

Specific Risk Assessment: Classroom Procedures / Practices BFS

Key Issue	How it will work	Measures to Implement	Review
Drop off	As outlined to parents on info. Staff to remain at the door – parents to send child from 2metres away and not approach the door. If parents wish to share a message privately staff can discuss and arrange a safe distance to talk, away from children at an appropriate time.	Markings / signs to ask parents not to come to the door Drop off clear message from SLT about respecting distance with staff. Book bag to be left in box outside. Child to bring water bottle inside. Staff to wash hands if anything is carried in for the children or received from the parent.	
End of day	As outlined in info to parents. Staff to remain at the door and send children to family member. If messages need to be passed these should be done at an appropriate distance and respecting the children's / parents privacy (eg discussing a toilet accident at 2m distance not appropriate etc) Gates open at 3pm for parents to access yard and wait at a safe social distance. All playground collections to be made by 3:25pm and playground gate relocked. Reception parents to collect via main entrance as outlined between 3 and 3:15pm	Phone calls made to pass on any details of the day which may need to be shared to avoid home time discussions and blocking of pathways / waiting around.	
Classroom Set up	Importance of socially distancing will be explained to children in an age appropriate way but they will interact in the classroom without being made to fear someone touching them or passing closer than 2m.	Teachers to arrange tables to ensure flow around the classroom can happen without tight spaces. Children to have an assigned work space when appropriate.	
Changing Books	Books will be changed just once per week minimising the need to quarantine books daily. Teachers to decide and issue the number of books being given for the week and parents and children to be told the day on which to return them.	The adult changing books should wear gloves to remove all books. Books placed in a quarantine box – with a 48hour time label for when they can be circulated. Gloves changed before fresh books put in bags. Hand washed thoroughly when books changed.	
Bins x3 Recycling Tissue General waste	Recycling bin in each classroom for paper waste only – emptied at the end of the day. 1 additional pedal bin introduced to the children used for tissues only. Tissue bin to be emptied at the end of the day	Bins emptied every day by DH across the school. Toilet bins for paper towels only after handwashing – no tissues Bins will not have lids in toilet areas – and will be emptied by DH at the end of the day.	
Access to toilet/handwashing	Toilets will become non gender specific for pupils to ensure no mixed group toilet use. Children will ask to go to the toilet and urinals taken out of use.	Children to request to use the toilet so large groups are not all the space at one time. Staggered handwashing available in classroom sinks and toilet sinks.	
Movement /contact and resources in classrooms	Children will be permitted to move among one another and play together in their spaces. Unnecessary furniture will be removed (eg chairs) and shared equipment (pencil pots / scissors / glue sticks coloured pencils / wbs and pens) will remain on allocated tables to minimise those sharing or be stored in the child's own	Activities and task to be planned which limit physical contact. Children will have an assigned table space and chair (where appropriate) Surfaces to be wiped by classroom staff between uses where children share space.	

	tray if appropriate.	No peer massage to take place.	
Carpet time / group times	Children may still congregate for a story or around a table for appropriate group activity or work with a partner from within their group.	Carpet time will still take place if needed but children will not sit facing one another and sessions will not be longer than 15 minutes. Paired work may take place but children to sit side by side not opposite. Children spread out over tables / room space to retain distance when appropriate. Partners to be the same as much as appropriate.	
General shared practical resources provision	Removal of unnecessary soft toys which harbour germs and bacteria. Limited access to playdough, sand or other shared gravel / soil / foam / finger paints - un washable resources. Water access as normal. Indoor toys and books to be rotated daily over the week. At the end of the day, those resources go in quarantine until the same day the following week. After use, shared practical resources should be 'quarantined' (moved to a space/cupboard/ taped up where it is not accessed) for a period of 1 week. There is no verified exact data regarding the length of time the virus can survive on various surfaces. However, research indicates a week or less for most surfaces tested.	Toys regularly wiped, as normal, following hygienic practices. Playdough made and stored in a named container/bag for those who wish to use. Playdough disposed of if accessed by multiple children. Hands washed before and after use of sand. Water emptied daily. Small resources used throughout the week (lego / mobile etc) rotated and sanitised weekly.	

Child is presenting as unwell (non specific COVID symptoms)

Normal procedures apply. SLT notified.

Child vomits or has a toilet accident

Normal procedures apply. PPE - gloves, masks and aprons to be worn. SLT notified.

Child or adult is presenting with COVID symptoms

- Child: 1. Adult from that working group to put on **appropriate PPE** – gloves, mask and apron.
2. Remove child from group and **isolate** in The Sunshine Room or in an unoccupied outdoor space if weather permits.
3. Parent informed **sensitively** and without creating undue alarm BUT **they MUST come and collect their child immediately.**
4. Child remains in The Sunshine Room with staff member monitoring them until parent/carer arrives.
4. After the child leaves, The Sunshine Room table/chair to be wiped down/sanitised by adult supporting.
5. Supporting adult to **dispose of PPE, wash hand thoroughly and if they wish, change their clothes.**
6. Room will be **deep cleaned** if a positive COVID result is confirmed.

CONFIRMED COVID CASE – POSITIVE TEST FOR A MEMBER OF THE GROUP.

Moveable resources all archived for **48 hours** in a selected storage space – removed by cleaners in PPE.

Cupboards sealed for **48 hours.**

Fresh resources stocked in room and washable resources cleaned following the quarantine period.

Deep clean to take place within 48 hours while space is shut and group are tested.

Room ONLY TO REOPEN when members of staff and group are permitted to return following a negative test result AND ONLY IF THEY ARE SHOWING NO SYMPTOMS following the prescribed quarantine period.