

# Abbotsford Preparatory School Risk Assessment

<b>School/ Setting</b>	Abbotsford Preparatory School	<b>Date of Assessment</b>	04/08/2020
<b>Assessment Completed By</b>	Catherine Howard and Dave Smart		
<b>Reviewed by</b>	Mr Ali Khan		

## Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils, their families and visitors Control measures for the minimisation of transmission risk and infection are provided in this Risk Assessment.
  - ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
  - ✓ We will share this Risk Assessment and its findings with directors and employees and consult on its contents.
  - ✓ We will continue to comply with all relevant Health and Safety Legislation.
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- **For the purposes of this risk assessment, although social distancing will be recommended for children to migrate some risks, -it is clear that this is not a realistic and practical measure, especially for younger children, and therefore, social distancing in children cannot be considered alone as an effective measure against transmission. That is not to say that it is not important, and it will be asked of children at times in the school day.**
  - **This risk assessment is about the safety and wellbeing of the whole-school community, however, there is growing evidence that the greatest risk in transmission is from adult to adult and child to adult (although children do not suffer the symptoms to the same levels as adults). Therefore, much of the content in this document is aimed at reducing the risk between adults.**

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## Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All <a href="#">Clinically Extremely Vulnerable</a> employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All clinically extremely vulnerable members of staff will remain home and work from home.
02	All employees who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting and where possible work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been arranged for those members of staff who fall into this category.
03	All employees, themselves or persons within their household having COVID-19 symptoms, should not attend school/ setting..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A commitment from the community to protect each other is needed and staff will need to take responsibility for assessing themselves each morning.  We request that any signs of illness are dealt with cautiously and only attend school if you are fit and well. If you have any symptoms, please seek medical advice.
04	We regularly contact / keep in touch with colleagues who are self-isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be an all staff Zoom meeting each Monday at 3.45pm

## Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	All <a href="#">Clinically Extremely Vulnerable</a> pupils are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These students have been noted from the survey and will continue online.
06	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any adult/child that feels unwell or is displaying symptoms of any kind should NOT come into school. <ul style="list-style-type: none"> <li>• Parents will be asked to check, each morning that their child feels well.</li> <li>• Any adult/child showing signs of: <ul style="list-style-type: none"> <li>o Fever</li> <li>o Cough</li> <li>o Breathlessness</li> </ul> </li> </ul>

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					<ul style="list-style-type: none"> <li>o Headache</li> <li>o Rash on feet</li> <li>o Loss of sense of smell or taste</li> </ul> <p>cannot come into school.</p> <p>If children/adults display any Covid-19 symptoms they should follow government guidance and self-isolate for seven days. If at this point no symptoms are evident, they may return to their normal duties, lessons.</p> <p>School would also request that if any staff member/parent/child is concerned about symptoms of any kind that they get themselves tested.</p> <p><a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p> <p>Tests are usually offered within 24 hours and sometimes as soon as three to four hours after booking. Results are sent within two days. This provides reassurance to individuals and the wider school community.</p>
<b>07</b>	We will provide on-line/distance learning for all pupils who are not in school due to school or bubble closures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will continue to offer our online learning with key areas delivered in the event that the school or bubbles have to close due to internal or local lockdowns.
<b>08</b>	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:20 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Students have been divided into bubbles of no more than 13 in EYFS and 20 in KS1 and KS2.</p> <p>In Pre-school and Key Stage 1 they will have a group of 1 teacher and 1 TA.</p> <p>In KS2 there will be a group of four teachers offering different lessons to students in their bubbles.</p>
<b>09</b>	Student/parental anxiety				<ul style="list-style-type: none"> <li>• Regular communication <ul style="list-style-type: none"> <li>o Regular communication from class teacher</li> <li>o Social story of what the “new day” will look like to be issued</li> <li>o Opportunity to phone each other during the day if required.</li> <li>o Optional attendance with the continuation of some online learning.</li> </ul> </li> </ul>

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					<ul style="list-style-type: none"> <li>○ It is completely unacceptable to shout or reprimand any child who does not follow all the changed guidance. If a child does not follow protocol, this will be dealt with in a calm and reassuring manner. If a child is a persistent offender, it is more likely a lack of focus than an intent to be poorly behaved. Shouting and strict reprimands will do nothing to ease the anxiety of the child, their peers or the adult involved.</li> <li>○ Regular communication from school to home from the Head.</li> <li>○ The continuation from teachers to use Class dojo to send parents positive messages about their child in school.</li> <li>○ Communications from teachers via Class Dojo (such as don't forget to come in PE kit tomorrow.)</li> <li>○ Timetables to be visually displayed so children know what they are going to be learning.</li> </ul>
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### Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	Designated Entrance and Exit Points to the Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Little Gems, Pre-school and Reception have their own entrances. Years 1-6 to use the one-way system in the main playground- using staggered starts and finish.
11	Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/ children to use entrance and exit system marked clearly in the playground.
12	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents allowed in the Head's office for safeguarding meetings but at no other point of the building.

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13	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The timetable will be agreed at the beginning of each week and tweaked as appropriate following feedback from staff and children.</p> <p>Drop-off 8am – 9.10am Drop off and children collected from the playground and taken to class.</p>
<b>Physical / Social Distancing in the Building</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
14	Classrooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At the beginning of each session the students will be asked if they have washed their hands and will be asked to wipe down their desks with sanitising wipes. Students will sit at the same desk each day.
15	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will remind students they should try to have space where possible especially during break time and pick up time.
16	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers requested to plan lessons for outside as much as possible using the staggered timetable to see which outside space is available.
17	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>•First-aid boxes made up and put in each area of the school.</li> <li>•Pupils will not be allowed to play contact games and staff will be on duty supervising as normal.</li> <li>•No parents should be allowed into the buildings - children to be collected from designated points. Parents should observe a 'drop and go' routine.</li> <li>• Water bottles to be brought each day to school by the children.</li> </ul>
	Little Gems/ Pre-school changing				<p>Cleaning team will be prepped on what areas need to be focussed on. Equipment/toys need to be left in a cleaning area, so they know to do this.</p> <ul style="list-style-type: none"> <li>•Nappy changing area to be cleaned after each use.</li> <li>•Appropriate PPE needed for nursery staff whilst changing nappies.</li> <li>•Snacks at break should be individual -rather than platters.</li> </ul>

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18	Communal spaces such as dining room to be used at quarter capacity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please see Appendix B for lunch and break provision.
19	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only 2 persons in the refreshment area at any one time.
20	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sectioned areas of the kitchen marked out.
21	Use of photocopier by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photocopier to be wiped before use by the member of staff who is about to use it and repeat this process once finished using.
22	Non-Essential repair / contracted works in buildings to be carried out outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abbotsford caretaker will adjust hours to remain outside of our bubbles. Any contracted works will be booked in for the summer holidays.
23	Drinking stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students to fill water bottle at start of day and these will be refilled morning and afternoon.

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
24	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to <a href="#">current advice and guidance</a> Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a student or teacher is found to have tested positive, they will be sent home and asked to self-isolate for seven days. Fellow household members should self-isolate for fourteen days. For the classmates and/or teacher: As this guide will explain, classes are to be kept separate from each other throughout the day.

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					<p>Therefore, just the class affected would be asked to go home and book a test via the government self-referral system.  <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p> <p>If any child or adult tests negative, they can return to school and their family can end their self-isolation.</p> <p>School will report any positive cases to the Public Health England local health protection team, the governors and the local authority.          Based on the advice to school, which would be determined on whether there was one individual case or other detected cases, the school may have to close temporarily. In such a scenario, remote learning would be provided but this may not be in the same format as we have delivered over the past few weeks. It would be dependent on the scenario we faced, and the people involved.</p>
25	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site.</p> <p>If a pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>•Child showing any symptoms of illness, not just those listed above will be taken to the medical room.</li> <li>•If more than one child is poorly, they will be put in separate rooms.</li> <li>•Mrs. Howard will be the main person to attend this area, but other First-Aiders may be required. PPE to be provided for staff that are on duty in this area.</li> <li>•Such PPE is double bagged and disposed of appropriately after a single use.</li> <li>•Parents to make a commitment to pick up a poorly child immediately</li> <li>•Potentially hazardous waste e.g. vomit / bodily fluids disposed of correctly and surfaces disinfected after any child has been assessed in the area.</li> </ul>
26	<p>Provision of handwashing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored &amp; maintained).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>•Hygiene protocols: Additional cleaning regime</li> <li>•Wipe down of desks before start of day and at end of day</li> <li>•Wipe down class door handles – push panels 11am and 2pm</li> <li>•Wipe down common space, handrails, door handles, panels</li> <li>•Regular cleaning of school equipment</li> <li>•Toilet Check including wipe down of handles, taps, 11am and 2pm</li> </ul>

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					This is in addition to our end of day cleaning schedule.
27	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handwashing On arrival Before break After break Before lunch After lunch Before leaving for home Before and after any food snack or drink  Dermol emollient to be suggested for any child who is allergic to soap. Parents can choose to send this for their child.
28	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-school – each room has their own toilets and sinks Reception – sink in classroom Year 1 and 2 Sink in classroom Year 3 Toilets Year 4 Toilets Year 5 Upstairs toilets and Science lab. Year 6 Upstairs toilets and art room.
29	Remove unnecessary items from classrooms and soft toys/toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class Protocol Appendix A
30	Sharing of pencils/ pens and other items of stationery is avoided where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment to be provided by school.

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
31	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each hygiene station will include tissues. Reinforcing advice to cough/sneeze into crux of arm if tissues not close to hand.
32	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fans will not be used in the school. If students are hot the best way to quickly cool down is to wet the back of the neck – as the water evaporates it cools the skin overlying major blood vessels to the head.  Appendix A: Classroom Protocol



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33	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two cleaners appointed.
34	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Snacks should be brought in an appropriate snack bag and should not require use of a communal fridge.
35	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to ensure that they clear away all items after use.
36	Employees to store, where possible, coats, bags and non-work essential items in their cars.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Classroom protocol</p> <p>If staff do not travel into school by car, there will be a designated space within their bubble area for their belongings.</p> <p>Coats to be stored in the staff toilets.</p>

### Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
37	Staff and pupils are provided with instructions on how to achieve effective handwashing; for example in the form of posters, written guidance and video clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Hand-Washing Guidance</u></p> <p><u>Hand-Washing Video</u></p> <p><u>Hand-Washing Poster</u></p> <p><a href="https://www.youtube.com/watch?v=4eY59qr2FTo">https://www.youtube.com/watch?v=4eY59qr2FTo</a></p>

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38	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitiser provided in Reception and the Office.
39	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional cleaning rounds.
40	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas, and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrangements made with Shorrock Trichem to come after school hours.

Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
41	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will comply and have a ratio much lower than that recommended by the government.
42	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increase hours worked by cleaning staff.
43	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Staff to remain onsite during the school day to reduce additional risk of cross infection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	All peripatetic staff to follow risk assessment of the school All must wash their hands on arrival and then sanitise each session	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitiser given to them on arrival. Temperature checked Signing to say they have read the risk assessment
46	Choir sessions to take place in the hall with only years 3, 4, 5 and 6. Children to hand sanitise before entering the school hall. Children to stand facing the same way and at least a meter apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distancing between the children. Children to be supervised when hand washing and using the hand sanitiser. Tissues and hand sanitiser supplied. Children to stand facing the same way.

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	Staff supervision at a safe level.				Staff to sanitise hands before entering the hall.
47	<p>Early years staff will be in close contact with the children when nappy changing and working with them.</p> <p>PPE will be provided for nappy changing and staff must follow the guidelines in its use</p> <p>Hand sanitiser and hand washing facilities provided for both staff and children.</p> <p>Separate lunchtimes and playtimes from the rest of the school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Reduce amount of contact where possible,</p> <p>Hand sanitiser and hand washing provided in each area.</p> <p>Hand washing and sanitising routines clear with both staff and children.</p> <p>Separate lunch time and outdoor play session for the Early Years children.</p> <p>Temperature checks for those children who fall ill in school.</p> <p>Guidelines given to all staff about symptoms and reporting this.</p> <p>No crossing of the Early Years bubbles</p>
48	<p>Key stage one and two to be classed as close proximity.</p> <p>Staff to keep a safe distance where possible at least 1 meter + Staff and children to keep to their assigned bubble.</p> <p>The children will be in three bubbles (Y1&amp;2, Y3 &amp;4 and Y 5&amp; 6)</p> <p>Lunchtimes will be within these bubbles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Reduce amount of contact where possible,</p> <p>Hand sanitiser and hand washing provided in each area.</p> <p>Hand washing and sanitising routines clear with both staff and children.</p> <p>Separate lunch time and outdoor play session for each bubble.</p> <p>Temperature checks for those children who fall ill in school.</p> <p>Guidelines given to all staff about symptoms and reporting this.</p> <p>No crossing of the bubbles.</p>
49	<p>Music lessons will re-start in school. These should be socially distanced where appropriate and the use of musical instruments must be closely monitored.</p> <p>Any equipment used must be wiped down using antibacterial spray before and after use.</p> <p>Where possible the children will use the same instrument each week.</p> <p>The use of woodwind instruments will continue to be suspended</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Practical Music lesson will be in classes of no more than 15.</p> <p>Music theory lessons will take place in classes of 20.</p> <p>Where possible these should take place in the hall where the children can be distanced.</p> <p>No use of recorder or other woodwind instruments will be allowed.</p> <p>All instruments must be cleaned before and after use.</p> <p>Activities that involve shouting will be kept to a minimum.</p>
50	Strict adherence to the sickness policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Any child displaying symptoms will be sent home straight away.</p> <p>No child to be allowed in school displaying any illness.</p>
51	<p>Minibus. The number of children to be assessed on a daily basis.</p> <p>Numbers to kept to a maximum of 10.</p> <p>Minibus to be deep cleaned after each journey.</p> <p>Minibus driver to wear PPE</p> <p>Children to use hand sanitiser before getting on and off the bus.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Measure assessed daily.</p> <p>Hand sanitiser provided for the bus.</p> <p>Thermometer provided for the bus.</p> <p>Children to be seated apart unless they are siblings.</p> <p>Minibus cleaned after each journey.</p> <p>Minibus to be suspended if there is an outbreak.</p>
52	Assemblies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly zoom assemblies

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	These will be conducted over zoom once a week. Assembly for bubbles will commence in the school hall where children will be distanced				Bubble assemblies to take place in the hall. All children and staff to wash their hands or use hand sanitiser before attending the assembly. Children will be sat with distance in between them.
53	In the event of an outbreak within school: The bubble affected will be sent home for two weeks. Any other children who may have had close contact with members of that bubble will also be sent home. (siblings, breakfast club, after school provision or the minibus) This would include staff and children within the bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The parents will be informed and given guidance as to what to do, The areas will be deep cleaned. Advice sought from PHE and Greater Manchester Hub. Local authority informed and guidance sought.

### Appendix A: Classroom Protocol

- 1.) Remove any non-essential equipment from the classrooms. Store it in cupboards. Every surface needs to be able to be wiped.
- 2.) Clear desk policy – nothing but your laptop on your desk and the children are to remove everything from their desk when not being used.

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- 3.) No shared equipment – everything the children touch must be their own – scissors, glue, colours etc. turn the bookcases to face the walls to discourage sharing books
- 4.) If it can't be wiped clean, it can't be in there.
- 5) Remove any soft furnishing, toys and rugs.
6. Space desks out as much as possible with no desks facing each other.
7. Remove any spare desks – do not have extra desks or chairs in the room.
8. Each desk will have a cleaning station – please check this is stocked at the start of each day.
9. Before each morning and afternoon session, please ask students to wipe their desks, chair and equipment.
10. If possible, teachers will design a one way system in their rooms for movement.

### Staggered breaks and lunchtimes

	Drop off Main playground- unless other assigned	Early stay by prior arrangement only start 7:45am- Main Entrance	Morning break	Lunchtime	Afternoon break	Pick-up Main playground- unless other assigned designated area.	Late Stay by prior arrangement only-	Parent duty
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	designated area.						Last pick up 5.50pm- Main Entrance.	
Little Gems	Nursery gate – anytime after 8			11:30 am		Nursery gate- by 5.45pm		DB
Pre-school	8:45 am– Front door		Pre-school play area	Pre-school 11:45am – 12:45pm	Pre School play area	Front of school 3:20 pm		CH / PF
Reception	8:45 am Front door		EYFS play area	11:45am – 12.45 pm	EYFS play area	Front of school 3:20pm		
Year 1	8:45am		10 am – 10:25am	11:45-12:45	2pm – 2:25pm	Main playground 3:20pm		
Year 2	8:45am		10 am- 10:25am	11:45- 12:45	2-2:25pm	Main playground 3:20pm		
Year 3	8:55am		10am –10:25am	12-1	2:30- 2:50pm	Main playground 3:25pm		
Year 4	8:55am		10:35am - 11am	12:30-1:30	2:30-2:50pm	Main playground 3:25pm		
Year 5	9:am		Front playground 10:30am – 11am	12:30-1:30	2:30-2:50pm	Main playground 3:35pm		
Year 6	9:am		Front playground 11am – 11:30am	12:30-1:30	2:30-2:50pm	Main playground 3:35pm		

Sibling collection will be via the main playground- at the latest pick up time. Siblings to wait in classrooms for older sibling to collect and take to parents.