

**WHOLE SCHOOL OPERATION from 21<sup>st</sup> February 2022**  
**Including Operational Guidance from April 2022**  
**Risk Assessment and School Covid Control Measures.**

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|---|--|
| <b>Location / Site</b>  | Insert location and site where activity taking place     |
| St John's CEVA Primary School   |  |
| <b>Activity / Procedure</b>   | Insert name/type of activity or procedure being assessed |
| WHOLE SCHOOL – From February 2022   |  |
| <b>Assessment date</b>  | Insert date when assessment is being carried out         |
| Created: 20.01.22 – (working document)<br>Updated 20.01.22 – which included Operational Guidance for Schools Jan 2022<br>Updated 21.02.22 – including Operational Guidance for schools February 2022<br>Updated 04.04.22 – Living with Covid-19 from 01.04.22 |  |

**[Living with COVID – 19 – published April 2022](#)**

**[https://www.gov.uk/government/news/government-sets-out-next-steps-for-living-with-covid?utm\\_source=31%20March%202022%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/news/government-sets-out-next-steps-for-living-with-covid?utm_source=31%20March%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)**

This guidance explains the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school. This includes public health advice, endorsed by Public Health England (PHE).

As we learn to live safely with COVID-19, there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infections. COVID-19 and other respiratory infections such as flu can spread easily and cause serious illness in some people.

**Stepping measures up and down**

You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

**Control measures**

**You should:**

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on managing confirmed cases of COVID-19

School Measures in place :

## The school will continue to ensure Good Hygiene for everyone

### Minimise contact with individuals who are unwell or have coronavirus (COVID-19) symptoms.

- Ensuring that pupils, staff and other adults adhere to the latest Government guidelines regarding Covid-19 and ensuring anyone developing those symptoms during the school day is sent home.
- Latest Guidelines state: Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature or any of the above symptoms and they are well enough to attend.
- As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. *Action: All Staff*
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.

### Hand hygiene - CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL

- Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. School to ensure that all adults and pupils clean their hands with soap regularly, including:
  - when they arrive at school,
  - when they return from breaks,
  - before and after eating
  - after using the toilet,
  - any time they cough or sneeze, and
  - before leaving school
- hand washing posters have been installed at ALL sink areas and Wall mounted Hand Sanitisers are available across the school site

School will ensure that the following items are in place:

- soap,
- hand sanitiser,
- paper towels

Where used, hand sanitiser MUST be dispensed and supervised by an adult.

### **Respiratory hygiene**

The 'catch it, bin it, kill it' approach continues to be very important.

Each class has a separate, labelled 'tissue' bin.

- 'Tissue' bin to be emptied regularly, wearing disposable gloves, throughout the day. Gloves to be thrown away after each use. *Action: All Staff*
- Ensure that each class has sufficient supply of bin bags, tissues and disposable gloves. *Action: All Staff daily, Office: check stock weekly- ongoing*

### **The School will continue to maintain appropriate cleaning regimes.**

- Each class group will have its own spray bottle and cloths for using Milton solution for cleaning  
*Action: All Staff ensure these items in place*
- The Milton solution MUST be changed every morning before school commences. *Action: All Staff*
- A new jug of Milton solution will be made daily and kept securely in a named jug in the Staff Room.  
*Action: Office*
- Supply of cloths kept in main Office store cupboard.
- All surfaces, handles, toilet handles and shared equipment will be cleaned each day using Milton.  
*Action: All Staff*
- Check stocks of Milton and cloths weekly. *Action: Office ONGOING*

### **Cleaning contractors**

- Cleaning staff will follow their Risk Assessment provided by Churchills for Covid practice at school and the school will have all high use areas and touch points cleaned daily.

### **The School will continue to keep occupied spaces well ventilated**

When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

#### Ventilation

- All spaces should be well ventilated by opening windows. Fully opening windows before classrooms are occupied and during breaks and partially open during lessons.
- CO2 Monitors and Air Purifiers to be on in all classrooms and communal areas.
- Opening Higher level windows to avoid draughts directly at staff and children.
- Ensure all pupils are dressing appropriately for the cooler weather *All Staff – daily*
- Where possible, internal doors can be propped open to reduce the need for touch (fire protection measures must be adhered to). NOT EXTERNAL DOORS or FIRE DOORS – *All Staff*
- Use of outdoor space when possible.

### **The school will continue to adhere to the latest Public Health Advice**

There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.

The latest guidance states:

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.

If you leave your home while you have symptoms of a respiratory infection, and you have a high temperature or feel unwell, avoid close contact with anyone who you know is at higher risk of becoming seriously unwell. If you leave home it is suggested that you consider the following

- wearing a well-fitting face covering

- avoid crowded places e.g. transport , indoor venues, social gatherings
- exercise outdoors
- covering your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water

### When children and young people with symptoms should stay at home and when they can return to education

- Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.
- Children and young people who are unwell and have **a high temperature should stay at home** and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature or any of the above symptoms and they are well enough to attend.
- Additional School Measures - If your child requires Calpol/Paracetamol prior to the school day as they are mildly unwell, or have a temperature please keep them at home until the symptoms have gone rather than mask them with medication.
- If symptoms then redevelop at school we will follow our school policy and ask for the child to be collected.

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

### Contain any outbreak by following local health protection team advice

- If schools face a severe operational disruption to face to face education the School will contact the local health protection team and follow instructions regarding any potential local outbreak
- **All parents and visitors are still encouraged to wear a face covering** when entering the school building if they are in for a prolonged period of time e.g. a meeting or assembly.
- Additional School Measures: Face coverings are optional from 1<sup>st</sup> April however, Staff are encouraged to wear a face covering in communal areas of the school and especially if they are mildly unwell to protect other colleagues.

### **School Attendance**

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others.

If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.

### Latest Guidelines State:

- If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.
- Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.

## The school will continue with the following Additional School Measures

### The following measures will continue within school and reviewed each half term.

#### **GROUPING CHILDREN - Mixing and 'bubbles'**

Children will be kept in class bubbles and Milestone Phase bubbles for Additional activities however for Assemblies and breaktimes they will be in Key Stage groups.

In the event of a further outbreak of cases, classes may be isolated.

#### **Milestone Phase bubbles**

Each Milestone group will become a Phase bubble as follows:

##### RECEPTION BUBBLE

- Year R – 1 Teacher /1 T.A. /30 children

##### KS1 BUBBLE

- Year 1 – 1 Teacher /1 T.A. /30 children
- Year 2 – 1 Teacher /1T.A. /30 children

##### LKS2 BUBBLE

- Year 3 – 1 Teacher /2 T.A.'s /30 children
- Year 4 – 1 Teacher /1 T.A. /30 children

##### UKS2 BUBBLE

- Year 5 – 2 Teachers (job-share) /1 T.A. /30 children
- Year 6 – 1 Teacher /1 T.A. /30 children.

#### Arrival and departure at school will continue to be staggered as below:

- Entry times 8.40 – 8.50am .  
Straight to classrooms. Gate closes at 8.50am.
- Staggered departure adjusted:  
Year R will be collected from school at 3.00 pm.  
Years 1 and 2 will be collected from school at 3.00 pm.  
Years 3 and 4 will be collected from school at 3.10pm.  
Years 5 and 6 will be collected from school at 3.15pm.
- Children in KS1 who have siblings in KS2 will be supervised in their bubbles until their eldest sibling is released. Parents will only have to attend school once for collection. Parents will arrive to collect children for their eldest child collection only
- Gates close at 3:30pm
- All children will be dropped off and collected from the SCHOOL GATE using the one way system
- No parents/carers will be allowed on the school playground.
- Any child arriving at school after 8.50am will be marked in as late. Children may only arrive late in exceptional circumstances. The Head Teacher and/or Deputy Head Teacher will be in communication with any families where there is regular late arrival at school.
- Late arrivals must use the intercom facility at the side gate. The office staff will keep a register of all late arrivals and let the child through ONLY, to access their relevant classroom through the school playground.

- Only one adult may attend school for drop-off/collection of their child/children from and to school.
- Victory club to collect children from the school Playground Hut. – *Victory club leader advised*

### **School Day**

- Staggered Breaks
  - KS1 10.00am
  - Year 3/4 10.20am
  - Year 5/6 10.40am
- Staggered Lunchtime
  - Y3 / Y4 12pm
  - Y5 / Y6 12.20pm
- Assemblies - will be in classrooms:  
There will be 3 Milestone Phase Assemblies during the week led by Mrs Betts in the school hall.

### Breakfast Club

Breakfast Club will operate from 7.45 am to 8.30am. ONLY pre-booked children will be able to attend the club.

### Staff and Visitors.

- Visitors will be limited to essential visitors as much as possible – all visitors will be encouraged to wear a face covering whilst on site however this is not compulsory as per the latest Government guidelines.

### First Aid

- Each class group will be provided with their own set of first aid equipment. – *Action: All Staff – by beginning of Autumn Term*
- First Aiders must wear gloves and masks (provided by school) for ALL first aid. *Action: Office ensure sufficient stock of first aid, gloves and masks for beginning of Autumn Term and monitor weekly.*
- Ensure that all children with additional medication bring this with them on their first day back at school. These are to be held in the child's allocated classroom (and in Staff Room where necessary). *Action: Antonella/Office before start of Autumn Term.*

### Music Tuition

- Music Tuition – Instrumental lessons – Tuition will take place in the school
- Tutors will be provided with sanitising equipment for the music stands between each lesson.
- Pupils will be kept with class bubble groups where possible
- All tuition will be provided following the full Risk Assessment guidance issued by County Music Service for the peripatetic tutors.
- Children are responsible for their own instruments and making notes about homework requirements

### PE and After School Sports Clubs

- Sports clubs will set on designated PE days for the classes where possible and will be in Class Milestone groups.
- Sports coach will ensure all equipment is sanitised and cleaned between each class use.
- Hand sanitiser will be used by all children using PE equipment.
- Each class will have designated sports bibs provided for team sports.
- No changing into PE clothes will take place as school – all children will attend school wearing their kit on designated PE / Sports club days

### School Visits and Trips

Class school day visits on coaches will be considered on an individual basis and full risk assessments of each visit undertaken.

### Contingency planning for outbreaks

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.

### **Remote education support**

- For individuals or groups of self-isolating pupils school work will continue to be available via work packs provided by the school.  
Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring all pupils to remain at home lessons will be provided using the School Dojo site.