions, or do not understand anything,
- Will advise my manager, or the school's H&S Coordinator, if I identify any new risks, or risks that are not adequately controlled.

Name	Position	