



Meare Village Primary School

COVID-19 Risk Assessment for Transition Days

(Addendum to Risk Assessment for partial re-opening)

This risk assessment should be read in conjunction with the Risk Assessment for partial re-opening (June 2020) and the Meare Village Primary School re-start plan for 3rd June 2020.

All decisions will be based on the following principles and in this order of priority:

1. SAFETY/ SAFEGUARDING: Safety and protection of our pupils, staff and community
2. HAPPINESS/ WELLBEING: Mental health and wellbeing of our pupils, staff and community
3. LEARNING: Quality of education for all pupils

We believe it is of significant importance to see each year group before the summer holidays. This has benefits in terms of pupils’ mental health (a chance to come to school and see their friends and teachers), providing closure for this year of education, and offering a very basic transition into the next academic year. To achieve this, we will invite each year group in for one day, split into bubbles of no more than 15 pupils. This will be as follows:

- Year 2 – Friday 26 June 2020
- Year 3 – Friday 10 July 2020
- Year 4 – Friday 3 July 2020
- Year 5 – Friday 17 July 2020

In addition: Year 6 transition at St. Dunstan’s on Monday 29 June 2020 12.45-1pm

While there is some chance of cross-contamination, we feel this is the best solution and will manage the risk as below.

Area or Procedure	Suggested Strategies	Infection Risk Level 1-5 (1=low, 5=high)
Beginning of the school day	<ul style="list-style-type: none"> • Due to Friday being closed to all pupils, except Key Workers’ Children, and the manageable numbers of children expected from each year group, all pupils will begin school at 8.40am and depart at 3pm. • Parents should follow social-distancing guidelines (observing yellow lines) when arriving and should leave children at the gates where members of staff will be on duty. Parents will not be allowed to stay in the playground talking to other parents. No parents to be allowed in building. • Messages will be taken at the gate if urgent or via the office through email and phone calls. • Children will go straight into classes. • General messages should be given to the office <u>not</u> the person on duty. Request parents use email and phone calls whenever possible. Any items to pass on should be left at the main front door. Only one person 	3

	<p>should be in the entrance at a time.</p> <ul style="list-style-type: none"> • When entering the building, children and staff should wash hands/hand sanitise before touching tables or doors (hand-sanitiser machines at the front door and back door of school). • Children will not need to wear school uniform. 	
End of the school day	<ul style="list-style-type: none"> • Children and staff should wash hands before the end of the school day. • Children will be supervised leaving, individually, from the classroom when their parents arrive. • Children will be sent to the school gates/doors as parents arrive for collection. This will be managed by two members of staff at each given exit point (as per the arrangements). • Parents will be asked to line outside the school gates maintaining a 2m distance between themselves and other parents. 	3
Break time	<ul style="list-style-type: none"> • Morning break will be at 10.30-11am. School playing field is coned into separate sections in line with current provision. • Children to be reminded about keeping 2m spaces between each other. • Games such as football – no tackling, only passing i.e. non-contact. • Encourage games such as: running, playground marking games, hopscotch which involves keeping a distance. • Children to have own snack. • The field should always be the preferred option for break times when weather is dry as there is more space available. • Children should line up in their year groups as normal but with a 2m space between each other in the line. • Children to wash hands when they come back to class. 	4
Lunch time	<ul style="list-style-type: none"> • Children to wash hands before and after eating. • Lunch time is 12.30-1.15pm • Picnic lunches on the field whenever the weather is good enough • Packed lunches to be eaten in classes in own places when wet. • Children to be reminded about keeping 2m spaces between each other. • Games such as football – no tackling, only passing i.e. non-contact. • The field should always be the preferred option for break times when weather is dry as there is more space available. • Children should line up in their year groups as normal but with a 2m space between each other in the line. • Children to wash hands when they come back to class. 	4
Food and drink	<ul style="list-style-type: none"> • All pupils to bring a packed lunch for this one-off day. All disposable and easy access so adults do not need to assist children opening packets etc. • All pupils to bring a water bottle. 	4

Wet Play	<ul style="list-style-type: none"> • Children to do activities in their seats e.g. drawing, colouring individual games. IWB could be used to show age specific programmes. 	4
Classrooms/lesson time	<ul style="list-style-type: none"> • Children should sit with at least one empty space between them at all times. • Current children trays will be moved out of classrooms to avoid cross-contamination. • Try to restrict children's movement around the room as much as possible by keeping them in their seats and enabling resources to be brought to them or be within reach. • A new pencil will be provided for every child. Most activities will be practical/discussion based and outside if weather is dry. 	4
Laptops and iPad	<ul style="list-style-type: none"> • Laptop keyboards and screens will be cleaned before and after use by an adult. • Children will need to have their own PC to work with – these will be labelled. • iPad to be restricted in use due to tactile use. Do not clean with spray chemicals on touch screens. Use only PC/iPad approved antibacterial wipes. • Teacher/TA to wipe down PCs after use. 	3
Toilets	<ul style="list-style-type: none"> • Designated toilets for each class. • Limit to one person in the toilet at a time. • If waiting for hand-washing, stagger queue down the corridor with 2m gaps. • Masking tape marks on corridor floor to indicate 2m gaps. 	2
Cloakrooms	<ul style="list-style-type: none"> • Children sent to get coats etc. one or two at a time. • Children not to loiter in cloakrooms as they confined spaces and this poses a higher risk of infection. Adult to supervise from the corridor. 	2
PE	<ul style="list-style-type: none"> • Hall and outside areas may be used but activities should ensure spaces between children are adhered to. The field should always be the preferred option when weather is dry. • Any equipment used would to be cleaned afterwards. • Children to wash hands when they come back to class. 	2
Cleaning	<ul style="list-style-type: none"> • Draconis and Centaurus classrooms will be thoroughly cleaned by the cleaning team on Thursday evenings prior to the transition days. These classrooms will then be used by the transition groups. • Cleaning as per routines developed during school closure, following government recommendations. • Emphasis on frequently touched surfaces such as door handles, tables, chairs. 	4

	<ul style="list-style-type: none"> The cleaning team will perform a thorough clean after school hours on Friday in preparation for the safe return of Keyworkers' Children, Vulnerable Children, Reception, Year 1 and Year 6 on Monday morning. Pupil trays will be returned to classrooms. 	
Cross-contamination	<ul style="list-style-type: none"> The transition classes will be taught by a new teaching team who have not been part of any other bubble. There will be a seven-day break between transition days allowing time for any symptoms to develop. There is a possible chance of cross contamination from children currently accessing Key Worker/Vulnerable Pupil Kingdom returning to be with their peer group. Therefore, these children will remain in their current bubble with their teachers and will observe strict social distancing in the outside spaces. If teachers/TAs develop any symptoms, any bubbles they have been in contact with will be asked to isolate for 14 days. 	3
General	<ul style="list-style-type: none"> Windows to be opened wherever possible and ensure good ventilation of all rooms. Keep doors open to allow for better ventilation of rooms (as appropriate). Ensure no safeguarding issues due to doors open. Use doorway recesses to allow others to pass. If someone sneezes/coughs, they should be sent to wash their hands straight away. Children should be reminded positively about keeping their spaces regularly. Any child or adult who has a temperature/fever or a new continuous cough will be sent home and should self-isolate for 14 days (as well as any siblings). Whilst awaiting collection they should be kept away from others in a well-ventilated room. If a child repeatedly refuses to follow social-distancing rules, they should be warned and parents informed. If this does not improve, they will be restricted from going out at break/lunchtimes and should be separated from peers during lesson time. ***Age of children will be taken into consideration when supporting social-distancing rules and support and guidance rather than punishment. Stickers and rewards to still be used but each class to use their own reward system – a prize, golden time, laptop time etc... as motivation. No physical house points. Positive use of Class Dojo points. 	
Year 6 transition trip to St. Dunstan's	<p><i>In all, the children will be there for approx. one hour, this will be a useful opportunity for our pupils to ask questions and will be good for their wellbeing, to address any anxiety they may be feeling about transition.</i></p> <p><i>The following measures will be in place:</i></p> <ul style="list-style-type: none"> Parents are transporting their children to school and will adhere to St Dunstan's Risk Assessment. Session at St. Dunstan's will consist of a tour around, remaining socially distanced, and a chance to speak to staff. Children will remain in their bubbles to avoid the chance of cross-contamination. Parents will pick up their own children at the end of their allotted time. 	
Staff Health and	<ul style="list-style-type: none"> The Governing body and senior leaders should be conscious of the wellbeing of all staff, including the senior 	3

Wellbeing	<p>leaders themselves and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.</p> <ul style="list-style-type: none"> • Additional time allocated to support teaching preparation and home learning activities • Staff should be encouraged to consider their mental health and talk to others if feeling unwell. 	
PPE Personal Protective Equipment	<p>‘Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.’ DfE May 2020</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. 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. 	3

Jan Fellows – 23 June 2020