

HOPS Hazard Assessment
Lunch Time 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 Lunch Time. 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

Measures elsewhere

Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Catering

We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.

School kitchens can continue to operate, but must comply with the [guidance for food businesses on coronavirus \(COVID-19\)](#).

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.

Assessment of Risk and Factors Considered

By applying the above government advice (and common sense) to our setting we have produced an assessment of how we will manage 'Lunch Time'.

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.

These updated systems are to help to minimise contact between full classes which form the new bubbles. They are also in place to minimise contact between adults across the site.

- The school will continue to deliver hot dinners to all children.
- To manage classes each class will have three tables for lunch.
- You will have the same table each day
- There will be a maximum of 8 lots of 3 tables set out for lunch
- Lunch time will start at 11.40am with the last lunch served at 1.20pm and the last children collected from outside at 2.05pm
- We will need all teaching staff to be on time when bringing the children down to the hall
- Those having packed lunches will need to bring the lunch boxes with them and keep them with them when they go outside
- Water bottles should not be needed except those who are having packed lunches
- When the new reception children start they will be a little slower in lining up for their lunch
- This may cause some delays; however, we have allowed 30 minutes in the hall for the first 6 weeks we may then be able to reduce this to 25 minutes after half term
- Children will initially have the same max 15 minutes outside in the break areas

Safe Systems of Work – Lunch Time
Updated for New Academic Year August 2020 to July 2021

Work Activity – Lunch Time

Area – Whole School

Ref – Covid-19 July 2020 - Lunch Time

The following will be the method to manage 'Lunch Time'

Cleaning – See Cleaning Assessment

- The tables and benches will be cleaned down between classes
- The counter top will be cleaned between classes
- Water jugs will be cleaned between classes

Wet Play Lunch

The procedure below will be followed after children have spent approximately half an hour in the hall they will go back to their classrooms. The stagger means that this can be managed with less MDS.

Children

- Classes will go to lunch in timed slots
- Classes will be approx. 5 minutes apart
- The service counter will be free before the next group goes to the counter
 - **One class will be at the counter at a time**
- The next class waiting will be inside the hall door
- The next waiting behind the second reception corridor door And so on
- Teaching members of staff will be responsible for the class unit they are **in the hall**
 - This is **not** part of your break time – this would normally be teaching time

Reception

- Miss Phillips 11.40am
- Miss Twombly 11.45am
- Mrs Carr & Mrs Preston 11.50am

Year 1

- Miss Dalby 11.55am
- Miss Burton 12.00noon
- Miss Clamp 12.05pm

Year 2

- Mr Kneafsey 12.10pm
- Miss Cooper 12.15pm
- Mrs Godwin & Mrs Baines 12.20pm

Year 3

- Mrs Granero & Mrs Duncan 12.25pm
- Mrs Coneron & Mrs Coley 12.30pm
- Miss Warden 12.35pm

Year 4

- Miss O'Neill 12.40pm
- Mr Thurgood 12.45pm
- Mr Hatley 12.50pm

Year 5 and Year 6 are switched because we need the year 6 class rooms at the end of the school day for Afterschool Club

Year 5

- Miss Price 1.10pm
- Miss Richards 1.15pm
- Miss Holt 1.20pm

Year 6

- Mrs Faulconbridge 12.55pm
- Mr Burdett 1.00pm
- Mr Spillar 1.05pm

After Lunch

Children will be collected by teaching staff from their Break Areas on the playground

- Please collect **on time**

Staff

- The staff room can have a **maximum of 5** staff in at once
- Only one member of staff can access the microwaves at once
- Only one member of staff can access the hot drinks and fridge area at once
- After leaving your children in the hall make your way to the staff room
- Take your drink and food to where you are going to eat – we need to use the spaces identified to eat do **NOT** stay in the staff room to eat
- When going back through the hall it is very important that we remember to maintain social distancing from colleagues and from children in other classes
- The current social distancing advice is clear where possible maintain 2 metre distance from other colleagues
- The library has restrictions on its use as a break room – see Staff Room assessment

Where can I eat my lunch?

Inside

- In your class base where you work with your group
- If you go to another member of staff's class base **you will need to clean all surfaces** you have touched - see cleaning assessment
- Limit numbers in groups inside to no more than 3 per class base

Outside

- Outside in the seated bench area – this can accommodate 8 to 10 people
- Outside where the benches are by the new mobile
- Outside on the grass area by the rear of the new mobile
- Outside in the designated space near the pagoda

Note: Lunch Breaks will be for 45 minutes.

Morning Breaks

Key Staff

- A number of Key Staff will be identified to provide drinks to teaching staff
- Key Staff will be identified to cover for toilet breaks
- Hot drinks will be brought around school in lidded 'coffee' mugs

Staff must follow the directions above.

These form part of the schools controls for social distancing and safe movement of people around site. There are no exceptions.

Written Date: Monday July 6th 2020

Issue Date: Monday August 24th 2020

Review Date: July 2021 or when new guidance is released

Signature:

Position:

Date:

Signature:

Position:

Date: