



# CORONAVIRUS (COVID 19)



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

### 1. 'Old Garage'

Currently suspended due to its unsuitability during the winter climate and structural safety issues with the external walls

### 2. St Aldhelm's Church

a. Applies to:  
Children in St Scholastica's, St Francis's and St Lawrence's classes.

b. Utilised:  
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. The queuing arrangement can conflict with a public transport bus stop. 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 time<sup>1</sup> for their pupils and bring their 'Class-Bubble' register.
- iii. On entry at the gate each pupil is observed<sup>2</sup> for any evident indications of Covid-19 symptoms and assuming that there are no contra-indications<sup>3</sup> the child is admitted into school and logged on the pupil register for the appropriate class.
- iv. The parent may then depart<sup>4</sup>.
- v. The pupil is directed to wait in the church forecourt<sup>8</sup>
- vi. When the 'Class-Bubble' teaching staff are content that their pupils have been registered<sup>5</sup> the teaching staff then escort the pupils to the rear of the church and via the Nuns Walk pathway into the school.

- vii. 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).
  - viii. The last 'Class-Bubble' teaching staff recover all signage, close the gates and lock the church door before heading into the school
  - ix. The pupils enter their classroom from the external doors, and on entry, each pupil is then directed to wash/sanitize the hands<sup>7</sup>.
- f. Exit Procedure:
- i. Each 'Class-Bubble' is assigned a departure time<sup>1</sup>
  - ii. Prior to leaving the classroom the pupils are directed to sanitize their hands<sup>7</sup>.
  - 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.

### 3. Main Gate

- a. Applies to:
- i. Notified and approved family siblings as pre-arranged through the school administration and KS 1 during periods of inclement weather.
  - ii. All Critical Worker Children 'Bubbles' (assigned as 'Green' & 'Yellow') during periods of National Lockdown<sup>6</sup>.
- b. Utilised:
- i. Entry and Exit Point for pre-arranged family siblings and KS1.
  - ii. Entry and Exit Point for all Critical Worker Children 'Bubbles' during periods of National Lockdown<sup>6</sup>.
- 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. Hazards<sup>9</sup>
- 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 times<sup>1</sup> and will have the registers<sup>5</sup> of 'approved' siblings and KS1.
  - iii. On entry at the gate each pupil is observed<sup>2</sup> for any evident indications of Covid-19 symptoms; assuming that there are no contra-indications<sup>3</sup> the child is admitted into school and logged on the appropriate register.
  - iv. The parent may then depart<sup>4</sup>.
  - v. 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.
  - vi. The pupils enter their classroom from the external doors, and on entry, each pupil is then directed to wash/sanitize the hands<sup>7</sup>
  - vii. When all pupils have been admitted the staff remove the approach path signage and close the gate.
- f. Exit Procedure:
- i. Each 'Class-Bubble' is assigned a departure time<sup>1</sup>
  - ii. Prior to leaving the classroom the pupils are directed to sanitize their hands<sup>7</sup>.
  - 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 government 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. Any suspected indications are to be challenged and if any doubt persists the pupil should be refused entry.
3. For Covid19 infection indications see Risk Assessment COVID19-4 'Containment' Para 4
4. If a temperature check is subsequently performed due to a suspicion of Covid 19 symptoms, and the pupil is found to have a temperature at or above the 'trigger' figure of 37.8°, the parent will be required to return to school immediately to recover the child.
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 Staff.
6. During periods of a National Lockdown only Critical Worker Children will be catered for in the school setting. In this instance the children will be separated into temporary cross-year Bubbles for the duration of the lockdown. Additionally, specific rooms and designated toilet facilities will be assigned to each of the Bubbles.
7. Each classroom has the benefit of running water and a sink; pupils are therefore encouraged to wash their hands with soap and water in preference to sanitization gels or fluids.
8. It is imperative that KS2 parents are advised of the minimal protection in this area to prepare their children appropriately during wet conditions and the winter months.
9. Although DfE/PHE Guidance acknowledges siblings being in differing year groups, the imposition of staggered timings for the different year groups iaw the same guidance, makes this logistically difficult to manage and can significantly inconvenience the parents. This procedure is the result of a unilateral decision by the SLT to facilitate the entry of mixed year group pupils at one common point and thereby ease the time constraint burden on the parents.