

Monks Coppenhall Academy and Day Nursery

Subject of Risk Assessment:	Role/Team/Location:	Date:	Authors:
COVID 19 – contact between staff and children	Staff in contact with children at Monks Coppenhall Academy and Day Nursery.	01/06/20 Revised 15/06/20 Revised 01/09/20	Mrs Pamela Simpson
Reasons of trigger for risk assessment:			
Risk to staff members/children as a result of COVID-19			
Symptoms to report:			
Cough, fever, difficulty breathing, headache			
Problem(s):	Existing measures to minimise risk and mitigate impact:	Actions to be taken if a member of staff or pupil needs to self-isolate:	
Possible spread of COVID-19	<ul style="list-style-type: none"> • School to open at staggered drop off times between 08:30am and 9:15am in order to observe social distancing rules. Year 6- 8:30 Main Entrance Year 5 - 8:40 Normal route Year 4 - 8:40 Field Gate Year 3 - 8:50 Field Gate Year 2 - 9:00 Normal route Year 1 - 9:10 Normal route EYS- 9:15 Normal route • All children are expected to be attending school therefore, drop-off and collection times to be staggered in order to observe social distancing rules. • Breakfast Club will reopen and run from 7:30am to 9:15am. The usual charges will apply. • School to staggered collection times between 15:00pm and 15:15pm. Year 6- 3:00pm Main Entrance Year 5 - 3:10pm Normal route Year 4 - 3:05pm Field Gate Year 3 - 3:15pm Field Gate Year 2 - 3:00pm Normal route Year 1 - 3:10pm Normal route EYS- 3:15pm Normal route • Afterschool Club will reopen and run from 3:00pm to 5:50pm. The usual charges will apply. • For both Breakfast Club and Afterschool Club, children where possible, will be kept in their own class bubbles. If it is not possible to maintain bubbles being used during the school day then school will use small, consistent groups. • To promote social distancing, markers have been placed on the designated route in and out of the school grounds and in the corridors. • Parents/carers informed only ONE adult should accompany the children and no siblings where possible. 	<ul style="list-style-type: none"> • Person to be isolated in a room until they can travel home. Door to be closed and a window open for ventilation and to use a different toilet (if possible). • Any accompanying staff to wear PPE if Covid 19 is suspected. • If in contact with an ill child/staff member, wash hands thoroughly for 20 seconds after contact. • School to inform parent/carer of child to collect as soon as possible. • Schools should continue to follow the guidance for a child with symptoms, ie, they should be sent home and advised to self-isolate for 10 days. • School to notify Directors and Cheshire East/ local Health Protection Team as appropriate. • Appropriate cleaning to take place. • If a member of staff or a child becomes ill they will be directed to follow NHS/ guidelines regarding isolation. • If a person tests positive and was symptomatic whilst in school, anyone they have come into close contact with, must also self-isolate for 14 days and a risk assessment conducted to ascertain cleaning requirements. • All children can be tested including children under 5 years old. • Tests can be booked online through the NHS testing and tracing for coronavirus website or via Cheshire East or by telephone NHS 119. • Essential workers, which includes anyone involved in education or childcare, have priority access to NHS Test- Trace if they have symptoms. 	

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	<ul style="list-style-type: none">• Face coverings must be removed if pupils and staff arrive at school wearing them. Children must be instructed not to touch the front of their face covering during use or when removing them.• Children will need to bring the following items (with child's name) each day:<ul style="list-style-type: none">• A small bottle of sanitiser• A small packet of tissues• A small bottle of E45 hand lotion (if required)• An inhaler (if required)• A named water bottle• Items such as book bags, school bags and sandwich boxes may now come into school.• Items such as toys must not come to and from school.• Children will be allocated designated days when children may currently come into school wearing PE kit.• On entry to the building children must wash hands and go straight to their classrooms.• Children will be placed in a class bubble. Each 'class bubble' will be kept separate where possible.• No adults collecting and dropping off the children should enter the building.• Only designated classrooms/areas to be used, and designated outside areas.• No children to move beyond the designated areas unless accompanied by an adult.• Where possible only 1 entrance, should be used for each group of children to enter and leave the building.• To minimise the spread of the virus children will have their own trays and pencil/pen, ruler and pencil case to store equipment.• Staff to consider carefully the equipment used to minimise spread of the virus with children having their own pencil/pen, ruler. All equipment to be stored in their named trays.• Classroom-based resources, such as books and games, can be used and shared within the class bubble as long as the equipment is cleaned at the end of the day and not shared with other class bubbles. Reading and homework books can go home in school bags.	<ul style="list-style-type: none">• Cheshire East should be providing a small number of home testing kits and further information will be provided in due course.
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- Children will require constant reminders about not touching their face, mouth and eyes.
- Staff should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.
- Classrooms will be arranged forward facing desks as much as possible.
- Children can now place their coats in the cloakroom whilst avoiding contact with other bubbles.
- Movement in classrooms and around the school to be restricted in order to reduce the risk of contact/cross-contamination.
- Break & lunchtimes to be staggered to ensure the 'class bubbles' are not mixing together/moving (see timetable).
- FSM children will be provided with a school lunch.
- Parents/carers may purchase a school lunch for those children not eligible for FSM.
- UIFSM (EYS, Yr1, Yr2) will be provided with a school lunch.
- Any packed lunches sent in from home must be in a clean sandwich box or a disposable bag. Cutlery must be provided from home.
- All meals will be eaten in the designated areas to avoid mixing of bubbles.
- Tables will be sanitised after eating.
- Designated play areas to be used for each class bubble and no mixing of groups is permitted.
- Staggered break and lunch times will be implemented to allow time for cleaning and avoid creating busy corridors etc (see timetable).
- Avoid any close activities/playtime and social games that involve contact, i.e. football where possible.
- No contact sports can take place.
- Sports and outdoor playground equipment will continue to be frequently cleaned.
- Although swimming pools may be open, it is still recommended that use of changing rooms and showering facilities should be avoided where possible, as they tend to be areas of

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	<p>increased risk of transmission. Currently swimming will not take place until the guidance changes.</p> <ul style="list-style-type: none">• Different groups do NOT need to be allocated their own toilet blocks but the toilets will need to be cleaned regularly.• All children to be supervised at all times, i.e. If children are both inside and outside then each area needs to be supervised.• Handwashing at regular intervals (5x-6x) - on entering school, before and after each activity, after break times and on leaving school. Also, after sneezing or coughing, before and after handling or eating food, after going to the toilet.• Tissues and hand sanitiser to be available in the rooms being used.• Children to be encouraged to help keep their own area clean. The 'catch it, bin it, kill it' mantra will be stressed.• Windows to be kept open to increase ventilation.• Teaching staff to be provided with face shields.• The use of disposable aprons, gloves and face masks are available when First Aiders and Paediatric First Aiders are undertaking any first aid duties or when a child has been sick etc.• The equipment will be in the First Aid bags which are situated in the classroom/ areas.• First Aid bags must to be sanitised each evening.• Staff and children who have long hair are to tie this back.• Rigorous cleaning programme to take in place throughout the day. Bins will be emptied throughout the day.• Each classroom/area bubble to be thoroughly cleaned by a cleaning team at the end of every day.• There will be regular cleaning of all frequently touched areas.• Paper towels to be available by all sink areas and regularly re-filled.• Cleaners daily to clean down areas including tables, chairs, door handles,	
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	<p>surfaces and equipment where possible.</p> <ul style="list-style-type: none">• All metal areas MUST be cleaned• Using standard cleaning products to clean frequently touched objects and surfaces, railings, door and window handles. Desks and table tops, computer keyboard and mouse, telephones and bathroom facilities and iPads.• Site Maintenance Officer (SMO) to open the building in time for staff and children to access the building at 6:30am. To carry out duties as applicable, including bins and low-level maintenance to ensure the site is safe.• SMOs to ensure all fire doors are locked at the end of the day. SMOs to continue to sanitise any railing and door handles at least 3 times per day• Deliveries must be left (where possible), outside the main office door for the SMOs to collect.• Any adults who have permission to enter the building, should wear appropriate PPE and use hand sanitiser.• The school has procedures in place to manage visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where this is possible, school will plan for visits to happen outside of school hours.• A record is kept of all visitors on site for track and trace purposes.• To lock up by 6:30pm.• The Government guidance states that <i>'Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing'</i>.• An individual risk assessment must be completed with the staff member before their return to work.• Safeguarding measures in place – designated person each day, record concerns on CPOMS, in touch with Designated Lead/SLT. <p>Additional information for STAFF</p> <ul style="list-style-type: none">• Staff may use the microwave but must ensure it is cleaned after use.• Staff to have responsibility to keep their break areas clean, tidy and free from dishes.	
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	<ul style="list-style-type: none">• Nursery bubble staff will use a designated rest area.• EYS & Yr 2 & 3 bubble staff will use the Music Room for their rest area.• Yr 1 & 4 bubble staff to use the D & T Room for their rest area.• Yr 5 & 6 bubble staff to use the Staff Room for their rest area.• Office Staff, Principal and Vice-Principal will use the large meeting room for their rest area. • PLEASE SEE ATTACHED SHEET REGARDING DAILY MEASURES TO BE IN PLACE WHEN USING PLAY EQUIPMENT AND WORKING WITH CHILDREN	
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Risk Assessment Notes during Coronavirus

Learning

- School will be open between 06:30am and 18:30pm with teaching between 08:30am and finish 15:15pm. Drop-off and collection times will be staggered in order to observe social distancing rules.
- Each child to be given a pencil case with a set of colouring pencils, a rubber, sharpener, writing pencil, pen, whiteboard and marker pen. This should be put back in a named drawer which is stored in the designated classrooms.
- All work will be planned and set by the year group teachers. When planning the work, the focus will be on areas highlighted on the Recovery Education Plan. Planning must be flexible to meet the needs of a possible local or national lockdown at short notice.
- High importance must be placed on health and well-being with a concentration on resilience, mental and physical health.
- Also consider creating a healthy environment to enable children to be ready for learning on helping children's transition back to school.
- When planning activities there will need to be a strong emphasis on the basics:
Mathematics: re-learning basic numeracy skills specifically the following;
Counting -forwards and backwards
More than/less than
Number bonds/ jumps of 2/5/10 halving and double

Times tables/ 4 rules of number

Place value/ money/ time/fractions written calculations

English: re-learning basic literacy skills specifically the following;

Letter names/sounds/phonics/Spelling- common exception words for the year group

Writing tasks- Talk for Writing Punctuation (Kungfu),

Reading for pleasure and comprehension

- The normal marking policy procedures will resume in September.
- Staff will assess children's well-being and social and mental health.
- Educational visits are permitted at the consent of the Principal/Directors. Full and thorough risk assessments in relation to all **must take place**.
- Social Stories will be used to help and support those children with SEND prepare for the changes to the routine.
- Reading books are permitted to go home. Staff must take precautions when these return to school.
- The library can now be used by the children.
- iPads should be cleaned with an antiseptic wipe after each use. Then it should be put on charge for the following day.
- Limited soft furnishings to be used around school and nursery.
- Outside gym area and trim trail must be sanitised each before use and at the end of each day after use.
- Personal items such as toys must **not** come to and from school. At break and lunch time, the use of toys (skipping ropes, hoops etc) will be limited. Each 'class bubble' will be provided their own toys. These toys will be sanitised after each use.
- Resources can be handled by more than one child within the bubble (e.g. Lego, small world play,) as long as they are washed in soapy hot water.
- Plasticine/Playdough can only be used on an individual basis for 1 week. – any child wanting to play with it may be given a small amount of one colour, which is kept in their drawer when not being used, and disposed of at the end of the week.
- Paint brushes to be washed thoroughly with hot soapy water before and after use.
- Ensure that children inside and outside are supervised at all times.
- Children and adults to maintain a suitable distance apart where at all possible.
- **All office staff must sanitise work stations before and after use.**
Everyone must adhere to these guidelines in order to keep everyone safe.