



Operational Guide and Risk Assessment – Covid-19

Updated 31st December for Term 3 (January 2021)

Operational Planning and Return to School Risk Assessment Covid-19

Full Return – All Year groups

All the information contained is built on two core principles which are:

1. Supporting the school and parents to keep the safety and wellbeing of both pupils and staff at the centre of decision making during this next phase.
2. Supporting the school and parents to maintain best educational practice for all children at Sandwich Infant School.

This document must be read alongside the current government guidance:

[Guidance for full opening \(July 2020\)](#)

Operational Planning and Return to School Risk Assessment Covid-19

Risk Assessment Measures

Risk level	Action and Timescale
Minimal	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

The school has created this operational planning tool and Risk Assessment using the above thresholds to measure risk once the considerations/actions have been implemented.

Section 1 - Operational Issues

Health and Safety and Maintaining Social Distancing

A range of approaches and actions can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. For more information, see [DfE guidance on Implementing Protective Measures for Schools and Settings](#)

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions			
Health and Safety Compliance	All staff	Ensure that all health and safety statutory compliance checks have been undertaken before opening, such as fire alarm testing, water hygiene inspections.	Premises Manager Headteacher				
Pupil Arrival and Collection	All Children, Staff and Parents/Carers	Staggered collection and drop-off of pupils from different parts of the school site facilitates a safer transition to school site. Parents will be provided a minimum of 1 week's notice of change.		SLT			
		HT will manage the arrival of pupils. Staggered Start and Pick Up times are as follows:					
		Group	Location			Start Times	Pick Up Time
		Bees (Reception)	Bees classroom via Bees back door			Between 8:50-9:05	2.55
		Dragonflies (Reception)	Dragonflies classroom via Bees back door			Between 8:50-9:05	2.55
		Lemurs (Year 1)	Lemurs classroom via Year 2 cloakroom			Between 8:50-9:05	2.55
		Turtles (Year 1 / 2)	Turtles classroom via Year 2 cloakroom			Between 8:50-9:05	3:00
Swans	Swans classroom	Between 8:50-	3:00				

		(Year 2)	via Year 2 entrance	9:05				
		Locations MUST be strictly adhered to. It is essential that no groups congregate around the school entrance and all children cross the threshold of the school independently.						
Pupil Arrival and Collection	Parents and staff	Staff to wear visors when meeting the parents on the playground. All parents have been requested to wear a face covering unless they are exempt - contact should be made with the headteacher to confidentially explain the reason for exemption. Failure to wear a face covering without that contact will prevent the parent or carer being allowed on the school premises.				SLT		

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Social Distancing Signage	All Children, Staff and Parents	<p>Social Distancing Barriers and reminder notices will be fixed to fences and doors where children are entering/exiting the premises. These signs should be checked every morning to ensure that they are still in place.</p> <p>Office staff are to replace any missing signs with immediate effect.</p>	Site Manager and Office Team	
Movement around the School	All Children and Staff	<p>Pupil movement around the school is reduced to that of being 'absolutely necessary' (to use the toilet, to go to an intervention, or for breaks/ lunches).</p> <p>Pupils will be out of their group restricted area during their break and lunch times which is timetabled to avoid other groups as much as possible.</p> <p>Walkie Talkies will be used to communicate from the garden.</p> <p>To keep groups apart, we will avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Reception to start lunch at 11.45 so that they have cleared the hall before KS1 arrive.</p>	All Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Mixing of bubbles	All Staff and Children	<p>Both Reception classes (Bees and Dragonflies) will become one bubble to ensure we can offer continuous provision both indoors and outdoors.</p> <p>Lemurs, Turtles and Swans will now become three separate bubbles.</p> <p>These 'bubbles' will remain as consistent groups.</p> <p>Provision mapping will only take place in individual bubbles (children from the same class). Sensory Circuits will not take place in Term 3.</p> <p>Staff are allowed to work across different classes or year groups, but must socially distance where appropriate or wear a visor or work behind a screen if it is not possible.</p> <p>All staff meetings, including Planning, Preparation and Assessment time, will take place virtually using Teams. Concerns regarding children will be shared via CPOMS with the relevant adults.</p>	All Staff	
Staff and Administration	All Staff	<p>The staffroom is to be used by KS1 only. Office staff, including the SLT will use the staffroom out of the 12.00-1.00 lunchtime. Lemurs staff have use of the staffroom 12.00-12.20, Turtles staff 12.20-12.40 and Swans staff 12.40-13.00pm. Reception staff will be located in Fun Club room at break and lunch times. Staff are expected to maintain at least 1m distance and wipe down the microwave, kettle and dishwasher after use. Please leave the door open after break times to enable a change of air in the staffroom and Fun Club.</p> <p>Equipment that is used by several staff communally, such as photocopiers, walkie-talkies, etc, must be wiped down with alcohol wipes before and after each use.</p> <p>Due to the size and layout of the office, social distancing is able to be adhered to with a maximum of five people at any one time.</p> <p>Staff are expected to deliver their interventions as required, but must wipe down resources/ tables and chairs after use in a different room (i.e. in The Nest).</p> <p>Supply Teachers can be used. They are also able to move between schools.</p>	All Staff	

Visitors	All staff and visitors	Volunteers will not be invited into school during Term Three . No visitor – including parents - can enter the school without an appointment. All visitors must wear a face covering and use hand sanitizer or wash their hands in the medical room on arrival. A record will be kept of all visitors (Name, address and contact number) in case they need to be contacted regarding an outbreak/ positive testing. Therapists and specialist workers (I.e. STLS, SALT) can resume as normal. They will be asked to wear a visor (provided by the school if necessary). Parent consultations will take place virtually or by telephone unless it is unavoidable.		
Room Capacity	All Children and Staff	With the withdrawal of the 2m distancing in classrooms, all classes will go back to the full capacity of 28 children. Staff will maintain distancing from children and other staff as much as possible.	All Staff	
Room Layout	All Staff and Children	In KS1, tables will be organised with a mixture of forward facing desks and groups with over 1 metre distance between children facing each other. Children will be sat side by side. Children in Key Stage 1 may sit on the carpet for short periods of time with reduced numbers. If working with a small group it is permissible to sit round a table for no longer than 15 minutes.	Teachers and Support Staff Site manager to monitor room layouts at the end/start of each day.	
Ventilation	All Staff and Children	Small windows should be open at all time during class time (unless the room is too hot). At break times all windows and doors should be opened to change the air but closed as the children return to class. Opening doors does not apply to Fun Club if it would be too cold for staff eating their lunch.	All Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
External Play, Sports and Clubs	All Children and Staff and Team Theme	<p>Team Theme will deliver their provision virtually. After school Thursday club will not take place in Term 3.</p> <p>Fun Club will resume before and after school.</p>	All Staff	
Educational Visits	All Children and Staff. Wider public	Educational visits will not be taking place in Term 3.		
Snack and Lunch Time	All Children and Staff	<p>All windows and doors in a classroom should be opened during break times to clean the air.</p> <p>The school kitchen will now fully re-open and children will be offered a hot lunch. Kitchen staff will be back, however they must ensure they socially distance where possible. The kitchen staff will wear protective face shields as they will be coming into contact with so many children.</p> <p>Three MDS are allocated to each bubble. Reception will go in for lunch first at 11.45 am. When it is time for a KS1 class to go in a MDS will ring the bell for the children to go in the hall where hand sanitizer will be used as they enter.</p> <p>KS1 children will collect their lunch at the specified time and eat it in their classroom.</p> <p>Reception classes will remain in their own outside area or the garden. Only two KS1 classes will be on the playground at any one time separated by a barrier.</p> <p>Lemurs eat lunch first - on the playground 12.20-13.00. Turtles eat lunch second – on the playground 12.00 – 12.20 and 12.30 – 13.00. Swans eat lunch third – on the playground 12.00-1240.</p> <p>A member of the Senior Leadership team will be on duty throughout the lunch period.</p> <p>EYFS and KS1 bubbles will be kept apart during playtimes. A timetable will ensure that only two</p>	All Staff	

		<p>classes are on the playground at any one time, separated by a barrier. A timetable has been created to ensure each group is kept apart. The shelters are out of bounds at the moment.</p> <p>Each class will have their own box of playground equipment.</p> <p>Handwashing before and after playtimes.</p> <p>Classroom tables, class taps and door handles to be wiped whilst children are outside.</p>		
Administering First Aid	All Staff and Children	<p>The school's First Aid Policy and Administering of Medication Policy remain unchanged. PPE is provided in the Medical Room and School Office should members of staff feel more comfortable wearing it to administer this type of care. Where a member of staff does not feel comfortable to administer first aid they are to inform a member of SLT immediately who will intervene.</p> <p>PPE only needs to be used if the adult is close to the child's face. For example PPE would not be needed if giving a plaster on the knee.</p>	All Staff	

Safety and PPE, Cleaning and Hygiene

Infection information

The COVID-19 virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands. The virus can survive on surfaces that they land on. However, the amount of live virus on any surface decreases over time. The risk of infection from touching something that had the virus on it for a few days would reduce to negligible.

Environmental factors will affect the survival of the virus. There is, therefore, no substitute for thorough cleaning.

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Daily cleaning during the Pandemic	All Staff	<p>A more robust cleaning regime is implemented:</p> <p>Cleaning AM Midday Cleaning of sinks and taps, table tops and door handles (School Staff) Cleaning PM</p> <p>All classrooms will have a cleaning schedule visibly displayed.</p> <p>Any room that is used should be cleaned before and after use, including all surfaces and equipment used within.</p> <p>Any sports equipment or play equipment will be cleaned before and after use to ensure other 'bubbles' can play too.</p> <p>The school has purchased a portable fogger machine to support thorough disinfecting of classrooms at the end of each day.</p>	Site Manager with LL	
Toileting and Hand Washing	All Staff and Children	<p>All classrooms have sanitizer and antibacterial soap.</p> <p>Scheduled hand washing will occur at the following parts of the school day:</p> <ol style="list-style-type: none"> 1. Upon arrival to school 2. Before and after break 3. Hand sanitizer used as children enter the hall for lunch 	Site Manager to monitor daily All Staff	

		<p>4. When moving from one area to another e.g. outside to inside, or from one room to another</p> <p>Toilets and sinks will be allocated to each group. Only one boy and girl from each group will be allowed into the toilets at one time.</p> <p>Children will be reminded of, and asked to adhere to the 'Catch it, bin it' approach. Tissues should be placed in the lidded bins available in each classroom. Children/ adults must wash their hands after using a tissue/ sneezing or coughing.</p>		
Equipment and Uniform	All Staff and Children	<p>Children should wear school uniform, but parents will be reminded to wash clothes as often as possible. There is no longer a need for clean clothes every day.</p> <p>Children are able to bring in a water bottle and packed lunch if necessary.</p> <p>Children are able to bring their book bag each daily, and are able to take home one reading scheme book, and changed when needed. These will be stored for 72 hours and cleaned.</p> <p>Children are to bring PE bags into school at the beginning of each term as normal. These will remain on the child's peg. These will be sent home at the end of every term for a wash.</p> <p>KS1 children will have their own pencil case and tray containing their individual equipment. Reception children will have pencil pots which are regularly sanitized throughout the day. Only toys or equipment which can be wiped down should be used in all classrooms.</p>		

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Cleaning following a suspected case of Coronavirus	SLT	<p>Cleaning an area with normal household disinfectant after a suspected case of COVID-19, will reduce the risk of passing the infection on to other people.</p> <p>Cleaners should wear disposable or washing-up gloves and aprons for cleaning. Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used clothing.</p> <p>Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab- rails in corridors and stairwells and door handles.</p> <p>If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc), cleaners should use a higher level of cleaning PPE, to include a face mask, disposable apron and gloves and eye protection, such as goggles or a visor.</p> <p>Once cleaning is finished, the PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands after they have disposed of their used PPE.</p>	SLT Site Manager	
PPE in General School Use	All Staff	<p>The Government advice states that they do not need to be worn outdoors, in schools or by those who would find them difficult to wear such as young children. This is understood as saying that wearing a mask in normal school situations is not necessary.</p> <p>The school will allow staff to wear PPE subject to a discussion with the headteacher whereby the reasoning behind this will be explored.</p>	Headteacher	
Where PPE should be used	All Staff	<p>There are some circumstances where use of PPE, including a face mask, may be recommended:</p> <ul style="list-style-type: none"> • Moving, isolating or supporting a child with symptoms of COVID-19. • Cleaning an area where a child with COVID-19 symptoms has visited. • Working with children whose care routinely already involves the use of PPE due to their personal care needs. 	SLT	

		<ul style="list-style-type: none">• Administering medication or peg feeding a child which means that the adult has to be in close proximity to the child.• Staff who are anxious, vulnerable or live with someone who is clinically extremely vulnerable are able to wear a visor (available from the office). A face mask is not suitable for working with young children as they need to see a person's mouth – particularly during phonics. <p>The school has made provisions to support the use of PPE in the above circumstances.</p>		
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Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
<p>If a person becomes unwell, especially with COVID-19 symptoms</p>	<p>All Children, Staff and Parents</p>	<p>If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in their school or setting:</p> <ul style="list-style-type: none"> ● Phone Local Health Protection Team and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching. ● The person must be supported until they can be collected and taken home. They should not be left unattended. ● An isolation room is allocated: medical room so that the child can isolate behind closed doors, ensuring that they remain at least 2m away from others at all times. They must use the toilet and sink in the medical room (which should be thoroughly disinfected after use). ● A face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member. ● If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ● The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff. ● Other members of staff should ensure that no other personnel are on the route of the person as they exit the building. ● All parents of children in that group will be advised immediately to ensure they adhere to the NHS Track and Trace system. All parents will be asked to collect their child immediately and keep them at home until the result of the test is known. <p>After the sufferer has been collected:</p> <ul style="list-style-type: none"> ● If the school is closed, initiate a cleansing, with your usual contractor as directed by Public Health England. ● If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway. 	<p>All Staff</p>	<p>The risk cannot be reduced due to Covid-19 Pandemic.</p>

		<ul style="list-style-type: none"> • During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down. PPE must be worn. Bedding, soft furnishings and towels need to be carefully taken away and if possible washed on a 60 degs wash, with detergent. • Any bathrooms, toilets and sinks, must be thoroughly cleaned. This includes taps, handles, toilet seats, dryers and soap dispensers • The school will need to inform parents and colleagues but stress the thoroughness of the cleaning that is taking place. • If a child/ member of staff becomes unwell, they must isolate for at least 7 days and must take a test. Other family members must self-isolate for 14 days if the child/ member of staff tests positive. 		
If a person tests positive	All Children, Staff and Parents	<p>If a person tests positive for COVID, we will:</p> <ul style="list-style-type: none"> • Contact the local health protection team • Health protection team will carry out a risk assessment • Anyone that has had close contact with the person tested positive will be sent home and asked to isolate for 14 days, and to have a test themselves (a record will be kept of children and adults in each group). • Anyone that has had close contact, but received a negative testing, should still isolate for 14 days in case they develop symptoms. 	All Staff	
Reporting Incidents		<p>Please continue to report accident/incidents using your usual process. Community and Voluntary Controlled schools report via the online accident/incident form on KELSI https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance.</p> <p>Note there has been an update to the RIDDOR guidance in the event of contracting COVID-19 in the workplace HSE - RIDDOR reporting COVID-19.</p>	All Staff	

Section 2 - Staffing during a return to work

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Return to Work	All Staff and Children	<p>All staff are obligated to fulfil their contractual duties and work as required.</p> <p>The risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. This will allow most staff to return to the workplace. Those in the most at risk categories should take particular care as transmission rates start to rise.</p> <p>All teaching staff have received the relevant documentation to ensure their safe return to work. The list of documents shared are:</p> <p>Operational Plan and Reopening of Sandwich Infant School Risk Assessment School's Addendum Child Protection Policy Health and Safety Addendum Recovery Plan 2020</p> <p>Getting tested guidance: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Staying alert and safe (social distancing): https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Government's COVID-19 guidance and support: https://www.gov.uk/COVID-19</p> <p>DfE guidance: Actions for education and childcare settings to prepare for wider opening from 28th August 2020: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>DfE Guidance: Implementing protective measures in education and childcare settings: https://www.gov.uk/government/publications/COVID-19-COVID-19-implementing-protective-measures-in-education-and-childcare-settings/COVID-19-COVID-19-implementing-protective-measures-in-education-and-childcare-settings</p>	All Staff	The school may not be able to full operate if insufficient staffing occurs.

NHS Test and Trace

All staff and parents will be asked to be prepared to:

- Book a test when asked (if someone develops symptoms)
- Provide details of anyone they have been in close contact with, if they were to test positive
- Self-isolate if they have been in contact with someone that has developed symptoms
- Parents must inform the school immediately of the result of a test
- If a child has a negative test result, and has no symptoms, they can return to school
- If a child/ adults receive a positive testing result, they must isolate for 10 days.