
Risk Assessment for: **Re-opening in September 2020**

School: Lodge Primary School

Assessment Date:

Revised 15.7.20

Name of Assessor(s):

**B Munn, T Khatun,
C Cotton, G McNeela and J Nahal**

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment within timescales. Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have regularly been flushed prior to school reopening.	Any defects or faults are reported, and equipment taken out of use. All checks that have been carried out are recorded in the Premises Log Book.	Business Manager Site Manager	2	4	8	Ongoing checked on 21/05/20 Reviewed 15.7.20
Lack of persons in safety critical roles (e.g. first aiders,	Teaching, non-teaching staff, children,	Fire risk assessment kept under constant review Medical needs register regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments.	Fire drill practiced first week back to ensure school can be evacuated safely (considering social distancing at assembly	HT, DHT and Site Manager – 8 th week of June.	1	5	5	Ongoing checked on 21/05/20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
fire marshals, etc) due to self-isolation and/or shielding.	cleaners, cooks, parents, visitors, contractors Illness, infection, fatality	Fire drill procedure to be explained to staff and children in first week. Gaps between bubbles to be maintained when outside. Line up procedures as follows: KS2 on grass area KS1 on grid facing school next to Community Centre on playground EYFS on the central playground grid facing the Community Centre	point) with new working arrangements. Overall school numbers will be decreased if numbers of staff in safety critical roles falls below that required by the assessments. This will remain in place until more staff can be trained or return to work. Refer to Fire Log Book	SLT – as and when need arises				Fire drill completed June 2020 will complete in September 2020
Minimising Contact	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	See Appendix 1 – Arrangements for the start and end of the day School drop-off/collection times are staggered to minimise numbers. Only one adult should enter school to drop off and collect a child. School start and end time – see plan. Procedure for entering and leaving school – see plan. Parent to enter via Lodge Road/ Oak Lane and exit via Oak Lane through car park. Parents to drop off youngest child first.		All staff – daily	3	4	1 2	Ongoing checked on 21/05/20 Reviewed 15.7.20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
	Illness – flu like symptoms through to fatality.	<p>Late children to come to the Oak Lane entrance and wait in the vestibule until a staff member can escort them to their class.</p> <p>Letter sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols.LA letter sent to parents.</p> <p>Drop-off/collection points have been clearly marked with to encourage social distancing. Separate entrance and exit routes are in place.</p> <p>See Appendix 2 - Bubble Timetables</p> <p>See Appendix 3 - Lodge Staff Expectations</p> <p>Children will be in classes. There will be Year group bubbles. Furniture will be rearranged and minimised contact between pupils and adults during lessons wherever possible.</p> <p>No whole school events for the foreseeable future.</p> <p>Break and lunch times are staggered and supervised to minimise contact. Different entrance points for each year group.</p> <p>Children will only be allowed to walk through the corridor to use the toilet and will be accompanied by a member of staff</p> <p>Everyone to walk on the left hand side of the corridor and as much as possible a one-way system to walk around classrooms.</p>						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>Playground has been marked. Staff to inform children of protocols first thing in the morning and before going out into the playground at break time and lunchtime.</p> <p>Forward facing seats in classrooms</p> <p>Timetabled for shared spaces e.g. Halls.</p> <p>Parents/carers can only visit the school by prior appointment made via email or telephone. Contact with parents is minimised and alternative arrangements are in place – where contact with parents must occur face-to-face, social distancing measures are to be communicated to parents.</p> <p>Regulate access to areas where it is difficult to maintain social distancing (toilets, corridors, storage rooms etc).</p> <p>See Appendix 5 - System of Controls</p> <p>Follow procedures as outlined.</p> <p>Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, PPE must be worn and if possible social distancing measures to be adhered to. The disabled toilet next to 5T is the allocated space for anyone showing symptoms.</p> <p>Staff to avoid non-essential work-related travel.</p> <p>Where practicable, staff and pupils to always keep at least two metres apart.</p>	<p>Timetables in place.</p>					

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>The use of communal areas, e.g. staff room, is limited to reduce unnecessary group gatherings – staggered times or rotas to be implemented if required. Internal doors to be propped open (apart from fire exists) to reduce contact with door handles.</p> <p>Allocated staff toilets:</p> <p>Reception staff to use toilet by staffroom</p> <p>Year 1 staff and SLT to use toilet by 2T</p> <p>KS2 staff and office staff to use KS2 toilets</p> <p>Avoid using hand driers. Paper towels to be used.</p> <p>Communicate new ways of working to all staff, through posters, briefings etc.</p> <p>When weather allows, lessons can be conducted outside of the classroom.</p>						
Poor Hygiene	As above	<p>See Appendix 4 - Cleaning Schedule and Appendix 3 - Staff Expectations</p> <p>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. Taught week 1.</p> <p>All toilets and hand washing stations have liquid soap, clean water and paper towels, hand driers available.</p>	<p>Staff to remind pupils daily of the importance of good hygiene practices.</p> <p>Daily checks made to ensure there is sufficient stock of soap.</p> <p>Daily checks made to ensure there is sufficient</p>	All staff – daily	2	4	8	<p>Ongoing checked on 21/05/20</p> <p>Reviewed 15.7.20</p>

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>Classrooms have hand soap and hand sanitizer (at least 70% alcohol)</p> <p>Children to wash their hands as soon as they enter the classroom at the start of the day, before lunch and break.</p> <p>Children to wash hands in the classroom again if they have been to the toilet during the day.</p> <p>Reception desk/area has glass windows on both sides.</p> <p>Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc)- 3 times per day. Soft furnishings (e.g. staff chairs) will be sprayed down and cleaned at the end of every day.</p> <p>Supply of antibacterial wipes/spray available for adults and to clean any areas/equipment they occupy/use before and after each use if they so wish.</p> <p>Provide wipes for cleaning shared equipment after each use if needed. (printers, staff room equipment - kettles, toasters etc).</p> <p>Cleaning of resources in bubbles. See Appendix 4 – Cleaning Schedule</p> <p>Any contaminated waste (used tissues etc) is disposed of appropriately in the yellow bin in the toilet by 5T (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.</p>	<p>hand wash and sanitizer each day.</p> <p>Refer to Government guidance on <u>Health protection in schools and other childcare facilities</u> for further information.</p>					

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitizer (that contains no less than 70% alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building</p> <p>Sufficient amounts of soap (or hand sanitizer where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</p> <p>Sufficient amounts of suitable cleaning products are available on the premises to sanitise regularly used areas and surfaces – cleaning agents are used and stored in line with the COSHH policy.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</p> <p>Pupils are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Children to bring their own water bottle in. Plastic cups will be available if a they do not have a water bottle. The cup must only be used once, then put into a box in the classroom and all cups used must be washed in the dishwasher at the end of each day.</p>						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>If staff wish to, then they can bring their own cutlery to use within school. No sharp knives. Staff are responsible for their own belongings.</p> <p>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.</p> <p>Bins in rooms to have lids.</p> <p>Disposable gloves to be available in rooms as required.</p> <p>Windows to be opened each morning in all rooms to allow for a free flow of fresh air.</p> <p>The SBM and Site Manager arrange enhanced cleaning to be undertaken where required.</p>						
New way of working (including working from home) leading to feeling a lack of	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental	<p>All staff to attend school from September in line with government guidance. If needed Keep in touch (KIT) meetings virtually on a regular basis to ensure staff are supported.</p> <p>Managers to ensure employees are aware of the following advice:</p> <p>Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</p>	<p>Staff to cover each other for additional breaks if needed</p> <p>Staff to explain changes to children and to ask how they are coping regularly throughout the day.</p>	SLT – Daily or weekly where needed	3	4	1 2	Ongoing checked on 21/05/20 Reviewed 15.7.20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
supervision, interaction, support and social isolation.	health & wellbeing	<p>Changes in new school protocols explained to children and individual support made available when/if needed.</p> <p>Arrangements in place for employees to access a confidential counselling service.</p> <p>Schools stress risk assessment has been reviewed regularly throughout the pandemic.</p> <p>Well-being to be monitored and supported.</p>	Counselling service number is in the staff room and should staff have any concerns then they should talk to SLT					
Inability to maintain social distancing when dealing with accidents	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<p>See Appendix 5 - System of Controls</p> <p>Safety of the injured/affected to be prioritised during incidents</p> <p>2m social distancing is not required when attending to emergency situations</p> <p>People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).</p>	<p>SLT to be informed of any incidents straight away.</p> <p>Area to be cleared of additional people.</p> <p>PPE to be worn before attending to incident if related to COVID 19 or intimate personal care.</p>					Reviewed 15.7.20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	See Appendix 5 - System of Controls PPE is only needed in a very small number of cases including: If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and / or needs direct personal care until they can return home. A face visor and fluid resistant face mask should be worn by the supervising adult if 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron, face visor and fluid resistant face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then face visor should be worn.	All staff have access to their own face visor that covers the front and side of face if needed. Business Manager to allocate PPE.	Business Manager	3	4	1 2	Ongoing checked on 21/05/20 Reviewed 15.7.20
Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents	All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: All staff have regard to all relevant guidance and legislation including, but not limited to, the following: *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 *The Health Protection (Notification) Regulations 2010 *Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Staff to check emails daily for any updates.	All staff, policies available on shared drives and in the staffroom	3	4	1 2	Ongoing checked on 21/05/20 Reviewed 15.7.20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>*DfE and PHE (2020) 'COVID-19: guidance for educational settings'</p> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> ○ DfE ○ NHS ○ Department for Health and Social Care ○ PHE ○ LA <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email and telephone and contact the school as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms. See Appendix 5 - System of Controls</p>						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Ill health	Staff, visitors, pupils, contractors, parents	<p>See Appendix 5 - System of Controls</p> <p>Staff informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of sense of smell/taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus seeks immediate medical advice.</p> <p>The relevant member of staff calls for emergency assistance immediately if pupil's symptoms worsen.</p> <p>The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. They will enter school via Lodge Road and collect their child from 5T entrance.</p> <p>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Child kept in isolation with supervising first aider in PPE.</p> <p>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</p> <p>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</p>	SLT to be informed if anyone is showing symptoms and the person in question to be taken to the designated area following safety protocols.	All staff as required	2	5	1 0	Ongoing checked on 21/05/20 Reviewed 15.7.20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>If unwell pupils and staff are waiting to go home, they are instructed to use the toilet by class 5T to minimise the spread of infection.</p> <p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS Test and Trace immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS Test and Trace immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Medical Needs Policy.</p>						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Spread of infection	Staff, visitors, pupils, contractors, parents	<p>See Appendix 5 - System of Controls</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>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.</p> <p>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period).</p> <p>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</p> <p>The school, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</p>	<p>Trained staff to continue to monitor.</p> <p>If a parent contacts school, SLT to be informed</p>	<p>All trained staff</p> <p>SLT</p> <p>Office staff</p>	2	5	1 0	<p>Ongoing checked on 21/05/20</p> <p>Reviewed 15.7.20</p>

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Poor management of infectious diseases	Staff, visitors, pupils, contractors, parents	<p>See Appendix 5 - System of Controls</p> <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to a member of SLT</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>SLT and office staff are informed by pupils' parents when pupils return to school after having coronavirus.</p> <p>Staff inform SLT when they plan to return to work after having coronavirus.</p> <p>The Business Manager and Site Manager monitor the cleaning standards of school cleaning and discuss any additional measures required with regards to managing the spread of coronavirus. See Appendix 4 – Cleaning Schedule</p>	Staff to continue to monitor.	<p>SLT – daily to remind staff</p> <p>Office staff to remind visitors and parents</p>	2	5	1 0	<p>Ongoing checked on 21/05/20</p> <p>Reviewed 15.7.20</p>

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Lack of communication	Staff, visitors, pupils, contractors, parents	<p>School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus.</p> <p>Visitor guidance to be adhered to. Available in main entrance waiting area accessed from Oak Lane.</p> <p>PPE disposal signage to be followed.</p>	<p>SLT to ensure communication is regular and any updates are relayed to relevant persons.</p> <p>PPE signage in place.</p>	<p>SLT – daily to remind staff</p> <p>Office staff to remind visitors and parents</p>	1	4	4	Ongoing Reviewed 15.7.20
Poor staff wellbeing	Staff	<p>Staff are aware that all SLT are available at any time to speak to if they have any worries or concerns</p> <p>Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction.</p> <p>Staff are encouraged to discuss with SLT how to manage their workload and balance their commitments.</p> <p>Staff are aware of how to report sickness, how long to stay away from school and how they will be paid during their absence.</p>	<p>Staff to continue to monitor. Ongoing communication between all stake holders.</p>	<p>SLT to monitor</p> <p>Governors to monitor SLT</p>	3	3	9	Ongoing Reviewed 15.7.20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Emergencies	Staff, pupils, parents	All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.	Office staff to ensure contact details are up to date.	Office staff to monitor	2	4	8	On going Reviewed 15.7.20
Travelling to and from school	Staff,	Staff are reminded of the government advice that people should aim to wear face coverings and be socially distant on public transport. Staff to ensure that when travelling to and from work using public transport, they are doing so safely. Once staff have come into school, they must thoroughly wash their hands.PPE to be removed according to procedures.	Staff to inform SLT of any concerns.	Staff and SLT to monitor daily	3	4	12	Ongoing Reviewed 15.7.20
BAME	Staff	Staff to be extra vigilant about any of the symptoms and if worried to seek medical advice promptly or speak to a member of SLT. Staff to be reminded of PPE available in school. Staff to be reminded of outdoor education as long as this is in line with social distancing protocols.	Staff to inform SLT of any concerns.	Staff and SLT to monitor daily	3	4	12	Ongoing Reviewed 15.7.20
Clinically vulnerable staff / children and their family members	Staff and children	Shielding advice from 1 st August to be followed. If staff were previously extremely clinically vulnerable they should work from home if possible. Where this is not the case a risk assessment should be completed and social distancing should be adhered to. Contact with children minimised.	SLT to ensure these staff are aware and do not come to school	SLT to monitor	1	1	1	21/05/20 Reviewed 15.7.20

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>Pregnant women in their 3rd trimester should work from home in all cases.</p> <p>Risk assessments to be reviewed to ensure that protective measures continue to be in place for more vulnerable staff. Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the work place.</p> <p>For children who are extremely clinically vulnerable advice needs to be sought from health professionals – see advice August 1 2020.</p> <p>School to put in place plans to reengage pupils who are reluctant or anxious about returning. Well-being to be a focus in first week and in lessons.</p>						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
21/05/2020	Lisa Gillam and Jatinder Nahal	This is dynamic document and we are open to suggestions for development. Please note that things can change in a very short timescale. As such, any risk assessment may need to be updated as the situation changes and other considerations emerge.
04/06/2020	Beverley Munn	Reviewed in light of recommendations from the LA and unions.
04/06/2020	Jatinder Nahal	
15.07.20	B Munn, C Cotton ,T Khatun, G McNeela, and J Nahal	Reviewed in the light of government and LA advice - July 2020

Arrangements for the start and end of the day

Appendix 1

Year Group	Start time	End time	Drop off Entrance	Collection point
Nursery - am	8.45 a.m.	11.45 a.m.	Lodge Road entrance	Lodge Road entrance Collected by adult named on collection list.
Nursery - pm	12.30 p.m.	3.30 p.m.	Lodge Road entrance	Lodge Road entrance Collected by adult named on collection list.
Reception	8.45 a.m.	2.45 p.m.	Oak Lane entrance Straight into class to teacher via door in Infant hall.	Oak Lane entrance Collected by adult named on collection list.
Year 1	8.55 a.m.	2.55 p.m.	Lodge Road entrance Straight into class to teacher via fire door in Infant hall.	Lodge Road entrance Collected by adult named on collection list, from fire door in Infant hall.
Year 2	8.55 a.m.	2.55 p.m.	Oak Lane entrance Straight into class to teacher via Y2 door.	Oak Lane entrance Collected by adult named on collection list, from Y2 door.
Year 3	9.05 a.m.	3.05 p.m.	Lodge Road entrance Straight into class to teacher via Y3 door.	Lodge Road entrance Collected by adult named on collection list, from Y3 door.
Year 4	9.05 a.m.	3.05 p.m.	Oak Lane entrance 4H - Straight into class to teacher via 6C fire door. 4P - Straight into class to teacher via 6E playground door.	Oak Lane entrance Collected by adult named on collection list, from Y6 fire door.
Year 5	9.15 a.m.	3.15 a.m.	Lodge Road entrance 5B - Straight into class to teacher via Y3 door. 5T - Straight into class to teacher via 5T playground door.	Lodge Road entrance Collected by adult named on collection list, from 5T playground door.
Year 6	9.15 a.m.	3.15 a.m.	Oak Lane entrance 6C - Straight into class to teacher via 6C fire door. 6E – Straight into class to teacher via 6E playground door.	Oak Lane entrance Collected by adult named on collection list, 6C from Y6 fire door 6E from playground door.

Bubble Timetables

Appendix 2

Bubble group A

Nursery (am)

8:45am	Enter school via designated door (Lodge Road entrance). Straight into class.
11.45am	Collected by adult named on collection list.

Nursery (pm)

12.30pm	Enter school via designated door (Lodge Road entrance). Straight into class.
3.30pm	Collected by adult named on collection list.

Reception

8:45am	Enter school via designated door (Oak Lane entrance). Straight into class
11am- 11.45am	Lunch and then outdoor play in Reception playground.
2.45pm	Collected by adult named on collection list.

Bubble group 1 (Year 1)

8:55am	Enter school via designated entrance 1 (Lodge Road, see RA). Straight into class to teacher via fire door (TA) in Infant hall.
10:00 – 10:15	Break Outdoor play (by grass)
11.50am-12.20pm	Lunch (Y1 enter hall through corridor route; Y2 exit through Y2 fire door and enter hall through fire door).
12.20pm – 12.35pm	Outdoor play (by trim trail)
2.55pm	Collected by adult named on collection list, from fire door in Infant hall.

Bubble group 2 (Year 2)

8:55am	Enter school via designated entrance 2 (Oak Lane, see RA). Straight into class to teacher via Y2 door (TA).
10:00 – 10:15	Break Outdoor play (by trim trail)
11.50am-12.20pm	Lunch (Y1 enter hall through corridor route; Y2 exit through Y2 fire door and enter hall through fire door).
12.20pm – 12.35pm	Outdoor play (by grass)
2.55pm	Collected by adult named on collection list, from Y2 door.

Bubble group 3 (Year 3)

9.05am	Enter school via designated entrance 1 (Lodge Road, see RA). Straight into class to teacher via Y3 door (TA).
10:15 – 10:30	Break - Outdoor play (by grass)
12.05pm-12.20pm 12:20 – 12:25 <i>Children to line up and wait for the hall to be cleaned. They must stop playing as Years 1 and 2 will be going out to play.</i>	Outdoor play (by grass)
12.25pm-12:55pm	Lunch (Y3 enter hall through the door next to Reception and Y4 enter the hall through central fire exit door)
3.05pm	Collected by adult named on collection list, from Y3 door.

Bubble group 4 (Year 4)

9.05am	Enter school via designated entrance 2 (Oak Lane, see RA). 4H - Straight into class to teacher via 6C fire door (TA). 4P - Straight into class to teacher via 6E playground door (TA).
10:15 – 10:30	Break - Outdoor play (by trim trail)
12.05pm-12.20pm 12:20 – 12:25 <i>Children to line up and wait for the hall to be cleaned. They must stop playing as Years 1 and 2 will be going out to play.</i>	Outdoor play (by grass)
12.25pm-12:55pm	Lunch (Y3 enter hall through the door next to Reception and Y4 enter the hall through central fire exit door)
3.05pm	Collected by adult named on collection list, from Y6 fire door.

Bubble group 5 (Year 5)

9.15am	Enter school via designated entrance 1 (Lodge Road, see RA). 5B - Straight into class to teacher via Y3 door (TA). 5T - Straight into class to teacher via 5T playground door (TA).
10:30 – 10:45	Break Outdoor play (by grass)
12.45pm-1.00pm 1.00pm-1.30pm	Outdoor play (by trim trail) (Y5 enter hall through infant hall corridor fire exit by Reception; Y5 enter hall through central fire door). Lunch
3.15pm	Collected by adult named on collection list, from 5T playground door.

Bubble group 6 (Year 6)

9.15am	Enter school via designated entrance 2 (Oak Lane, see RA). 6C - Straight into class to teacher via 6C fire door (TA). 6E – Straight into class to teacher via 6E playground door (TA).
10:30 – 10:45	Break Outdoor play (by trim trail)
12.45pm-1.00pm 1.00pm-1.30pm	Outdoor play (by grass) (Y5 enter hall through infant hall corridor fire exit by Reception; Y5 enter hall through central fire door). Lunch
3.15pm	Collected by adult named on collection list, 6C from Y6 fire door 6E from playground door.

Lodge Staff Expectations 2020

Appendix 3

Morning arrival

- All teachers must be in their rooms ready for registration from 8:45 as siblings from other classes may arrive.
- TAs to stand outside the entrance doors for each year group to direct parents to the correct class doors and receive pupils/siblings.
- Teachers who are not class based to assist on the playground.
- Late children to enter using the Main visitor entrance on Oak Lane.

Home time collection

- Children who are late being collected will need to go back into class (10mins after end time so that next class can be dismissed if door is reused by another class).

Break time

- Children must use the toilets before or after break (not during). Staff to remind pupils.
- Children will need to wash their hands in classrooms prior to break (10 minutes).
- There will be no toast available initially. Children will need to bring their own snacks.
- One Teacher/TA to be out with each year group bubble. One First Aider will be in the hall. (See timetable)

Lunch Time – Children must be ready and in the hall by the time stated on the timetable as there is a strict schedule.

- Children will need to wash their hands in classrooms prior to lunch (10 minutes).
- Children to put coats on in classroom and keep them on during lunch.
- Children with allergies will need to stand in front of dinner line.
- The bubble year group will eat together and all move out of the hall at the same time. Children must remain in their seats until all children have eaten and their 30mins eating time is complete. TA's to have their lunch break the same time as the children are eating and then supervise outside for 15mins before taking children back to class. TA's to ensure that children have washed their hands and are registered ready for when the teachers come back.

General Staff information

- Teachers should stay at the front of the class, away from colleagues and pupils where possible minimising their contact.
- All staff and pupils to keep to the left when walking through the corridors.
- All tables in classrooms to be positioned in forward facing rows.
- For information regarding resources and cleaning please see the risk assessment.
- Please read the information regarding face mask disposal procedures. (Posters in entrances/risk assessment)

**Cleaning Schedule
Appendix 4**

Time	Cleaning actions	By whom
10:30 – 11:30	Pupil and staff toilets to be cleaned with a particular focus on touch points Door handles/light switches to be wiped/sprayed (frequently touched surfaces)	Rashmi
11:00/3:00	Outdoor play equipment to be wiped using disinfectant wipes	EYFS staff (volunteers)
11:00 – 1:00	Dining tables and seats to be wiped after each bubble has eaten.	FA/ JN
1:30 - 1:45	Hall to be cleaned. (Tables wiped, floor cleaned)	Dinner staff (SIPs)
3:30 – 6:00	All rooms to be hoovered. Surfaces (handles, window sills, light switches) disinfected. Sink area/taps cleaned. Tables and chairs to be cleaned. Pupil toilets to be cleaned. Main halls – floors polished and mopped alternate days Soft furnishings used by adults (seating) sprayed using anti-bacterial disinfectant spray.	Cleaning staff Rashmi/Mary

Business Manager and Site Manager to monitor the cleaning standards and make necessary adjustments.

Resources

- Individual wipes available for all staff to use to clean equipment in rooms and around school, this is not mandatory but an option to use by staff if they so wish.
- Year group bubble shared resources to be wiped after each class has used them. (P.E/iPads/science/art/maths/ phonics books)
- Shared resources used in each class (book corner books/maths resources) to be wiped once a week.
- Musical instruments to be cleaned by Nick (music teacher) each week. Instruments to be timetabled and cleaned after each class has used them.

During the summer holidays:

- Furniture (on wheels) will be moved and floors hoovered and washed.
- Deep clean surfaces will be cleared and disinfected.
- Kitchen to be deep cleaned by an external agency (31.7.20).
- Any toys to be used by pupils (EYFS/Year 1) washed/sterilised.

Appendix 5 LPS System of Controls (DfE guidance – July 2020)

1.	Minimise contact with individuals who are un-well by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school. <i>Parents to notify school asap if the above applies at home. In school, staff to follow guidance.</i>
2.	Clean hands more often than usual. <i>Children to wash their hands on arrival, before break and before lunch. Hand sanitiser after break and lunch. Also hand sanitisers/ hand washes available in each classroom.</i>
3.	Ensure good respiratory hygiene by promoting ‘catch it, bin it, kill it’ approach. <i>We shall be teaching pupils about this in week 1 and this will be ongoing.</i>
4.	Introduce enhanced cleaning <i>Refer to cleaning schedule.</i>
5.	Minimise contact between individuals and maintain social distancing wherever possible. <i>See risk assessment for details (groupings, measures in class/elsewhere, use of resources, staffing)</i>
6.	Wear PPE where necessary. <i>No PPE to be worn in school by staff or children unless attending to a child’s personal care need or a child or staff member becomes ill on the premises. PPE to be worn when cleaning bodily spillages. Procedures to be followed. Procedures for removal of masks to be followed at entrances to school.</i>

Response to any infection

7.	Engage with NHS Test and Trace. <i>Staff/parents to understand the procedure.</i> <i>If showing symptoms of COVID – book a test, do not attend school, provide details to NHS test and Trace, self-isolate. Parents must inform school regarding test results immediately. A record of close contacts must be kept (outside of bubbles).</i>
8.	Manage confirmed cases of COVID-19 amongst the school community - see below
9.	Contain any outbreak by following local health protection team advice – see below

Process in the event of outbreaks

If a staff member or child displays symptoms in school

Notify SLT. PPE to be put on. Escort child or staff member to disabled toilet. Parents to be contacted. Collection from door by toilet. Room to be cleaned and disinfected after use.

If there are 2 or more confirmed cases of COVID-19 among pupils or staff in the setting within 14 days, or there is an increase in pupil or staff absence due to suspected or confirmed cases of COVID-19, the local health protection team will need to be contacted. The team will advise if additional action is required.

A mobile testing unit may be dispatched to test other who may have been in contact with the person who tested positive. Testing will focus on the class, then year group and whole school if necessary.

If there is a local area spike, we will await advice from the government and local authority.

Any pupil who is self – isolating will have access to remote learning.

If there is a local area spike the school will put in place remote learning for pupils.