

Identified Risk and Working instructions

Staff

Area	Specific Item	Information	Risk Management
Arrival and Departure	Door entry	The main porch door and school door will be left open between arrival and departure times by somebody already in the building so this will not be needed to be touch.	Cannot be cleaned after each entry if used.
	Signing in/out	Staff will use their barrier pass to sign in and out and will not touch the screen.	If the screen is touched it must be wiped.
	Personal Belongings	Please go straight to your classroom and wash your hands. Then use your locker to place your bag and phone inside and food in the fridge and then re wash your hands.	Hands all need to be washed and this can't be all done in the toilets or staff room as there is not enough space to ensure social distancing. After using your locker you should re wash your hands on returning to the classroom.
	Quadrant doors	This will remain unlocked because they are fire exits	You must plan your route around school not to use the quadrant doors, only your inside or outside classroom doors should be used.
Adult toilets	Door handles	A paper towel dispenser and Bin will be placed outside the toilet.	This is your choice but paper towels are provided outside so that you do not need to touch the handle on the door. On exiting you can repeat with a towel from

			inside and use the bin outside to dispose of.
<p>Breaks and Eating When you enter your classroom with the children each day you will only leave to have your tea break, lunch and use the toilet. These have to be worked out between the classroom pair of adults. (Please see the children's working directive for support through lunchtime).</p>	<p>Staffroom use Social distancing rules must be adhered to at all times.</p>	<p>Trays</p>	<p>This will not be used and the unit will be turned around. Anything needed from them should be stored in personal locker.</p>
		<p>Staggered timetable for the children's lunch so staff lunches will naturally be staggered.</p>	<p>This will be created and adhered to ensure social distancing. A maximum of 8 can be in the staff room at one time and can only use the seats that have not been marked off. Only two adults at a maximum must be in the kitchen area at one time.</p>
	<p>Equipment in the kitchen</p>	<p>Such as Fridge, Microwave and Toaster. To lessen your risk it may be better to bring your own cutlery, this is your choice.</p>	<p>Please ensure you have washed your hands before using them.</p>
	<p>Leaving during lunch</p>	<p>To protect your class we are asking that you do not leave during the school day to get lunch etc.</p>	<p>This helps to minimise the contact with others.</p>
	<p>Tea/Coffee and Food</p>	<p>Do not share open food only share food that is wrapped?</p>	<p>To lessen your risk it is suggested that you should provide your own tea, coffee etc. which is brought with you and taken home each day.</p>
	<p>Outside area</p>	<p>Picnic benches can be used but are hard to wipe and clean.</p>	<p>Only 2 as a maximum on each bench.</p>
<p>Office</p>	<p>Number of people in the office</p>	<p>A maximum of four people will be allowed in the office at one time.</p>	<p>FLO, HT and DHT may make up the four people. Other adults</p>

			should communicate with the office through the glass at the front or the door way. The glass will remain closed and if in the door way you must remember the corridor is narrow and will hinder peoples routes to the toilet and the staffroom so please avoid if possible.
	Parent contact	Parents will not interact directly with any staff.	Parents will know that when they drop off and pick up they will need to leave the site at quickly as possible so that it can free flow. Parents will know that they can continue to communicate with school via email or on the telephone or directly with the teacher using DOJO
	<p>Visitors please follow protocol for school visits.</p> <p>Staff member will have completed pre visit information on Excel sheet saved on the U drive under visitors 2020.</p>	<p>Should be split in to essential and non-essential</p> <p>Essential visitors would be:</p> <ul style="list-style-type: none"> • Social workers • Specialist teacher and those providing support for children • Advisors invited by school. <p>Non Essential:</p> <ul style="list-style-type: none"> • New parents tours • Contractors • Parent helpers • Work experience students • Family trust 	<p>Essential visitors will able to come on to site and would need to use the screen to log their presence onsite. They should be provided with anti bac wipes to clean the screen before and after their use. Non-essential visitors will be asked to visit school when there are no children present.</p> <p>Any visitor allowed onto site will be accompanied by a school adult and will be encouraged to wash their hands on arrival. They will be</p>

		<ul style="list-style-type: none"> • Church Minister 	escorted and only spend time with the children or adult that they need to.
	Messages	Staff should not be passing messages to each other via post it notes etc.	Messages should be emailed or shared verbally where appropriate. All staff in offices and classrooms will ensure emails are open to enable messages to be able to be received easily.
	Letters/Signatures	These should be kept to a minimum	Letters/Financial documents etc should only be presented to SLT once a day or more minimally if possible. They should be kept in batches.
	Laundry	This should be removed from the staff room area as quickly as possible.	This should be dried fully in the library area and should not be shaken but just laid out to dry.
	Gate Key	This is on a key ring that can be wiped.	This should only be touched by designated adults and should be cleaned after use.
Deliveries	In the holding area	No Personal deliveries are allowed at school during this time.	Deliveries will be left in the holding area and communication with delivery drivers will be through the glass. Any paper work can be left with the delivery. It will be unpacked as soon as possible from there. The person unpacking will remove all outer packaging and re wash their hands or where gloves which ever they prefer before putting the delivery away. All packaging can be left in

			the area or outside for Site manager to dispose of.
Teaching	Resources	Example phonic cards	Ensure that you and the other adult in the room are not sharing resources. So you may need two sets of phonic cards, pens, scissors etc. They can be shared if they are wiped in between use.
	Photocopying/Shredding	Limited users as possible.	This could quickly become a hotspot. Resources should be discussed and collated between year group classes and where possible photocopying should be done by one adult for the whole year group. Protocol of wash hands and clean the equipment before and after use will need to be in place. You will need to ensure that during the afternoon you plan what resources you will need copied for the next day, which can then be copied by one adult again for the whole year group. These resources should be delivered to the classroom doors and both the delivering a receiving adults will wash their hands.
	Planning/Online	This will be planned as normal, specifically targeted to identify and fill gaps and include as much	Resources required will need to be available the day before so that they can be photocopied for the whole year group to stop too many

		<p>connected curriculum as can be timetabled.</p> <p>Planning will be transferred to online plans in case of lockdown.</p>	<p>adults and trips to the photocopier. All ensuring everyone stays in the classroom as much as possible.</p>
	Clothing	<p>Bare below the elbow. Adhere to the school code of conduct and dress code.</p>	<p>It is suggested that those working directly with the children should try and be bare below the elbow while in the classroom with them to ensure that when hands are washed clothing is not hindering the process. School will ensure that heating is used to enable this to happen.</p>
	Lanyards	<p>None to be worn</p>	<p>Class DOJO points in line with the revised behaviour policy will be used. Please ensure you have read the revised policy.</p>
	Resources for children	<p>Their own pack will contain Pencil, pen, scissors, glue, whiteboard, pen and rubber, coloured pencils.</p>	<p>This pack will be made up with a label on the front for the child to write their name on. They can decorate small stickers to also label each item in their pack. The child should be the only one to touch the equipment in their pack. This should be removed from the table at the end of the day to ensure cleaning of the tables is possible.</p>

			They should be wiped and put back out the next day.
		Their books	Can be left open by the children when they have finished for marking. When moved by an adult they should wash their hands. Books should all have covers on them to enable them to be wiped.
		Paper resources	Any left overs should be thrown away at the end of the day.
		Reading books in class	These will be selected for each child and will be kept in the child's pack for the week or in their tray.
		Reading books for home	Packs of 3 books per child in their level will be packed in plastic wallets on a Monday. The children will take these home and leave them there until Friday when they will be returned and left in a collection box until the following Monday when they can be swapped and changed again by an adult who will then wash their hands.
Adult Illness	Must be reported between 7 and 7.30 on the morning of the illness and then school called by 3pm on the day of illness to discuss with SLT member fitness to return the following day.	If COVID symptoms such as high temperature, persistent new cough, loss of taste or smell from any member of the household, staff member will be told to register for a drive in test and to report the test time and result as soon as they are known.	Other sickness episodes should be avoided where possible to ensure that classrooms can function with high adult support in them without the need to introduce new adults into classrooms.

MMS	Arrival and Departure	On arrival you will use your barrier pass to sign in and the door will be opened for you from inside. You must go straight to your classroom and wash your hands you should then place any personal items into your locker and return to your classroom.	To ensure social distancing from other staff you will not be able to use the staff room. You should remain 2 meter social distanced from other adults and the children where possible.
	First Aid	Please see children's document	
	Lunch Staggering	Please see children's document	
	Behaviour	Please see children's document	