

HOPS Hazard Assessment
Start and End of the School Day 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 the Start and End of the School day. The following is the latest advice from government. Other stakeholder's advice has also been reviewed, to include unions and the LA.

The assessment and its outcomes are in place to protect your safety, the safety of your colleagues and the children in the setting. You need to follow the assessments and all assessments in place.

<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

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

Measures for arriving at and leaving school

... schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.

Assessment of Risk and Factors Considered

By applying the above advice to our setting we have produced a method of managing arrivals and collections. This is set out below. This is being adopted to minimise social distancing. Where possible reduce contact on the school site between groups and minimise the number of adults on site. This will in turn help to reduce potential hazards related to Covid-19 transmission.

The outcomes and SSOW develop the previously existing assessments the school operated under in the summer term 2020. The material differences are centred on how we manage social distancing under the new guidance and also maintain a high level of cleaning across the site. Hand washing and continuous cleaning are fundamental to maintaining the safety of all in school.

Supporting the provision of Breakfast and Afterschool clubs requires that year 6 start earlier by up to 15 minutes than other year groups.

HOPS
Safe Systems of Work - Start and End of School Day
Updated for New Academic Year August 2020 to July 2021

Work Activity – Start and End of School Day
Area – Access to school
Ref – Covid-19 June 2020
The following will be the method to manage the start and end of the school day

All Parents and Children - Important

- All year groups will be in school
- Access will be restricted to **specific entrances** for individual year groups
- Parents **must use** the assigned entrance for your child
- Parents will not be allowed on to the school site **including** the road outside preschool
- Please do not collect on the public footpath by the pre-school bungalow this blocks access for pre-school users and other members of the community
- Children who are coming to school on their own or going home alone will also need to use the assigned entrance for their year group
- Parents should not bring any other children to site unless this is **absolutely necessary**
- In order to maintain social distancing parents should not arrive early
- Please ensure your child has a coat **whenever** rain is predicted
- Please ensure your child has their PE kit to be left in school until half term
- Please ensure your child has a **filled** water bottle with them
- Parents are reminded that **dogs are not allowed** on school premises
- If your child or anyone in the household are displaying symptoms of Covid-19 do not come to school. You should follow government advice and arrange for you and your child and other members of the household to be tested as soon as possible. **'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'**
- The advice sets out that the individual must self-isolate for at least 7 days and should **arrange to have a test** to see if they have coronavirus (COVID-19).
- Other members of the household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- Any child arriving at school with **symptoms** will be **sent home**

Start of the Day – Parents with children, in Reception and Year 1

- Access will be from Melton Road **ONLY**.
- Only one parent should drop off and collect their children
- Parents will drop and collect their children at the rear gate – **parents will not enter** the school site
- Children will be met at the gate and directed to their class teacher
- There will **not** be an opportunity to chat with your child's class teacher
- Classes will be collected at 5 minute intervals
- There will be cones and barriers to separate groups and maintain social distancing
- Please follow the direction signs and information on the cones and barriers
- Maintain social distancing where ever possible and particularly between classes

Reception

- Mrs Phillip's class will be collected from the rear gate at 8.50am
- Miss Twombly's class will be collected from the rear gate at 8.55am
- Mrs Carr's & Mrs Preston's class will be collected from the rear gate at 9.00am

Year 1

- Miss Dalby's class will be collected from the rear gate at 8.50am
- Miss Burton's class will be collected from the rear gate at 8.55am
- Miss Clamp's class will be collected from the rear gate at 9.00am

Late arrivals must go to the reception entrance and wait as directed by the barriers to be collected. These collections will not start until all classes have been taken to their class rooms. With all the children now in school we will not be able to help and take children at the gate if they are late. You will have to go to reception gate and wait for a member of staff to assist. Please do not come into reception.

End of the Day – Parents with children, in Reception and Year 1

Children who are attending the Afterschool club remain with their teacher after seeing the rest of the class offsite the teacher will walk then to the Victorian classrooms for Afterschool provision

Reception

- Mrs Phillip's class will be ready for collection from the rear gate at 2.55pm
- Miss Twombly's class will be ready for collection from the rear gate at 3.00pm
- Miss Carr's & Mrs Preston's class will be ready for collection from the rear gate at 3.05pm

Year 1

- Miss Dalby's class will be ready for collection from the rear gate at 2.55pm
- Miss Burton's class will be ready for collection from the rear gate at 3.00pm
- Miss Clamp's class will be ready for collection from the rear gate at 3.05pm

Late collections at the end of the day will be managed from reception. Please **do not come into reception**. A 'collection' area will be identified by barriers with signs. Please wait in this area for a staff member to come to you.

Start of the Day – Parents with children in Year 2

- Access will be from the single gate on the Public Footpath **ONLY**. This gate has not normally been in use. The gate will be signed.
- Only one parent should drop off and collect their children
- Parents will drop and collect their children at the side gate – **parents will not enter** the school site
- Children will be met at the gate and directed to their class teacher
- There will **not** be an opportunity to chat with your child's class teacher
- Groups will be collected at 5 minute intervals
- There will be cones and barriers to separate groups and maintain social distancing
- Please follow the direction signs and information on the cones and barriers
- Maintain social distancing where ever possible

- Mr Kneafsey's class will be collected from the side gate at 8.50am
- Miss Cooper's class will be collected from the side gate at 8.55am
- Mrs Godwin's & Mrs Baines's class will be collected from the side gate at 9.00am

Late arrivals must go to the reception entrance and wait as directed by the barriers to be collected. These collections will not start until all classes have been taken to their class rooms. With all the children now in school we will not be able to help and take children at the gate if they are late. You will have to go to reception gate and wait for a member of staff to assist. Please **do not come into reception**.

End of the Day – Parents with children, in Year 2

Children who are attending the Afterschool club remain with their teacher after seeing the rest of the class offsite the teacher will walk then to the Victorian classrooms for Afterschool provision

- Mr Kneafsey's class will be ready for collection from the side gate at 2.55pm
- Miss Cooper's class will be ready for collection from the side gate at 3.00pm
- Mrs Godwin's & Miss Baines's class will be ready for collection from the side gate at 3.05pm

Late collections at the end of the day will be managed from reception. Please **do not come into reception**. A 'collection' area will be identified by barriers with signs. Please wait in this area for a staff member to come to you.

Start of the Day – Parents with children in Year 3

- Access will be from the reception gate on the Pubic Footpath **ONLY**
 - Only one parent should drop off and collect their children
 - Parents will drop and collect their children at the reception gate – **parents will not enter** the school site
 - Children will be met at the gate and directed to their class teacher
 - There will **not** be an opportunity to chat with your child’s class teacher
 - Groups will be collected at 5 minute intervals
 - There will be cones and barriers to separate groups and maintain social distancing
 - Please follow the direction signs and information on the cones and barriers
 - Maintain social distancing where ever possible
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- Mrs Granero’s and Mrs Duncan’s class will be collected from the reception gate at 8.50am
 - Mrs Coneron’s and Mrs Coley’s class will be collected from the reception gate at 8.55am
 - Miss Warden’s class will be collected from the reception gate at 9.00am

Late arrivals must go to the reception entrance and wait as directed by the barriers to be collected. These collections will not start until all classes have been taken to their class rooms. With all the children now in school we will not be able to help and take children at the gate if they are late. You will have to go to reception gate and wait for a member of staff to assist. Please **do not come into reception.**

End of the Day – Parents with children, in Year 3

Children who are attending the Afterschool club remain with their teacher after seeing the rest of the class offsite the teacher will walk then to the Victorian classrooms for Afterschool provision

- Mrs Granero’s & Mrs Duncan’s class will be ready for collection from the reception gate at 2.55pm
- Mrs Coneron’s & Mrs Coley’s class will be ready for collection from the reception gate at 3.00pm
- Miss Warden’s class will be ready for collection from the reception gate at 3.05pm

Late collections at the end of the day will be managed from reception. Please **do not come into reception.** A ‘collection’ area will be identified by barriers with signs. Please wait in this area for a staff member to come to you.

Start of the Day – Parents with children in Year 4

- Access will be from the Church Street **ONLY**
 - Only one parent should drop off and collect their children
 - Parents will drop and collect their children at the Yellow Bar gate – **parents will not enter** the school site
 - Parents will not be allowed on to the school site **including** the road outside preschool
 - Please do not congregate on the public footpath by the pre-school bungalow this blocks access for other members of the community
 - Children will be met at the gate and directed to their class teacher
 - There will **not** be an opportunity to chat with your child's class teacher
 - Groups will be collected at 5 minute intervals
 - There will be cones and barriers to separate groups and maintain social distancing
 - Please follow the direction signs and information on the cones and barriers
 - Maintain social distancing where ever possible
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- Mr Hatley's class will be collected from the yellow bar gate at 8.50am
 - Miss O'Neill's class will be collected from the yellow bar gate at 8.55am
 - Mr Thurgood's class will be collected from the yellow bar gate at 9.00am

Late arrivals must go to the reception entrance and wait as directed by the barriers to be collected. These collections will not start until all classes have been taken to their class rooms. With all the children now in school we will not be able to help and take children at the gate if they are late. You will have to go to reception gate and wait for a member of staff to assist. Please **do not come into reception.**

End of the Day – Parents with children, in Year 4

Children who are attending the Afterschool club remain with their teacher after seeing the rest of the class offsite the teacher will walk then to the Victorian classrooms for Afterschool provision

- Mr Hatley's class will be ready for collection from the yellow bar gate at 2.55pm
- Miss O'Neil's class will be ready for collection from the yellow bar gate at 3.00pm
- Mr Thurgood's class will be ready for collection from the yellow bar gate at 3.05pm

Late collections at the end of the day will be managed from reception. Please **do not come into reception.** A 'collection' area will be identified by barriers with signs. Please wait in this area for a staff member to come to you.

Start of the Day – Parents with children in Year 5

- Access will be from Church Street **ONLY**
 - Only one parent should drop off and collect their children
 - Parents will drop and collect their children at the Victorian entrance – **parents will not enter** the school site
 - Parents will not be allowed on to the school site **including** the road outside preschool
 - Please do not congregate on the public footpath by the pre-school bungalow this blocks access for other members of the community
 - Children will be met at the single metal gate by the Victorian building and taken to their class
 - There will **not** be an opportunity to chat with your child's class teacher
 - Groups will be collected at 5 minute intervals
 - There will be cones and barriers to separate groups and maintain social distancing
 - Please follow the direction signs and information on the cones and barriers
 - Maintain social distancing where ever possible
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- Miss Price's class will be collected from the Victorian entrance at 8.50am
 - Miss Richards's class will be collected from the Victorian entrance at 8.55am
 - Miss Holt's class will be collected from the Victorian entrance at 9.00am

Late arrivals must go to the reception entrance and wait as directed by the barriers to be collected. These collections will not start until all classes have been taken to their class rooms. With all the children now in school we will not be able to help and take children at the gate if they are late. You will have to go to reception gate and wait for a member of staff to assist. Please **do not come into reception.**

End of the Day – Parents with children, in Year 5

Children who are attending the Afterschool club remain with their teacher after seeing the rest of the class offsite the teacher will walk then to the Victorian classrooms for Afterschool provision

- Miss Price's class will be ready for collection from the Victorian entrance at 2.55pm
- Miss Richards's class will be ready for collection from the Victorian entrance at 3.00pm
- Miss Holt's class will be ready for collection from the Victorian entrance at 3.05pm

Late collections at the end of the day will be managed from reception. Please **do not come into reception.** A 'collection' area will be identified by barriers with signs. Please wait in this area for a staff member to come to you.

Start of the Day – Parents with children in Year 6

- Access will be from Church Street **ONLY**
 - Only one parent should drop of and collect their children
 - Parents will drop and collect their children at the Victorian entrance – **parents will not enter** the school site
 - Parents will not be allowed on to the school site **including** the road outside preschool
 - Please do not collect on the public footpath by the pre-school bungalow which blocks access for other members of the community
 - Children will be met at the single metal gate by the Victorian building and taken to their class
 - There will **not** be an opportunity to chat with your child’s class teacher
 - Groups will be collected at 5 minute intervals
 - There will be cones and barriers to separate groups and maintain social distancing
 - Please follow the directions signs and information on the cones and barriers
 - Maintain social distancing where ever possible
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- Mrs Faulconbridge’s class will be collected from the Victorian entrance at 8.35am
 - Mr Burdett’s class will be collected from the Victorian entrance at 8.40am
 - Mr Spillar’s class will be collected from the Victorian entrance at 8.45am

Late arrivals must go to the reception entrance and wait as directed by the barriers to be collected. These collections will not start until all classes have been taken to their class rooms. With all the children now in school we will not be able to help and take children at the gate if they are late. You will have to go to reception gate and wait for a member of staff to assist. Please **do not come into reception.**

End of the Day – Parents with children, in Year 6

Children who are attending the Afterschool club remain with their teacher after seeing the rest of the class offsite the teacher will walk then to the Victorian classrooms for Afterschool provision

- Mrs Faulconbridge’s class will be ready for collection from the Victorian entrance at 2.40pm
- Mr Burdett’s class will be ready for collection from the Victorian entrance at 2.45pm
- Mr Spillar’s class will be ready for collection from the Victorian entrance at 2.50pm

Late collections at the end of the day will be managed from reception. Please **do not come into reception.** A ‘collection’ area will be identified by barriers with signs. Please wait in this area for a staff member to come to you.

Staff Access/Egress

- Access to the school for staff will be restricted to the two front entrances from the front car park excepting for the access/egress below

Front of the School

- The front yellow bar gate will be closed no later than 8.30am
- Do not open the green palisade gates or the yellow bar gate between 8.30am and 9.30am and 2.30pm and 3.30pm

Rear of the School (from Melton Road)

- Staff can access by car and foot and use the rear entrance of the school during the following times
 - Before 8.30am
 - Between 11.00am and 11.50am
 - Between 2.00pm and 2.35pm **NOT** after 2.35pm
 - Between 3.30pm and the end of the school day
- Staff cannot access by car and foot the rear entrance of the school during the following times
 - between 8.30am and 11.00am
 - between 11.50am and 2.00pm
 - Between 2.35pm and 3.30pm
- When staff drive or walk out of the rear entrance they must ensure the gate is shut before leaving
- Staff must sign **themselves** out before leaving site including for break or lunch time

Start of the Day

Please ensure you are ready at the appropriate gate to collect your class on time. With all children expected to be back at school arriving on time will be important to ensure a smooth start to each day.

Teachers will not be interacting with parents at the start or end of the day. Please do not enter into conversations.

End of the Day

Please ensure your class is ready for collection at the appropriate gate on time.

**Children who are attending the Afterschool club remain with their teacher after seeing the rest of the class offsite
the teacher will walk then to the Victorian classrooms for Afterschool provision**

Staff must follow the directions above.

These form part of the schools controls for social distancing and safe movement of people and vehicles 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: