

# Banks Lane Junior School Risk Assessment Overview – September 2020

**Our risk assessment will only work if everyone who enters the school campus works together.**

**Please support us in keeping our children, parents and staff safe.**

	Activity to keep children, staff and parents safe
Regular hand washing or sanitising	<ul style="list-style-type: none"> <li>• Please help us by ensuring children have washed their hands before leaving home.</li> <li>• Outside every classroom there is a hand sanitising station - children will be expected to sanitise hands on entry and leaving the classroom - sanitiser is also available on the teacher's desk.</li> <li>• Handwashing is regularly timetabled each day - this will be supervised.</li> <li>• Children will regularly be shown a handwashing video and reminded of the importance of handwashing.</li> </ul>
Regular cleaning	<ul style="list-style-type: none"> <li>• Extra cleaning is allocated each day for key areas such as toilets, sinks, taps, locks, switches, handles, doors.</li> <li>• All classrooms are deep cleaned each night. All tables, chairs, surfaces are disinfected. Rooms are clear of soft furnishings, desk top displays and extra furniture to create more sterile and clean environments.</li> </ul>
Social distancing	<ul style="list-style-type: none"> <li>• 2 metre social distancing will be maintained where possible; but for teaching to successfully take place we recognise that this will be impossible at all times. Children will be encouraged to keep their distance.</li> <li>• Classrooms will be set up so that children all face forward - limited collaborative learning will be encouraged.</li> </ul>
Routines	<ul style="list-style-type: none"> <li>• Everyone needs to stick rigidly to our timetables;               <ul style="list-style-type: none"> <li>○ Please ensure that you and your child enter their bubble at their allocated time and parents need to leave the premises promptly to allow other children to be safely dropped off.</li> <li>○ Siblings can be dropped off at the earlier sibling start time.</li> <li>○ Siblings can be picked up at the later siblings finish time.</li> <li>○ Teachers will adhere to strict timetables to ensure toilets, hand washing, hand sanitising, play times, lunch times, PE sessions etc. do not overlap.</li> </ul> </li> </ul>
Keep children, parents, staff and bubbles apart	<ul style="list-style-type: none"> <li>• Children will all face forward in lessons and have little interaction in groups within the classroom.</li> <li>• Children will not be allowed to enter another bubble or play with children from another bubble.</li> <li>• If children need to move around school they will be supervised by staff.</li> <li>• Children who arrive late will need to be escorted to their bubble entrance by staff when all bubbles are safely closed. Parents will need to wait with their child until children can enter school safely. If this is persistent entry to school may be refused.</li> <li>• Staff can only meet colleagues from other classes in staff only zones following social distancing guidelines.</li> <li>• Parents cannot come into our building unless by prior appointment - parents will be unable to enter staff/children zones. We are here to help - so please phone/email the office if you have concerns.</li> </ul>
Report your concerns	<ul style="list-style-type: none"> <li>• Ensuring the safety of the school community is everyone's responsibility, if anyone has any concerns about the integrity of bubbles, infection control, cleaning, Covid symptoms, parents, children or a staff member they must contact SLT via the school office or email.</li> </ul>
If you or your child is unwell	<ul style="list-style-type: none"> <li>• Stay off - get tested - inform us of the outcome. Stay safe.</li> <li>• You can book a test here: <a href="http://www.nhs.uk/ask-for-a-coronavirus-test">www.nhs.uk/ask-for-a-coronavirus-test</a></li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Teachers are not allowed to share resources with children unless they have been thoroughly cleaned.</li> <li>• Children are not allowed to bring toys, games, cards etc into school.</li> <li>• Mobile phones must be kept in a child's bag/coat and if they are stolen or damaged we will not be held responsible. We would advise no mobile phones in school.</li> <li>• Our outdoor equipment remains off limits - we would be expected to clean this after each use - we simply don't have the staff for this - keeping the inside of school sanitised is our top priority. Please support us by not letting children on the climbing frames before or after school.</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• Toilet breaks and hand washing will regularly take place - staff will be located at the toilet entrances.</li> <li>• Staff will supervise use of resources and ensure thorough cleaning before and after use.</li> <li>• Staff will be on duty and ensure playtimes/lunchtimes run on time to maintain safe bubble integrity.</li> </ul>
Behaviour	<ul style="list-style-type: none"> <li>• Children and parents will need to agree to our Covid specific home/school agreement and agree to the content before starting school in September.</li> <li>• Our positive encouragement system will remain as our key behaviour tool. Parents will be contacted if children's negative actions endanger the integrity of bubbles and put children, parents or staff at risk.</li> </ul>
Ventilation	<ul style="list-style-type: none"> <li>• Increased ventilation reduces the spread of infection - windows will remain open - so wrap up!</li> </ul>
Dropping children off/picking up	<ul style="list-style-type: none"> <li>• We have created a one way system - parents will need to support school to keep everyone safe. This may take a bit of getting used to! Please follow signs and staff member's directions. It may be a slight inconvenience but keeping everyone safe and keeping school open for all bubbles is our number 1 priority.</li> </ul>
Breakfast Club	<ul style="list-style-type: none"> <li>• This will now start at 8.15 - we hope that this will still help families. All children will be in the school hall, but separated in to bubble tables. We are planning on providing breakfast as usual but children will not have access to toilets due to bubble restrictions.</li> </ul>
School uniform	<ul style="list-style-type: none"> <li>• Full school uniform is expected and will need to be regularly cleaned - ideally every day.</li> <li>• We are providing every child with a new tie to support families in reintegrating back in to school and hopefully proving a spare to help with laundering!</li> </ul>
Lunchtimes	<ul style="list-style-type: none"> <li>• Lunch will be eaten in classrooms to prevent cross contamination of bubbles and pupils.</li> <li>• Children who normally have a school dinner will have a 'grab bag' packed lunch delivered to their classroom.</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• All first aid will be administered within bubbles by a qualified first aider.</li> <li>• If a first aid incident is deemed an emergency, pupil/staff safety will override bubble integrity.</li> </ul>