



Southwick Community Primary School

COVID-19





This is a risk assessment out-lining the key measures that our school is putting in place to ensure the safety and health of all of our Children and staff following the proposed phased return to school from 1st June 2020. This has been produced in adherence to the Department for Education's guidance documents:

- [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
- [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

The plan is subject to change due to advice from Public Health England, (PHE), UK Government and Department for Education and any other relevant body. The plan will be continually reviewed by senior leaders and governors, and it will be amended as appropriate.

To make safe for Southwick Community Primary to open its doors initially to

- Children in Year 6
- Children of Key workers
- Those classed as vulnerable children

This will **take effect from Monday 1st June or Monday 8th June only if we deem it safe. We will confirm all extra details next week.**

We will review our safety options the end of week 1 and consider opening the school to further year groups.

During this time we will be unable to provide any wraparound care but a limited number of **KEY WORKER CHILDREN ONLY** may begin school at 8.30 by speaking to the school office and reserving a place.



The arrival and departure times are as follows- **letters will be sent when we confirm exact numbers and we have a confirmed start date.**

Year 6

Staff	Mrs Barker	Miss Hetherington	Mrs Watson	Miss Slater
	Mrs Stephenson	Mr King	Mrs Smith	Mrs Beresford/Miss Forster
Classroom	Class 14	Class 13	Class 12	Class 11
Entry and exit point	9.15am-3.15pm	9.15am-3.15pm	9.15am-3.15pm	9.15am-3.15pm
	Own Classroom door to plaza Walk children to plaza at the end of the day to either meet parent or walk home on their own	Own Classroom door in school reception Walk Children to main entrance at home time to either meet parent or walk home on their own	Enter through outside door of Class 12 via mud kitchen gate Walk to mud kitchen gate at the end of day	Enter through outside door of Class 11 via mud kitchen gate Walk to mud kitchen gate at the end of day

Key worker/ Vulnerable children

Staff	Mrs Mahone/ Mrs Foxton Miss Cogdon-	Miss Brook Miss Dickinson	Miss Turner Miss Guthrie- Miss Dryden	Mrs Jardine/ Mrs Dennison Mrs Hutchinson	Mrs Pattison Mrs Wake	Mrs Seaman Mrs Forster Miss Banks-	Mrs Skipp Mrs Hewitt Miss Bilton
Classroom	Class 7	Class 5	Class 6	Class 3	Class 4	Class 8	Reception
Entry and exit point	9.00am-3.00pm Own Classroom outside door via plaza	9.00am-3.00pm Enter through outside door of Class 12 via mud kitchen gate Walk to mud kitchen gate at the end of day	9.00am-3.00p m Enter through outside door of Class 12 via mud kitchen gate Walk to mud kitchen gate at the end of day	9.00am-3.00pm Own Classroom outside door via plaza	9.00am-3.00pm Own Classroom outside door via plaza	9.00am-3.00pm Own Classroom outside door via plaza	9.00am-3.00pm Reception exit door via plaza- usual Reception exit and entry door

Please see the risk assessment below for details of arrival and departure.



Time	Potential risks	Preventative measures
From 8.00	Staff arrival at school	<ul style="list-style-type: none"> ● Staff to enter through main school office. ● Staff to wash hands on entering the premises. ● Encourage use of hand-sanitising units.
9am	Key worker children to enter school via allocated door (letters to be shared on confirmation of return date)	<ul style="list-style-type: none"> ● Parents/ carers will not be permitted on school site (except for main reception- please adhere to social distancing) ● Children met by their designated teacher ● Children enter the building through their designated door (see letter) ● Children will be guided into school by staff by their designated teacher/teachers (see letter) ● Parents must remain outside of school gates and adhere to social distancing guidelines.
8:45am	Year 6 groups begin to arrive children arrive at school	<ul style="list-style-type: none"> ● Year Six children to arrive promptly at their given time slot and at the specified entrance detailed in their individual letter. ● Children will be guided into school by staff by their designated teacher/teachers (see letter) ● Parents must remain outside of school gates and adhere to social distancing guidelines. ● Children wash hands/use hand sanitisers upon entrance to school.

Lesson time (Year 6)	Children in close proximity to one another - risk of spreading virus	<ul style="list-style-type: none"> • Children to be taught in the current Year 6 and 5 classrooms. • Each class measured to ensure social distancing at all times- 7 children and 2 adults per room. • Children to be situated at desks spaced to allow adherence to 2m social distancing guidance. • Each child to be provided with individual stationery to be kept at their designated tray. • Children remain at desks unless instructed by the class teacher. • Children to be escorted in the corridor to and from toileting facilities as required. • Hand washing and use of hand sanitiser to be encouraged throughout the day. • Soft-furnishings and unnecessary equipment and furniture will be stored away.
Lesson time (key worker children)	Children in close proximity to one another - risk of spreading virus	<ul style="list-style-type: none"> • Children to be taught in allocated classroom throughout the school. • Children to be situated at desks 2m apart to adhere to spreading virus social distancing guidance. • Each class measured to ensure social distancing at all times- 7 children and 2 adults per room. • Each child to be provided with individual stationery to be kept at their desk.
	Playtime	<ul style="list-style-type: none"> • Access to the outside will be via the classroom exit. • Children are provided with a range of play equipment to be washed after each use. • Children to be designated individual play spaces within visibility of supervising staff. • Staggered playtimes • Staff to encourage children to adhere to social distancing guidance. • Children use hand sanitiser when entering the building and wash hands as directed by members of staff.

	Lunch	<ul style="list-style-type: none"> • All Y6 children to eat their lunch in their designated classroom. • Key worker children to follow a staggered lunch timetable and will eat their lunch in the hall following social distancing guidelines. • School will provide lunch as usual to children. • All children will wash their hands before and after eating. • Children to be designated individual play spaces within visibility of supervising staff. • Staff to encourage children to adhere to social distancing guidance. • Children use hand sanitiser when entering the building and wash hands as directed by members of staff.
Staggered home times from 2.45pm- 3.15pm- please see additional personalised letter.	Children collection	<ul style="list-style-type: none"> • Children wash hands before exiting school. • Children will be escorted to their exit point (see letter) • Those with permission to walk home will still be allowed to do so. • Parents collecting children should wait near their allocated point, whilst maintaining social distancing • Staff placed at entrance to school to supervise and ensure adherence to social distancing guidance. • Children to ensure that they do not take any school property home.
3.15 onwards	Risk of spreading the virus at home	<ul style="list-style-type: none"> • Children to wash thoroughly either in the shower or using a sink (avoiding unnecessary contact with taps etc). • Children to undress upon entering home, placing child's clothes either immediately into the washing machine or placing them in a separate washing/carrier bag.
3.30-6.00	School cleaning to prevent risk of virus spreading	<ul style="list-style-type: none"> • School to be cleaned daily after school hours.