

ELMWOOD PRIMARY SCHOOL

RISK ASSESSMENT

Area/Task: COVID-19 Ingress and egress to the school building		Assessment date: July 2020
People who may be harmed i.e. staff, pupils, visitors: Staff, visitors, parents/ carers and pupils		Assessment updated August 2020
What are the hazards?	What are the risks?	Information and Current Control Measures
Ingress and egress to school premises	Spread of COVID 19 between staff, children and parents	<p>Link way gates will be closed until 8:30 to discourage children and parents congregating in the playgrounds. Entrances into school will be open at 8:30 to allow for children arriving at school to filter into school whilst observing social distancing procedures.</p> <p>Parents of Key Stage 2 children will be asked to leave their children at the perimeter gates. Staff will be placed at the gates to direct children into school.</p> <p>Children who arrive late will enter through the main entrance.</p> <p>Parents will not be allowed to enter the school building. If they need to contact staff, parents will use email or telephone.</p>
Ingress and egress to school premises	Spread of COVID 19	<p>Children using the Before and After School club will enter and leave via the Link Way door.</p> <p>Doors will open at 8am for these children.</p>
<p>Ingress and egress to school premises</p> <p>Parents provided with a map of the school showing the entrances for each class</p>	<p>Spread of COVID 19</p> <p>Nursery 8:55 – 2:30</p> <p>Reception 8:55 – 2:30</p> <p>Class 4 8:55 – 2:45</p>	<p>Parents must not pass the line marked on both playgrounds.</p> <p>There will be a one-way system for parents bringing children to school and entering and exiting school premises. Parents must adhere to the social distancing rule.</p> <p>Only 1 parent per family is allowed on the school premises, this will be strictly monitored by school staff. Cones and line markings will be used to identify areas to stand.</p> <p>Parent's entry through single top gate next to double gates (gates entry towards school car park.) Children to be dropped off and picked up from the Nursery playground near the Nursery door. Parents exit through double gates in Key Stage 1 playground then exit through large double gates.</p> <p>Parents enter through arch way door next to KS1 playground and on to the playground. Children enter school through Key Stage 1 door and will be met by staff who will direct them to the correct class. Parents exit through double gates in Key Stage 1 playground then exit through large double gates. Children will be picked up from Key Stage 1 playground and exit through the double gates.</p> <p>Children will enter school through the main entrance. Parents will drop children off at the main door then exit by walking through the Key stage 1 playground and exiting through the double gates. Year 1 children will be picked up from the key stage 1 playground and exit through the double gates.</p>

	<p>Class 3 8:55 - 2:45</p> <p>Year 2</p> <p>Key Stage 2</p> <p>Class 7 8:55 – 3:15</p> <p>Class 8 8:55 – 3:15</p> <p>Class 9 8:55 – 3:15</p> <p>Class 10 8:55 – 3:15</p> <p>Class 11 & 12 8:55 – 3:20</p> <p>Class 13 8:55 – 3:20</p> <p>Class 14 8:55 – 3:20</p>	<p>Parents leave children at gates leading to Entrance B. Year 1 children will be picked up from the key stage 1 playground and exit through the double gates.</p> <p>Parents will drop children off at the Link Way door and pick them from Key Stage 1 playground.</p> <p>Children enter Key Stage 2 playground through the first gate and Key Stage 2 playground.</p> <p>Class 7 will enter school through the Key Stage 2 door. They will be picked up from Key Stage 2 playground from a designated area.</p> <p>Class 8 will enter their classroom through Class 8’s fire door. At the end of the day children will be called for from the classroom as parents arrive.</p> <p>Children will enter school through Class 9’s fire door. They will be picked up at the end of the day from an area near the bike shed in the Key Stage 2 playground.</p> <p>Children will enter school through the fire door facing Class 10 in the extension. At the end of the day, they will be picked up from a designated area in the Key Stage 2 playground.</p> <p>Children will enter school through the extension fire door. At the end of the day, they will be picked up from a designated area in the Key Stage 2 playground.</p> <p>Children will enter school through the archway door nearest their classroom. At the end of the day they will be picked up from a designated area in the Key Stage 2 playground.</p> <p>Children will enter school through the Key Stage 2 door. At the end of the day they will be picked up from the ramp in the Key Stage 2 playground.</p>
Lunchtimes	Spread of COVID 19	<p>Children having a school dinner will be escorted over to the canteen by Mrs Barron and/ or Mrs K Butterworth and then will be asked to re-join their class in the classroom, then the class will go out to play together.</p> <p>Packed lunches will be eaten outside weather permitting or in the classroom.</p> <p>In the dining hall the children will sit in their class bubbles.</p> <p>Both front and rear doors can be used to enter and leave the dining hall.</p>
Break times	Spread of COVID 19	<p>Children will be permitted to use the bathrooms 1 at a time which will be supervised.</p> <p>School fields to be used weather permitting as well the playgrounds.</p>