

CLP Wraparound Childcare Reopening Risk Assessment v1.0

Risk assessment to prepare for gradual re-opening September 2020			
School name: Oakdale Junior School			
Measure	How it is applied at this school – commentary of arrangements in place etc	Confirm measure addressed	Residual RAG rating; Red, Amber or Green?
Planning and organising			
Ensure that all health and safety compliance checks have been undertaken before opening	All normal H and S checks have continued throughout lockdown. Cleaning stations have been set up in each classroom. First aid kits are available.. Handsam guides/checks. BCP checks. KCSIE September 2020 training and adoption. Handsam mental health and well-being training 'Nip it in the bud' for all staff.	x	
Organise Year Groups	children remain in their own year groups as bubbles.	x	
Organise hall maintaining space between seats.	Use the hall Dining tables organized so maximum possible space between each child. Every other seat unavailable to use.i.e. three children per side. Separate tables for each year group. Children sit on one side not facing each other. Children keep their own seat. These are labelled below the seat. If the child does not attend, no other child should use that seat. Tables all face the same direction, so that children do not face other tables. All tables face the front of the hall.	x	
Food provided	Children provided with food and a drink prepared in advance and placed at their seat position. (To be ordered in advance). Breakfast Club Breakfast options: cereal (choice with milk); fruit juice (apple or orange); milk; toast (one or two pieces, pre spread with or without butter + with or without jam/marmalade/Marmite). (NB chocolate spread, no longer available). Toast rack at the end of the table. Oakley's After School Club Oakley's options: squash/milk; piece of fruit; toast (one or two pieces, pre spread with or without butter + with or without jam or Marmite/baked beans). (NB chocolate spread, no longer available). All cups/plates/dishes/cutlery to be kept in year group sets. If possible children have their own cup/plate/dish/cutlery.	x	
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact	Parents/carers to drop off at DHT side gate and leave the site in an anti-clockwise direction. Staff will sign pupils in. Ask about the child's health and well-being. Adults wear gloves. Where possible the adult staff will supervise a year group bubble. children have their own activity pack e.g. colouring, crayons etc. children should stretch their legs every 30 mins for 5 minutes. First aid kit for each bubble/includes PPE and at least one visor	x	

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	PPE for staff administering first aid. Isolation space for first aid in two corners of the hall. Staff use own phone. Telephone numbers shared if for emergencies. Lockdown procedure and fire evacuation procedure. Behaviour addendum adhered to.		
Stagger drop-off and collection times	N/A	x	
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact	Main car park is closed. One way pedestrian system in operation in school car park areas to facilitate easier social distancing for parents/carers..	x	
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	No play equipment. children have their own play equipment - e.g. skipping rope. Not to be shared. children have their own art and craft pack. children have their own activity pack. DVD on screen/other - Mr Gamlin to organise.	x	
Remove unnecessary items from the hall.	children place their bag and coat under the table where they sit. Where possible, excess furniture removed from the hall.	x	
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Soft furnishings and soft toys removed.	x	
Communications			
Tell children, young people, parents, carers or any visitors not to enter if they are displaying any symptoms of coronavirus	Letter sent to parents/carers.	x	
Tell parents that if their child needs to be accompanied to school, only one parent should attend	Letter sent to parents/carers.	x	
Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Letter sent to parents/carers.	x	
Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Letter sent to parents/carers.	x	
Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Email to staff/LGB INSET Day training 3rd and 4th September 2020	x	
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Cleaners are aware of school reopening. Schedule in place. SOM and caretaker completed.	x	
When open			
Ensure that children and young people are in the same year groups at all times each day, and different groups are not mixed during the day, or on subsequent days	children in year groups. No mixing of year groups.	x	

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Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days	Staffing plans allocate the same adults to classes/groups. As far as possible these will remain fixed.	x	
Ensure that wherever possible children use the same table, with a thorough cleaning of the hall at the end of each session.	Each child is allocated a fixed table/seat.	x	
Follow the COVID-19: cleaning of non-healthcare settings guidance	See guidance. All adhere to.	x	
Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Changing room off hall handwashing facilities - sink, running water, soap. Staff to check before and during the session. Hand sanitiser is available on all tables as a backup to handwashing, if required.	x	
Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal – Version 2 e.g. implement surface cleaning by adults periodically during the day e.g. after classroom breaks.	Cleaning facilities available for each club staff member for regular cleaning. Session cleaning of high uses areas around the school such as doors etc scheduled more frequently. Door handles, table surface, activity bags.	x	
Ensure that all adults and children: <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning Wash hands after going to the toilet Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing Are encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Ensure that help is available for children and young people who have trouble cleaning their hands independently Consider how to encourage young children to learn and practise these habits through games, songs and repetition Ensure that bins for tissues are emptied throughout the day 	Letter sent to parents/carers. Signage to reinforce hand washing and good hygiene. children wash hands using the toilet facilities and on return to the hall, use hand sanitiser. Staff will further explain and reinforce / remind children Elbow signage. Staff empty the bins at the end of the session and not wait for a cleaner to do this.	x	
Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Windows opened in the mornings. To stay open all day. Most doors wedged open.	x	

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Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Door wedges to be used around the perimeter of the hall, but not to the main foyer.	x	
Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed	Plentiful supplies of soap, hand towels, antibacterial gel and cleaning products. staff responsible for 'topping' up these supplies.	x	
There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting	Good personal hygiene. Staff to wear laundered clothes and clean tabards that have been laundered at the end of each session.	x	
<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> ● Accessing rooms directly from outside where possible ● Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors ● Staggering breaks to ensure that any corridors or circulation routes used have a limited number of children using them at any time ● Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms ● Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time ● Noting that some children and young people will need additional support to follow these measures 	<p>Access from the outside.</p> <p>One way signage throughout the building.</p> <p>Walk on the left hand side, single file only/ 2 metres apart.</p> <p>Staggered use of the toilets. No more than one child at a time in the changing room toilets.</p> <p>Breakfast club Child places their bag/coat under his or her own seat. Washes hands for 20 seconds. Returns to their own seat and eats pre-placed breakfast. Puts hand up to indicate that they have finished or would like more food. Child washes hands. Staff member removes the food tray and takes it to the servery. Trays/cups/cutlery etc washed in very hot water with detergent. Avoid the use of the dishwasher.</p> <p>Oakley's After School Club Child places their bag/coat under his or her own seat. Washes hands for 20 seconds. Returns to their own seat and eats pre-placed breakfast. Puts hand up to indicate that they have finished or would like more food. Child washes hands. Staff member removes the food tray and takes it to the servery. Trays/cups/cutlery etc washed in very hot water with detergent. Avoid the use of the dishwasher.</p> <p>Vulnerable children given extra support/time.</p>	x	

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<p>Use outside space:</p> <ul style="list-style-type: none"> • For exercise and breaks • For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff • Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings 	<p>children should stretch their legs every half an hour for five minutes. children should remain in their bubble and with their designated adult.</p> <p>Outside equipment to be wiped down with anti-bacterial spray at the end of each session.</p>	<p>x</p>	
<p>For shared rooms:</p> <ul style="list-style-type: none"> • Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance • Stagger the use of staff rooms and offices to limit occupancy 	<p>No shared areas to be used.</p> <p>Only one staff member in the servery at a time. staff should not leave personal belongings in the servery. All surfaces should remain clear and a high standard of cleaning should take place both during and after the close of the session.</p> <p>Extra rooms allocated as extra staff rooms with kitchen facilities.. Staff allocated to staff rooms to keep numbers spread between them. Maximum of x 2 staff at a time in the kitchen. remain 2 metres apart. (Food Tech Room, Mobile 1, Mobile 2, Science lab and conference room. All will have a fridge/toaster/microwave spaced seating and tables.)</p>	<p>x</p>	
<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently 	<p>Clean reading books on return to school. Antibac spray on a cloth. leave in a box for three days before they go back to the library book boxes.</p> <p>Use separate stationary packs. Do not share pencils etc. All practical equipment must be cleaned afterwards. Not shared at all.</p>	<p>x</p>	
<p>Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations.</p>	<p>Updated and circulated to staff. Sent to parents with return to school letters - and request to go through with children. Staff go through new expectations with children on the first day in school and regular reminders.</p>	<p>x</p>	
<p>Plan the school level response should someone fall ill on site (in line with relevant government guidance). Ensure you have the relevant Personal Protective Equipment (PPE).</p>	<p>All relevant PPE in school.</p>	<p>x</p>	

