



Russian School Luchik Milton Keynes

Coronavirus (COVID-19) Risk assessment

This Risk Assessment and Planning document should be carried out with reference to Government guidance and existing Health and Safety Guidance. The aim of the document is to minimise the potential risks of Covid – 19 and ensure that the health, safety, social and educational needs of children, families and staff are met as far as possible during this next recovery phase.

The following principles underpin all planning and actions

- Children's needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation;
- Ensuring effective infection protection and control and preventing the spread of coronavirus -e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces);
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges;
- Cleaning hands more often than usual;
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach;
- Maintaining social distancing and minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

Drop off procedure and entering the school building

- Parents are not allowed in the school building when drop off or pick up their children.
- Parents to drop and pick up the children at the main door of the school building at allocated time. Parents to maintain social distancing at any time. A designated member of staff will be in the door to meet children and take them to their class.
- Every person entering the building will be checked for high temperature on every occasion. Children and parent will not be let in if their temperature exceeds the maximum allowed level.
- Every person entering the building must use hands sanitizer
- Only children who are symptom free or have completed the required isolation period will be allowed to attend the setting.
- Parents will be questioned about any symptoms themselves or the children may have on a regular basis. In case of any symptoms, children and parents will not be allowed entering the building until negative test result is presented and isolation guidelines are followed.
- No food is allowed in the building. Only drink is allowed.
- No toys, teddys or dollies (or similar) to be brought in from home.
- Families attending the school should avoid all non-essential public transport travel
- Any child who is clinically vulnerable or lives in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting.
- Any child who displays signs of a cold will not be allowed in
- Only parents who are symptoms free and or have completed the required isolation periods will be able to drop off or collect their child.
- Parents to take any measures to minimise any contact with other parents, other children and members of staff.
- Parents to leave the site promptly after dropping off their children
- Parents to arrange an appointment if they need to see a member of staff
- Parents and members of staff to wear a face mask at when attending any appointments

- Staff to attend the school only if they are symptoms free, have completed the required isolation period or achieved a negative test result.
- All staff coming to the setting should avoid all non-essential public transport travel, whenever possible
- No visitors to be allowed in the school

In the school – learning environment

- Children will be encouraged to avoid touching their face, eyes, nose and mouth.
- Children are to be sat at different desks. Teachers to avoid any workshops involving close distance between children.
- Staff to ensure children wash their hands regularly.
- Support children to understand the changes and the new rules and the impact of Coronavirus. Use age appropriate materials to explain and maintain social distancing
- Minimise use of any equipment and avoid sharing of any items including pens, books, rubbers etc.
- Class group configuration in no more than 15 pupils plus one teacher and one assistant if needed. Each group should stay consistent and stay away from other groups.
- Any child showing symptoms during the setting should be sent home immediately and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). A caring member of staff to wear a face mask and gloves until the child gets collected by the parents.
- A doctor is available on site if any immediate medical assistance is required
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
- Staff members should avoid physical contact with each other
- All meetings and training sessions should be conducted via virtual conferencing.
- All staff to receive a thorough training on the new school regulations and procedures.
- All parents to be clearly informed about the essential procedures and the COVID risk assessment
- All classrooms have windows that provide adequate ventilation
- All classrooms have sufficient tables and chairs set out to allow for maximum space, where possible 2m distance
- Only one child to enter the toilet area at the time
- Review the arrangements for routine maintenance of the premises on a regular basis
- Ensure that sufficient handwashing facilities are available
- Ensure the building is thoroughly cleaned before and after the setting

Breaktime procedure

- Keep all classes separate during break times
- Where possible pupils stay in their class during break times
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- Anti-bacterial wipes/spray and cleaning materials in all rooms stored away from pupils
- No use of drinking fountains to be allowed

Collection procedure

- Staggered times for child collection to be allocated for each class separately to minimise contact between children and between parents.

This policy was adopted in August 2020 and will be reviewed annually by the Directors. Where appropriate, review will include consultation with staff and other Management Committee Members.

Лучик - Russian School Milton Keynes
 A Gold Award Education Centre
www.russianschoolmk.co.uk
info@russianschoolmk.co.uk