

HOPS Hazard Assessment
Moving Around School, One Way Systems in response to Covid 19
Updated for New Academic Year August 2020 to July 2021

This hazard assessment reviews the advice provided to the education sector from the government on Moving Around School. The following is the latest advice from government. Other stakeholder's advice has also been reviewed, to include unions and the LA.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Guidance for full opening – schools

Published 2 July 2020

**Under
Prevention**

Section 1 Public health advice to minimise coronavirus (COVID-19) risks

They (Face Masks) are not required in schools as pupils and staff are **mixing in consistent groups**, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Section 5 Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

Other support

Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.

Measures elsewhere

When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While **passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits**. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and **keep their distance** from pupils and other staff as much as they can, **ideally 2 metres from other adults**. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.

Assessment of Risk

By applying the above government advice (and common sense) to our setting we have produced an assessment of how we will manage 'Moving around school and any one way systems or no access areas'.

This is set out below. This is being adopted to help to reduce risks from Covid-19 transmission. It is expected that it may take a number of days to become comfortable with these new arrangements.

The assessment is based on the need to minimise contact and minimise possible collection points in corridors, entrance and exits, and other 'choke' points.

HOPS
Safe Systems of Work – One Way Systems
Updated for New Academic Year August 2020 to July 2021

Work Activity – One Way Systems

Area – Whole School

Ref – Covid-19 July 2020 - One Way Systems

The following will be the method to manage Moving Around School and One Way Systems

Inside Movement around School

- See Lunch Time Assessment for specific direction for lunch time

General

- Managing movement around school and all staff and children following these directions is important in controlling the hazards that Covid 19 present
- We need all colleagues to reinforce these controls with the children in their classes and across the school
- We need colleagues to remember that these changes are for the long term **probably** the whole academic year, DO NOT become lax
- The library will only have very limited access for children
- The music room will not be in use for children **for at least** the first term
- The music room can be used as break room for a maximum of 3 staff
- Before any music is taught on site a separate hazard assessment will be required
- If you use the music room you **must** clean it after use, a cleaning station will be provided

Corridors and Doors

- Wherever possible doors around school will be wedged open
- This will reduce contact surfaces – see Cleaning Assessment
- External doors to class rooms will stay open - this is subject to ongoing Risk Assessment review for intervention
 - Doors will be left open as long as possible weather permitting
 - Windows will be left open after the doors have been closed
- All staff need to assist with making sure all doors remain wedged open wherever possible
- The new doors in reception and KS1 are ‘hold open’ doors – **these need to stay open**

Main Reception Corridor - Children

- To maintain social distancing children will only access the office corridor, between reception and up to the steps to year 3, **if** they need medical assistance
- Children based in KS2 classrooms will not use this corridor to access the school hall or playgrounds

Main Reception Corridor – Staff

- To maintain social distancing staff must step to one side and use the offices, medical room, photocopier room and staff room if available to allow others to pass.
- If the corridor is busy **wait**
- Staff are reminded that you **do not go** into the school office

Accessing outside

- Always use your class individual door to access outside for play – this also applies to all reception children – See Lunch Time Assessment
- For the few classes with no external door a route will be identified

Break Time – See Break Time Assessment

- Each group/class will access outside separately on a rota
- Do not let your classes mix
- Breaks should be approx. 15 minutes excluding walking to and from the play area
- Each group will have an area marked on the playground and separated by barriers
- Make sure you walk around the playground in the direction indicated to get to your play area
- You *Play Area* will be identified by a laminated sign with a number

All classes

- Ensure the children wash their hands five times per day
 - Start of the day before registration
 - After break
 - Before lunch
 - After lunch
 - Before they go home
- The above do not include when the children go to the toilet

Start of the Day Reception

- Please walk your class along next to the fences keeping the road close to you
- Please enter your classroom from your class door

Start of the Day Year 1

- Miss Dalby and Miss Burton classes
 - Please walk your class along the opposite fence from reception nearest to the school and into school by double doors outside Miss Burton's classroom
- Miss Clamp
 - Please walk your class along the opposite fence to reception nearest to the school and into school by double doors outside Mr Kneafsey's classroom

Start of the Day Year 2

- Mr Kneafsey, Miss Cooper, Miss Godwin and Mrs Baines
 - Please walk your class directly into school from the side gate using **your** classroom doors

Start of the Day Year 3

- Mrs Coneron and Miss Warden
 - After collecting your class enter school via the hall side door
 - **Do not go down** the reception corridor
 - Please go out via the reception playground turn right and go into school via **your** classroom external door
- Mrs Granero
 - After collecting your class enter school via the hall side door
 - **Do not go down** the reception corridor
 - Please go out via the reception playground turn right and go into school via **external door at the bottom of the steps** to reception corridor

Start of the Day Year 4

- Mr Thurgood
 - Please walk your class through the link corridor and down to the reception playground and in to school via the hall doors on the reception playground and down to your class
- Miss O'Neill and Mr Hatley
 - Please walk your class through the link corridor across the playground in through the mobile front door

Start of the Day Year 5

- Miss Holt
 - Please walk your class into school via the door next to the toilets in the Victorian building
- Miss Price and Miss Richards
 - Please walk your class across the playground in through the mobile front door

