



ANNEX A TO RISK ASSESSMENT COVID19-5 'MANAGEMENT' [ENTRY & EXIT PROCEDURES]

1. 'Old Garage'

a. Applies to:

Children in St Anthony's and St Aldhelm's classes (KS1/EYFS)

b. Utilised:

Primary Entry and Exit Point for KS1 children during Spring - Autumn, and/or clement weather

c. Features:

Relatively easy access for parents during drop-off and pick-up. Covered areas (garage and the gardening barn) offer some weather protection for staff and a small number of children whilst still maintaining the requisite Social Distancing. Open 'gather-area' is beneficial for C19 compliances and the walk route into the school is in school grounds and remote from vehicular traffic.

d. Hazards:

The pathway into the school is partially grassed which has the potential to become wet and muddy during bad weather conditions. Pebble pathway with wooden edged steps present a potential trip hazard. Nuns Walk Steps could be a problem in icy conditions (salting and gritting may be required). The route to and from the school is quite lengthy (for little legs).

e. Entry Procedure:

- i. The first on-station staff members open the gates, prepare information signage (a Parents Check List) on the pathway and position warning cones in the adjacent road area to ensure a safe area.
- ii. Each 'Class-Bubble's' teaching staff attend in turn, in line with the elected arrival time¹ for their pupils and bring their 'Class-Bubble' register.
- iii. On entry at the gate each pupil is observed² for any evident indications of Covid-19 symptoms and temperature checked³.
- iv. Assuming that there are no contra-indications⁴ the child is admitted into school and logged on the pupil register for the appropriate class.
- v. The parent may then depart.
- vi. The pupil is directed to wait at a gathering-area; depending upon the weather conditions this may be on the open grass at a pre-identified location, or inside the gardening barn.
- vii. When the 'Class-Bubble' teaching staff are content that their pupils have been registered⁵ the teaching staff then escort the pupils via the Nuns Walk pathway into the school.
- viii. The last 'Class-Bubble' teaching staff are to recover all warnings cones, and signage and secure the gates via the internal slide-bolt, before heading into the school
- ix. The pupils enter their classroom from the external doors, and on entry, each pupil is directed to sanitize their hands⁶.

f. Exit Procedure:

- i. Each 'Class-Bubble' is assigned a departure time¹
- ii. Prior to leaving the classroom the pupils are directed to sanitize their hands⁶.
- iii. The pupils are then escorted along the Nuns Walk to the Entry and Exit point.
- iv. Depending upon the weather conditions the pupils are directed to pre-identified waiting points either on the open grass area or in the gardening barn.
- v. The first on-station staff members for the departure open the gates, prepare information signage (a Parents Check List) on the pathway and position warning cones in the adjacent road area to ensure a safe area.
- vi. As each parent comes to the gate, the particular pupil is called to the gate.
- vii. Parent and child leave.
- viii. When all of the pupils have exited the school, the last 'Class-Bubble' teaching staff recover the warning cones, recover the information signage board and close and resecure the gate with the external padlock.

2. **Holloway Hill**

a. Applies to:

Children in St Anthony and St Aldhelms classes (EYFS)

b. Utilised:

Alternate Entry and Exit Point for KS1 children during Autumn - Spring and/or inclement weather

c. Features:

Ease of quick access for the children into the KS1 classrooms which will facilitate a minimal exposure to any bad weather conditions. Hard pathway and steps will not suffer tread damage.

d. Hazards:

Approach pathways are narrow, only one side of the highway and the Entry and Exit point is limited in space. Consequently, some people-traffic congestion can be expected, especially during peak periods when non-school associated people are also using Holloway Hill. The steps will require salting and gritting during icy conditions. Minimal weather protection for the on-site staff members.

e. Entry Procedure:

- i. The first on-station staff members open the metal gate and wooden gate and prepare information signage (a Parents Check List) on the railings adjacent to the metal gate.
- ii. Each 'Class-Bubble's' teaching staff attend in turn, in line with the elected arrival time¹ for their pupils and bring their 'Class-Bubble' register.
- iii. On entry at the metal gate each pupil is observed² for any evident indications of Covid-19 symptoms and temperature checked³.
- iv. Assuming that there are no contra-indications⁴ the child is admitted into school and logged on the pupil register for the appropriate class.
- v. The parent may then depart.
- vi. The pupils are directed to wait in the KS1 Garden Area.

- vii. When the 'Class-Bubble' teaching staff are content that their pupils have been registered⁵ the teaching staff then escort the pupils into the school via the KS1 double doors.
- viii. The last 'Class-Bubble' teaching staff are to recover the signage, close the metal gate and lock the wooden gate, before heading into the school
- ix. The pupils enter their classrooms and on entry, each pupil is directed to sanitize their hands⁶.

f. Exit Procedure:

- i. Each 'Class-Bubble' is assigned a departure time¹
- ii. Prior to leaving the classroom the pupils are directed to sanitize their hands⁶.
- iii. The pupils are then escorted to the KS1 Garden Area. (Depending upon the weather conditions the pupils may be retained inside the school until the parent arrives at the metal gate).
- iv. The first on-station staff members for the departure opens both gates
- v. As each parent comes to the gate, the particular pupil is called to the metal gate.
- vi. Parent and child leave.
- vii. When all of the pupils have exited the school, the last 'Class-Bubble' teaching staff close the metal gate and lock the wooden gate.

3. St Aldhelms Church

a. Applies to:

Children in St Scholastica's, St Francis's and St Lawrence's classes.

b. Utilised:

Sole Entry and Exit point for KS2 children.

c. Features:

Off-road gathering point is large enough to accommodate the various 'Class Bubbles'. Reasonably easy access, adjacent from the town centre car park, relatively wide pathways and adequate area enables the 'Class Bubbles' to be arranged in separate queues on either side of the Church Gates. Route to the school is along a sand/natural pathway which is not prone to becoming excessively wet or muddy and although it is a lengthy walk into the school it is remote from all vehicular traffic.

d. Hazards: The church Entry and Exit point is in close proximity to a main inner-town road. Hence there is a significant volume of flowing traffic that crosses the pedestrian approach route to the school. Steps at the rear of the church which access the Nuns Walk route to and from the school will require salting/gritting during icy conditions.

e. Entry Procedure:

- i. The first on-station staff members open the church doors and one side of the church gates. Then prepare the following:
 - a. KS2 Entry Point sign on the closed half of the church gate
 - b. A Parent Check List on the railings on either side of the church gate
 - c. The 'St Scholastica' sign on the left side railings (viewed from the roadside) and the 'St Francis' sign on the right side of the gate.

- ii. Each 'Class-Bubble's' teaching staff attend in turn, in line with the elected arrival time¹ for their pupils and bring their 'Class-Bubble' register.
 - iii. On entry at the gate each pupil is observed² for any evident indications of Covid-19 symptoms and temperature checked³.
 - iv. Assuming that there are no contra-indications⁴ the child is admitted into school and logged on the pupil register for the appropriate class.
 - v. The parent may then depart.
 - vi. The pupil is directed to wait in the church forecourt⁷
 - vii. When the 'Class-Bubble' teaching staff are content that their pupils have been registered⁵ the teaching staff then escort the pupils to the rear of the church and via the Nuns Walk pathway into the school.
 - viii. When the St Scholastica teaching staff have completed the admission procedure for their 'Class-Bubble' they are to replace the St Scholastica sign with the St Lawrence sign (in preparation for the next/last KS2 'Class-Bubble's' arrival).
 - ix. The last 'Class-Bubble' teaching staff are to recover all signage, close the gates and lock the church door before heading into the school
 - x. The pupils enter their classroom from the external doors, and on entry, each pupil is directed to sanitize their hands⁶.
- f. Exit Procedure:
- i. Each 'Class-Bubble' is assigned a departure time¹
 - ii. Prior to leaving the classroom the pupils are directed to sanitize their hands⁶.
 - iii. The pupils are then escorted along the Nuns Walk to the Entry and Exit point.
 - iv. The first on-station staff members for the departure open the church doors and the church gates and place the appropriate 'Class-Bubble' sign on the railings to advise the waiting parents. The 'Class-Bubble' sign should be replaced accordingly by each of the 'Class-Bubble's' teaching staff.
 - v. As each parent comes to the gate, the particular pupil is called to the gate.
 - vi. Parent and child leave.
 - vii. When all of the pupils have exited the school, the last 'Class-Bubble' teaching staff are to recover the 'Class-Bubble' sign, close the church gates and lock the church doors.

4. Main Gate

a. Applies to:

Only to notified and approved family siblings as pre-arranged through the school administration.

b. Utilised:

Sole Entry and Exit Point for pre-arranged family siblings.

c. Features:

Main and usual access to and from the school site. Gate area is sufficiently spacious to facilitate the admission and entry of the children. A canopy, set back from the main gate, offers some bad weather protection and the access route into the school playground is then the appropriate classrooms is minimal.

d. Hazards⁸:

The approach pathway to and from the school progressively narrows to a pinch point. This limits the overall space available which reduces the permissible size of the queue, and the pinch-point has the potential to create a 'bottle-neck'. It is the only access for all non-school related people (visitors/deliveries etc.) and consequently there is the likelihood of people-traffic conflict.

e. Entry Procedure:

- i. The first on-station staff member opens one side of the gate, positions information signage (a Parents Check List) outside the gate and places a sign on the railings at the 'pinch-point' to discourage loitering at that point.
- ii. The admitting staff attend the gate in line with the elected arrival time¹ for siblings and will have the register⁵ of 'approved' siblings.
- iii. On entry at the gate each pupil is observed² for any evident indications of Covid-19 symptoms and temperature checked³.
- iv. Assuming that there are no contra-indications⁴ the child is admitted into school and logged on the siblings register.
- v. The parent may then depart.
- vi. The pupil is directed to either wait in the playground for their 'Class-Bubble' teachers or they may be directed to go straight to the appropriate classroom.
- vii. The pupils enter their classroom from the external doors, and on entry, each pupil is directed to sanitize their hands⁶
- viii. When all expected pupils have been admitted the staff are to remove the approach path signage and close the gate.

f. Exit Procedure:

- i. Each 'Class-Bubble' is assigned a departure time¹
- ii. Prior to leaving the classroom the pupils are directed to sanitize their hands⁶.
- iii. The pupils are then escorted to the main playground. (Depending upon the weather conditions the pupils may be retained inside the school until the parent arrives at the metal gate).
- iv. The first on-station staff members for the departure opens one side of the Main Gate
- v. As each parent comes to the gate, the particular pupil is called forward.
- vi. Parent and child leave.
- vii. When all of the pupils have exited the school, the last 'Class-Bubble' teaching staff closes the gate.

Notes:

1. iaw PHE and DfE directives, arrival and departure timings for each 'Class-Bubble' have been staggered. The timing information is promulgated to the parents and is displayed on the Parent Check List notice boards. If a pupil is late for a 'Class-Bubble' time window, then the pupil will not be allowed to enter until all other 'Class-Bubbles' have been admitted.
2. This is an observation by the admitting staff members to check for any apparent signs of infection. The admitting staff members are expected to challenge any suspected indications and if any doubt persists the pupil should be refused entry.
3. This is a non-contact thermometer, directed at the child's forehead. If the pupil's temperature exceeds the recognised figure of 37.8 deg the pupil is not to be admitted into school.
4. For Covid19 infection indication see Risk Assessment COVID19-4 'Containment'
5. Occasionally some pupils may already be on the school premises due to other appointments or arrangements. The teaching staff will be made aware of this by the Administration Team.

6. Each Classroom has the benefit of running water and a sink; pupils are therefore encouraged to sanitize with soap and water in preference to sanitization gels or fluids.
7. It is imperative that KS2 parents are advised of the minimal protection in this area this to prepare their children appropriately during wet conditions and the winter months
8. Although DfE/PHE Guidance makes allowance for siblings being in differing year groups, the imposition of staggered timings for the different year groups iaw the same guidance, makes this difficult to manage logistically and can significantly inconvenience the parents. Consequently, this procedure is the result of a unilateral decision by the SLT to facilitate the entry of mixed year group pupils at one point and ease the time constraints burden on the parents.