



Baston CE Primary School

School Recovery Plan and Risk Assessment - COVID 19 - September 2020

Social distancing will be in place between adults and between adults and children. Social distancing between children will not be in place.

Increased hygiene measures e.g. hand washing and appropriate cleaning have been planned for.

This plan is based on a full time (5 days per week) return to school for all year groups.

Risk	In place to mitigate risk	RAG	Actions required
Effective infection protection and control			
Surfaces	<ol style="list-style-type: none"> 1. Regular cleaning of all surfaces using school products throughout the day including the start and end of each 'session'. 2. Soft furnishings and soft toys to be removed from all rooms in use. 3. Doors open to minimise hand-contact with surfaces. Handles and door 'plates' to be wiped down regularly. 4. Water coolers not in 'group' use. Drinks provided for children by children - named water bottles. 5. Resources used by same children. Thorough cleaning of all resources in place inc rest time (48/72hr). 6. Extra hour of cleaning every lunchtime and evening with EasyClean to ensure robust cleaning regime in place. 7. Teachers not marking individual books at home. Children self-marking where possible. 	1	Order cleaning supplies
		2	Staff to do
		3	
		4	Purchase cups and jugs
		5	
		6	Arrange with EasyClean
		7	Teachers mark in school
Overall Assessment			SAFE TO OPEN
Hand hygiene	<ol style="list-style-type: none"> 1. Adults and children sanitise hands on entry to & exit from school site using sanitiser stationed at each entry point. 2. Children wash hands regularly throughout the day including before and after sessions, before and after lunch, before and after playtime etc. 3. All toileting one child at a time during lesson times. Supervision to and from by adult. Max three pupils during play/break times. Adult on duty. 4. Children accompanied 1:1 by adult to ensure no mixed groups while waiting to use toilet/wash hands. 5. Handwashing supervised by one member of staff from the group to ensure 20 seconds timing and thorough cleaning and to be instructional to those who may struggle to clean hands alone. 	1	Order supplies PHS
		2	
		3	Mark toilet doors
		4	
		5	
Overall Assessment			SAFE TO OPEN
Respiratory hygiene	<ol style="list-style-type: none"> 1. All children will be taught the 'Catch it, Kill it, Bin it' response. 2. Tissues provided in every classroom. 3. Every class/room in use will house a pedal-operated, lidded bin for children and adults to deposit used tissues. This bin will be regularly emptied where necessary. 4. Any child showing any COVID-19 symptoms of persistent cough, temperature or loss of smell/taste will be isolated immediately in the designated space (music room). 5. Rooms to be kept well-ventilated through opening windows as appropriate. 	1	
		2	Supplies order
		3	
		4	
		5	Add to NS' daily duties
Overall Assessment			SAFE TO OPEN

Minimising contact	1. Adults to maintain social distancing rule at all times.	1	
	2. Key timings staggered over the course of the day including - drop off, pick up, play time, lunch time etc.	2	
	3. 2m 'Bubble' concept taught to all children and regular reminders regarding social distancing given.	3	
	4. Furniture between adults and children distanced appropriately e.g. 2m gap from front of class.	4	
	5. Outdoor learning in place where possible.	5	
	6. Floor markings show areas of separation e.g. between children and IWB.	6	
	7. Posters from DfE on display as regular reminders.	7	Print and display
	8. Same teacher and TAs lead same group over five-day period each week.	8	Potential staff absence
	9. Each group is clearly taught their 'pathways' through school avoiding contact with all other groups.	9	
	10. All groups stick to entry/exit points and avoid crossover.	10	
Overall Assessment		SAFE TO OPEN	
Risk	In place to mitigate risk	RAG	Actions required
Personal protective equipment (PPE) including face coverings and face masks			
The use of PPE	1. PPE will be worn only if a child/adult shows symptoms of coronavirus and needs direct personal care until they can return home.	1	
	2. A distance of at least 2 metres will be maintained between this child/adult and supervising adult using the music room as a place of isolation.	2	
	3. If contact with the child/adult is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. Eye protection may also be worn if there is a 'spitting risk'.	3	
	4. Intimate care will still be given to pupils who require it - with low level PPE in place (gloves, apron) in line with current practice (agreed via existing plans) with parents of children who currently receive intimate care.	4	
	5. If this child/adult needs to go to toilet before being collected, they should use the disabled access toilet and it will be thoroughly cleaned afterwards before further use.	5	
Overall Assessment		SAFE TO OPEN	
Looking after the shielded and clinically vulnerable			
<p>These people include those who:</p> <ul style="list-style-type: none"> ▪ have had a solid organ transplant – kidney, liver, pancreas, heart, or lung ▪ are having treatments for some cancers ▪ have severe long-term lung disease including cystic fibrosis and severe asthma ▪ have rare diseases and inborn errors of metabolism that increase their risk of infection ▪ are on medication that compromises their immune system and so are much more likely to get infections and become seriously unwell from them ▪ are pregnant with significant heart disease 			
Children and adults	1. The school will not expect children with any of the conditions outlined above to be in school.	1	
	2. The school will not expect adults with any of the conditions outlined above to be in school.	2	
	3. The school will survey staff to ascertain any medical needs. Any responses linked to the above conditions will prevent that member of staff from entering the school site.	3	
	4. If a member of staff is looking after someone in their home who has one of the above conditions, together we will assess and agree whether or not they feel the measures outlined in this plan will allow for their safe return.	4	
Overall Assessment		SAFE TO OPEN	

Home/School connections			
Limiting items coming in and out	1. No book-bags/rucksacks/pencil cases permitted in school.	1	Advise parents
	2. Lunchboxes and water bottles only.	2	Advise parents
	3. Reading books given 48 hrs over weekend turnaround. Library Bus books in school only and selected per year group and kept.	3	
	4. Teachers not permitted to take pupils' books home for marking.	4	
	5. Essential or exceptional items sent home only e.g. bumped head notification/Star of the week cards.	5	
Overall Assessment		SAFE TO OPEN	
Drop off, pick up, playtime and lunchtimes staggered. See this document.			
Overall Assessment		SAFE TO OPEN	
Routine for drop off and pick up	1. One adult permitted to drop off and collect children to the sign-posted door.	1	
	2. Hands must be sanitised on arrival.	2	Order supplies
	3. There is a one-way system in place to avoid groups making any contact.	3	
	4. Clear signage asks all parents dropping off and collecting to social distance.	4	Display signs
	5. Ground clearly marked in drop off and pick up zones to enable social distancing.	5	Mark areas
	6. Year 5 and 6 children encouraged to travel to and from school alone where appropriate and safe to do so.	6	
Overall Assessment		SAFE TO OPEN	
Corridor etiquette	1. All measures taken to avoid children using the same corridors as far as is possible.	1	
	2. Children instructed to always walk on the left hand side of the corridors.	2	
Overall Assessment		SAFE TO OPEN	
Collective Worship	1. There will be no formal large group gatherings for Collective Worship - neither inside nor outside.	1	
	2. Collective Worship will continue in their group organisation or via secure Zoom.	2	
	3. Children should be given time to adjust and reflect to these new circumstances.	3	
	4. Time for reflection, mental health and well-being will be just as important as curriculum delivery.	4	
Overall Assessment		SAFE TO OPEN	
Other Protective Measures			
Fire Safety	1. All staff must know the procedures for what to do from their (potentially) new locations in the event of the fire alarm sounding.	1	
	2. Children to be well-informed by staff about what they should do in the event of the fire alarm sounding.	2	
	3. Normal fire practice procedures will apply.	3	
	4. Each group will evacuate via their main entry/exit point and gather on the playground.	4	
	5. Children and staff should maintain 2m distancing.	5	Hard for some children
	6. Fire drill to take place on the morning of the first day - September 3rd.	6	
	7. Fire drill needs re-checking as appropriate if new children enter a year group.	7	
Overall Assessment		SAFE TO OPEN	

Risk	In place to mitigate risk	RAG	Actions required
Staff Absence	<ol style="list-style-type: none"> If a member of staff is ill, HT is required to be informed. HT to organise cover for this teacher in the usual way. Staffing will be organised to ensure that a 'shadow teacher' is on standby to cover in case of absence. 	1	
		2	Potential workload issue
Overall Assessment			SAFE TO OPEN
COVID -19 Test - Parent/carer refusing test	<ol style="list-style-type: none"> If a parent/carer of a child showing symptoms refuses to have a test for COVID-19 the school will follow the procedure as if a positive test outcome had been received and the whole group will be sent home. This group will be instructed to consider self-isolation for the child for 14 days and will be directed to contact GP/111 for further advice. The school will ensure that testing of others will be completed if considered necessary to do so. In the event that other cases of COVID-19 are confirmed at the school, advice will be sought from Public Health England. The school will follow this advice and understands that this may result in closure. 	1	All effort will be made to secure a test for the child.
		2	
		3	
Overall Assessment			SAFE TO OPEN
COVID -19 Test returns positive	<ol style="list-style-type: none"> If a child or adult shows symptoms and tests positive for COVID-19 the whole group will be sent home. This group will be instructed to self-isolate for 14 days. The school will ensure that testing of others will be completed if considered necessary to do so. In the event that other cases of COVID-19 are confirmed at the school, advice will be sought from Public Health England. The school will follow this advice and understands that this may result in closure. 	1	
		2	Organise testing
		3	
Overall Assessment			SAFE TO OPEN
Wellbeing and Mental Health	<ol style="list-style-type: none"> The school recognises the importance of looking after the mental health and well-being of all and will actively promote reflection time as part of daily time in school. The school will highlight the Employee Support & Counselling service to all staff. This service can offer telephone or video calls to give emotional support with issues about Coronavirus or other problems. Individuals can make first contact by email emp.supportandcounselling@lincolnshire.gov.uk. A counsellor will arrange to telephone for an initial telephone assessment. 	1	
		2	
Overall Assessment			SAFE TO OPEN
FINAL JUDGEMENT			SAFE TO OPEN

Any further guidance received from DfE after 18.05.2020 will be acknowledged below:

GUIDANCE Click image to access guidance	SCHOOL RESPONSE
<p>Guidance</p> <p>Managing school premises during the coronavirus outbreak</p> <p>Updated 18 May 2020</p>	<p>School is in contact with VinciMouchel and the areas within this guidance are being covered. We pay into the LCC 'buy-back' scheme and have contacted VinciMouchel via the helpdesk. We know which checks are outstanding and these have been scheduled to take place before opening to more children on June 1st.</p>
<p>Guidance</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Updated 18 May 2020</p>	<p>Latest version of guidance 18th May 2020.</p>
<p>Guidance</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Updated 3 June 2020</p>	<p>Latest version of guidance 3rd June 2020.</p>
<p>Guidance</p> <p>Guidance for full opening - schools</p> <p>Published 2 July 2020</p>	<p>Latest version of guidance 2nd July 2020.</p>