

## Operational Planning and Return to School Risk Assessment Covid-19

### First Phase: 1 June 2020

All the information contained is built on two core principles which are:

1. Supporting the school and parents to keep the safety and wellbeing of both pupils and staff at the center of decision making during this next phase.
2. Supporting the school and parents to maintain best educational practice for all children at Joydens Wood Infant School.

**This document must be read alongside the current government guidance:**

[Actions for education and childcare setting to prepare for wider opening from 1 June 2020. COVID-19 \(COVID-19\): implementing protective measures in education and childcare settings](#)

**This document must be read alongside the School's policies:**

- ▶ Child Protection Policy Addendum in Response to Covid-19

[http://joydens-wood-infant.kent.sch.uk/wp\\_site/wp-content/uploads/2020/04/School-CP-Policy-Addendum-April-2020.pdf](http://joydens-wood-infant.kent.sch.uk/wp_site/wp-content/uploads/2020/04/School-CP-Policy-Addendum-April-2020.pdf)

- ▶ Uniform Policy Covid-19 exceptions

[http://joydens-wood-infant.kent.sch.uk/wp\\_site/wp-content/uploads/2020/05/Uniform-Policy-Covid-19-2019-2020.pdf](http://joydens-wood-infant.kent.sch.uk/wp_site/wp-content/uploads/2020/05/Uniform-Policy-Covid-19-2019-2020.pdf)

- ▶ Home/School Agreement

[http://joydens-wood-infant.kent.sch.uk/wp\\_site/wp-content/uploads/2020/05/Homeschool-agreement.pdf](http://joydens-wood-infant.kent.sch.uk/wp_site/wp-content/uploads/2020/05/Homeschool-agreement.pdf)

- ▶ Personal and Intimate Care

[http://joydens-wood-infant.kent.sch.uk/wp\\_site/wp-content/uploads/2020/05/Covid-19-Personal-and-Intimate-Care-Policy-2020.pdf](http://joydens-wood-infant.kent.sch.uk/wp_site/wp-content/uploads/2020/05/Covid-19-Personal-and-Intimate-Care-Policy-2020.pdf)

- ▶ Attendance Statement

[http://joydens-wood-infant.kent.sch.uk/wp\\_site/wp-content/uploads/2020/05/Attendance-Statement-May-2020.pdf](http://joydens-wood-infant.kent.sch.uk/wp_site/wp-content/uploads/2020/05/Attendance-Statement-May-2020.pdf)

- ▶ PPE, Hygiene and Crisis Management if a person is unwell

[http://joydens-wood-infant.kent.sch.uk/wp\\_site/wp-content/uploads/2020/05/PPE-Policy-May-2020.pdf](http://joydens-wood-infant.kent.sch.uk/wp_site/wp-content/uploads/2020/05/PPE-Policy-May-2020.pdf)

## Risk Assessment Measures

Risk level	Action and Timescale
Minimal	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

The school have created this operational planning tool and Risk Assessment using the above thresholds to measure risk once the considerations/actions have been implemented.

## Section 1 - Operational Issues

### Health and Safety and Maintaining Social Distancing

A range of approaches and actions can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. For more information, see [DfE guidance on Implementing Protective Measures for Schools and Settings](#)

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions																				
Health and Safety Compliance	All staff	Ensure that all health and safety statutory compliance checks have been undertaken before opening, such as fire alarm testing, water hygiene inspections.	Premises Manager Headteacher																					
Pupil Arrival and Collection	All Children, Staff and Parents/Carers	Introduction of staggered collection and drop-off of pupils from different parts of the school site facilitates a safer transition to school site. Parents will be provided a minimum of 1 week's notice.	SLT																					
		HT, DHT and FEL will manage the arrival of pupils. Staggered Start and Pick Up times are as follows:																						
		<table border="1"> <thead> <tr> <th>Key Group</th> <th>Location</th> <th>Start Times</th> <th>Pick Up Time</th> </tr> </thead> <tbody> <tr> <td>Key Worker Children</td> <td>Park Way Entrance</td> <td>8.30</td> <td>2.30</td> </tr> <tr> <td>Pine</td> <td>Chenies Entrance</td> <td>9.00</td> <td>2.15</td> </tr> <tr> <td>Beech</td> <td>Chenies Entrance</td> <td>9.15</td> <td>2.30</td> </tr> <tr> <td>Cedar</td> <td>Chenies Entrance</td> <td>9.30</td> <td>2.45</td> </tr> </tbody> </table>			Key Group	Location	Start Times	Pick Up Time	Key Worker Children	Park Way Entrance	8.30	2.30	Pine	Chenies Entrance	9.00	2.15	Beech	Chenies Entrance	9.15	2.30	Cedar	Chenies Entrance	9.30	2.45
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Timings and locations <b>MUST</b> be strictly adhered to.																								
It is essential that no groups congregate around the school entrance and all children cross the threshold of the school independently.																								

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Social Distancing Signage	All Children, Staff and Parent/Carers	<p>Social Distancing Barriers and reminder notices will be fixed to fences or barriers where children are entering/exiting the premises. These signs should be checked every morning to ensure that they are still in place.</p> <p>Office Team are to replace any missing signs with immediate effect.</p> <p>Office Teams will send daily reminder texts of their child's drop off/collection slot to individual groups for the first week and will send reminder texts daily for the first week about social distancing.</p>	Premises Manager and Office Team	
Entry into School	All Children and Staff	<p>Avoiding heavy use of corridors, stairs and other circulation routes, where possible.</p> <p>EYFS children will cross the external threshold at The Chenies into the school premises independently and will be guided at a 2m distance by the staff to their retrospective classroom external door.</p> <p>Key Worker children cross the external threshold at Park Way into the school premises independently and will be guided at a 2m distance by the staff to their retrospective classroom internal door. Yr1/EYFS Key Worker Children will enter via Year 1 corridor and Year 2 via Main corridor.</p> <p>All children will exit the building using the same route they have entered.</p>	SLT and Office Team	
Movement around the School	All Children and Staff	<p>Pupil movement around the school is reduced to that of being 'absolutely necessary'.</p> <p>Other than entering and exiting from the building the only other time the pupils will be out of their group restricted area will be at their allocated lunchtime slot.</p> <p>Following corridors will be out of use for any other than Premises Manager and SLT: Corridor between hall and EYFS (via steps) and corridor between Ash and Sycamore. Children and staff (Except SLT/Premises) will not be permitted access to the school office areas. Learning Pods are not to be used unless a vulnerable child needs time out of class, in which they will be supported by SLT.</p> <p>Radios will continue to be used to communicate across the building, as per normal practice in our school.</p>	All Staff	

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<b>Staff and Administration</b>	All Staff	<p>Staff room will only have a maximum of 8 members of staff in the room at any one time. Staff are expected to maintain 2m distance and wipe down the use of microwave, water cooler urn and sink after use.</p> <p>Equipment that is used by several staff communally, such as kettles, photocopiers, walkie-talkies, etc, must be wiped down with alcohol wipes before and after each use.</p> <p>Due to the size and layout of the office, social distancing is able to be adhered to.</p>	All Staff																											
<b>Room Capacity</b>	All Children and Staff	<p>The government has determined that to maintain social distancing in a teaching room, the number of children in that room should be limited to 15.</p> <p>The school have not exceeded this ratio in any of the rooms and based on KCC guidance with the current restrictions, the following areas can only hold the following <b>maximum</b> number of children:</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Maximum No. of Pupils</th> </tr> </thead> <tbody> <tr> <td>Hall</td> <td>26</td> </tr> <tr> <td>Learning Pods</td> <td>10</td> </tr> <tr> <td>The Hive</td> <td>7</td> </tr> <tr> <td>Oak</td> <td>12 (9)</td> </tr> <tr> <td>Willow</td> <td>12 (9)</td> </tr> <tr> <td>Cherry</td> <td>15 (13)</td> </tr> <tr> <td>Maple</td> <td>15 (13)</td> </tr> <tr> <td>Sycamore</td> <td>13 (10)</td> </tr> <tr> <td>Ash</td> <td>10 (7)</td> </tr> <tr> <td>Pine</td> <td>15 (13)</td> </tr> <tr> <td>Beech</td> <td>16 (13)</td> </tr> <tr> <td>Cedar</td> <td>15 (13)</td> </tr> </tbody> </table> <p><b>This ratio to space will be strictly adhered to at all times that the measures are expected from DfE.</b></p> <p><b>During Phase 1, the school have kept the numbers below this level where possible as it is impossible to socially distant Infant children.</b></p>	Location	Maximum No. of Pupils	Hall	26	Learning Pods	10	The Hive	7	Oak	12 (9)	Willow	12 (9)	Cherry	15 (13)	Maple	15 (13)	Sycamore	13 (10)	Ash	10 (7)	Pine	15 (13)	Beech	16 (13)	Cedar	15 (13)	All Staff	
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<b>Room Layout</b>	All Staff and Children	<p>Table layouts will be presented with one workstation diagonally opposite to another to create the longest distance from where the pupil sits. <b>Our children are too young to be sitting at isolated tables.</b> In our school children will be sat in pods of three separated out over a table which would usually sit 6.</p> <p>Visually marked yellow barrier tape shows allocates sufficient space and distance for the teaching staff in the classroom should they need to use it.</p> <p>Carpet times should be avoided at all times. Where this is not possible, children will need to be sat with a</p>	<p>Teachers and Support Staff</p> <p>Premise Manager to monitor room layouts at the end/start of each</p>																											

		significant distance between them, ideally but not specifically 2m.	day.	
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<b>External Play, Sports and Clubs</b>	All Children and Staff Tollo Academy	<p>Sports and external play are essential for children and young people. Tollo Academy are our sports provider. They have worked in the school throughout the school closures and have successfully supported the school in implementing a range of active social distancing games. This will continue upon the children's return. Formal PE lessons will not be added to the curriculum during phase 1 return.</p> <p>All children have access to their own group's outdoor area. All outdoor spaces are a minimum of the equal size to their indoor classroom. Learning is to take place outdoors as much as is reasonably possible. Staggered break times are not necessary as the groups will have access to this area throughout their time in school.</p> <p>Resources within the outdoor spaces will not be shared between groups unless it has been properly sanitized and not used for 24hours.</p> <p>Afterschool clubs will run 4 times a week by Tollo Academy. The playground is zoned into three separate areas and club will be delivered in these zones as much as possible to segregate groups. The size of the clubs is capped at 15 and social distancing will be adhered to during this time. The school acknowledge the need for wrap around care and cannot confirm that mixing of 'class groups' may not occur during this time.</p>	All Staff  Contractors May Harris and Tollo Academy																		
<b>Staggered Snack and Lunch Time</b>	All Children and Staff	<p>Lunch time will be staggered and the catering team will be responsible for fully sanitizing the area before the next group enter the hall.</p> <table border="1" data-bbox="564 914 1637 1358"> <thead> <tr> <th>Key Group</th> <th>Staffing in Hall/Classroom Space</th> <th>Lunch time (timings approx)</th> </tr> </thead> <tbody> <tr> <td>Key Workers</td> <td>Mrs Quinn</td> <td>Y1/EYFS 11.00</td> </tr> <tr> <td>Children</td> <td>SLT</td> <td>Y2 11.15</td> </tr> <tr> <td>Pine</td> <td></td> <td>11.30</td> </tr> <tr> <td>Beech</td> <td rowspan="2"><i>2/3 Allocated Staff for Class Group will take their lunch during this time. 1 member of staff will take their lunch after they have wiped over tables, door handles and sinks.</i></td> <td>12.00</td> </tr> <tr> <td>Cedar</td> <td>12.30</td> </tr> </tbody> </table> <p>PPE will be available for the catering team if needed.</p>	Key Group	Staffing in Hall/Classroom Space	Lunch time (timings approx)	Key Workers	Mrs Quinn	Y1/EYFS 11.00	Children	SLT	Y2 11.15	Pine		11.30	Beech	<i>2/3 Allocated Staff for Class Group will take their lunch during this time. 1 member of staff will take their lunch after they have wiped over tables, door handles and sinks.</i>	12.00	Cedar	12.30	Catering Team and SLT	
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<b>Administering First Aid</b>	All Staff and Children	The school's First Aid Policy and Administering of Medication Policy remains unchanged. PPE is provided in the Isolation Room and School Office should members of staff feel more comfortable wearing it to administer this type of care. Where a member of staff does not feel comfortable to administer first aid they are to inform a member of SLT immediately who will intervene.	All Staff	
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## Safety and PPE, Cleaning and Hygiene

### Infection information

The COVID-19 virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands. The virus can survive on surfaces that they land on. However, the amount of live virus on any surface decreases over time. The risk of infection from touching something that had the virus on it for a few days would reduce to negligible.

Environmental factors will affect the survival of the virus. There is, therefore, no substitute for thorough cleaning.

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
<b>Daily cleaning during the Pandemic</b>	All Staff May Harris	A more robust cleaning regime is implemented: Cleaning AM Midday Cleaning of sinks and taps, table tops and door handles (School Staff) Cleaning PM – Deep Clean of all resources  SBM to liaise with Cleaning Contractor to ensure the procedures relating their the AM and PM clean are adhering to PHE guidelines.	Premises Manager SBM May Harris Contractors	
<b>Toileting and Hand Washing</b>	All Staff and Children	All classrooms have sanitizer and antibacterial soap.  Scheduled hand washing will occur at the following parts of the school day: 1. Upon arrival to school 2. Before and after snack 3. Before and after lunch 4. When moving from one area to another e.g. outside to inside 5. Before leaving school at the end of the day  All toilets are adjoining to the classroom that the group is allocated. Children will only be allowed into the toilets on a 1 by 1 basis.	Premises Manager to monitor daily  All Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
<b>Cleaning following a suspected case of Coronavirus</b>	SLT May Harris	<p>Cleaning an area with normal household disinfectant after a suspected case of COVID-19, will reduce the risk of passing the infection on to other people.</p> <p>Cleaners should wear disposable or washing-up gloves and aprons for cleaning. Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used clothing.</p> <p>Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab- rails in corridors and stairwells and door handles.</p> <p>If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc), cleaners should use a higher level of cleaning PPE, to include a face mask, disposable apron and gloves and eye protection, such as goggles or a visor.</p> <p>Once cleaning is finished, the PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands after they have disposed of their used PPE.</p>	SLT Premises Manager May Harris	
<b>PPE in General School Use</b>	All Staff	<p>The Government advice states that they do not need to be worn outdoors, in schools or by those who would find them difficult to wear such as young children. This is understood as saying that wearing a mask in normal school situations is not necessary.</p> <p>The school will allow staff to wear PPE subject to a discussion with Headteacher whereby the reasoning behind this will be explored.</p> <p>If a person chooses to wear PPE for general use, the school will inform the parents and send a social story home to support the children.</p>	Headteacher	
<b>Where PPE should be used</b>	All Staff	<p>There are some circumstances where use of PPE, including a face mask, may be recommended:</p> <ul style="list-style-type: none"> <li>• Moving, isolating or supporting a child with symptoms of COVID-19.</li> <li>• Cleaning an area where a child with COVID-19 symptoms has visited.</li> <li>• Working with children whose care routinely already involves the use of PPE due to their personal care needs.</li> </ul> <p><b>The school has made provisions to support the use of PPE in the above circumstances.</b></p>	SLT	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
<p><b>If a person becomes unwell, especially with COVID-19 symptoms</b></p>	<p>All Children, Staff and Parents</p>	<p>If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in their school or setting:</p> <ul style="list-style-type: none"> <li>● Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching.</li> <li>● The person must be supported until they can be collected and taken home. They should not be left unattended.</li> <li>● An isolation room is allocated, Meeting Room. The Disabled Toilet next door will be reserved for this use only.</li> <li>● A face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member.</li> <li>● 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.</li> <li>● The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff.</li> <li>● Other members of staff should ensure that no other personnel are on the route of the person as they exit the building.</li> </ul> <p>After the sufferer has been collected:</p> <ul style="list-style-type: none"> <li>● If the school is closed, initiate a cleansing, with your usual contractor as directed by Public Health England.</li> <li>● If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway.</li> <li>● During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down. PPE must be worn. Bedding, soft furnishings and towels need to be carefully taken away and if possible washed on a 60 degs wash, with detergent.</li> <li>● Any bathrooms, toilets and sinks, must be thoroughly cleaned. This includes taps, handles, toilet seats, dryers and soap dispensers</li> <li>● The school will need to inform parents and colleagues but stress the thoroughness of the cleaning that is taking place.</li> </ul> <p>Please read this in conjunction with the school's policy <b>PPE, Hygiene and Crisis Management of Unwell Persons</b></p>	<p>All Staff</p>	<p>The risk cannot be reduced due to Covid-19 Pandemic.</p>

<b>Reporting Incidents</b>	<p>Please continue to report accident/incidents using your usual process. Community and Voluntary Controlled schools report via the online accident/incident form on KELSI <a href="https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance">https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance</a>.</p> <p>Note there has been an update to the RIDDOR guidance in the event of contracting COVID-19 in the workplace <a href="#">HSE - RIDDOR reporting COVID-19</a>.</p>	All Staff
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Section 2 - Staffing during a return to work

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Return to Work	All Staff and Children	<p><b>All staff are obligated to fulfil their contractual duties and work from 1 June. If this is not possible the member of staff must provide the Headteacher with evidence as to why this is not possible e.g. medical evidence.</b></p> <p>All staff have received the relevant documentation to ensure their safe return to work. The list of documents shared are:                      Operational Plan and Reopening of Joydens Wood Infant School Risk Assessment                      Knowledge of their allocated groups                      School's Addendum Child Protection Policy                      School's Uniform policy and Intimate Care Policy amendments</p> <p>Getting tested guidance: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Staying alert and safe (social distancing):  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> <p>Government's COVID-19 guidance and support:  <a href="https://www.gov.uk/COVID-19">https://www.gov.uk/COVID-19</a></p> <p>DfE guidance: Actions for education and childcare settings to prepare for wider opening from 1<sup>st</sup> June 2020:  <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p>DfE Guidance: Implementing protective measures in education and childcare settings:  <a href="https://www.gov.uk/government/publications/COVID-19-COVID-19-implementing-protective-measures-in-education-and-childcare-settings/COVID-19-COVID-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/COVID-19-COVID-19-implementing-protective-measures-in-education-and-childcare-settings/COVID-19-COVID-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	All Staff	The school may not be able to full operate if insufficient staffing occurs.