

St Stephen's Risk Assessment of Drop-off and Pick-up Points During Autumn Term 2020

Date of Assessment: 25.9.20/ Updated 4.9.20

Review Date: Ongoing as required

For clarity, 'Adults' refers to Adults, carers, child minders and any other designated person who is dropping off or collecting children.
SLT stands for Senior Leadership Team.

What is the Task/ Activity or Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is Affected or Exposed to Hazards?	What Precautions are being taken to Either Eliminate or Reduce The Risk of an Accident Happening?	Actions/adjustments and date put into place.
Drop-off for EYFS children	<p>Gathering of Adults from multiple year groups</p> <p>Bottle neck of Adults and children arriving at/leaving grounds</p> <p>Gathering of EYFS Adults prior to hand-over time</p>	<p>Adults</p> <p>Adults and children</p> <p>Adults</p>	<p>Staggered arrival times and multiple entrance points: Reception children are dropped off just inside school grounds at the Reception classroom doors at 9.00. Only Reception Adults are in this part of the school grounds and area surrounding school at this time.</p> <p>Doors are opened promptly to minimise waiting time.</p> <p>Banners at the entrance to the grounds remind Adults of 2M social distancing expectation. In the communication of these arrangements, Adults are reminded to maintain social distance when waiting to collect.</p>	
Pick-up for EYFS children	<p>Gathering of Adults from multiple year groups</p> <p>Bottle neck of Adults and children arriving at/leaving grounds</p> <p>Gathering of EYFS Adults prior to hand-over time</p>	<p>Adults</p> <p>Adults and children</p> <p>Adults</p>	<p>Staggered arrival times and multiple entrance points: Reception children are collected from just inside school grounds at Reception classroom doors at 3.20. Only Reception Adults are in this part of the school grounds and area surrounding school at this time.</p> <p>The EYFS playground and 'upper' playground is used to enable Adults to wait prior to collection time.</p> <p>Banners at the entrance to the grounds remind Adults of 2M social distancing expectation.</p> <p>Children are brought out promptly to limit waiting time and released to Adults one by one.</p> <p>In the communication of these arrangements, Adults are reminded to maintain social distancing when waiting to collect.</p>	

Drop-off for Year 1 children	Gathering of Adults from multiple year groups	Adults	Staggered arrival times and multiple entrance points: Year 1 children are dropped off by the low wall at the front of the school where a member of staff will greet them. They then walk in via the usual gate into the Reception playground. Teachers meet the children in the Reception playground and lead them inside.	
	Bottle neck of Adults and children arriving at/leaving grounds	Adults and children	Procedure has been adjusted to avoid the narrow walkway into the school grounds, with drop-off now happening on the pavement, supervised by a member of SLT. The gate is opened promptly to minimise waiting time.	
	Gathering of Year 1 Adults prior to hand-over time.	Adults	A banner at the front of the school reminds Adults to socially distance while waiting. In the communication of these arrangements, Adults are reminded to maintain social distance when waiting. Gate is opened promptly. EYFS drop off time has been adjusted to 9.00 to create a gap in between drop offs.	
	Children not finding their way from their Adult outside to their teacher inside	Children	A member of SLT on the gate receives the children from the Adult and ensures they go through the gate to their teacher.	
Pick-up for Year 1 children	Gathering of Adults from multiple year groups	Adults	Staggered arrival times and multiple entrance points: Pick up for Year 1 children occurs from the internal playground at 3.10. EYFS and Y2 are at 3.20	
	Bottle neck of Adults and children arriving at/leaving grounds	Adults and children	Staggered pick up times for Y1 and EYFS Adults to reduce pressure on the entrance/ point. Y2 use a different route.	
	Gathering of Year 1 Adults prior to hand-over time.	Adults	In the communication of these arrangements, Adults are reminded to maintain social distance when waiting to collect.	
	Route out of school clashing with other children and Adults.	Children and Adults	Staggered times and multiple routes avoids clashes.	
Children becoming lost between teacher and Adult	Children	Visual contact is made with Adult/carer, and teacher will release the children one by one, watching to ensure safe arrival at the Adult/ carer.		

Drop-off for Year 2 children	Gathering of Adults from multiple year groups	Adults	Staggered times: Year 2 children are dropped off outside the hall door at side of school at 8.55 and walk in through the door independently. A teacher meets them at the hall door and another waits inside where they line up in separate classes before leading up to class.	
	Bottle neck of Adults and children arriving at/leaving grounds	Adults and children	Only year 2 use the drop off point. Drop off occurs on pavement without entering grounds.	
	Gathering of Year 2 Adults prior to hand-over time.	Adults	There is space along the pavement to enable Adults to socially distance while waiting.	
	Children not finding their way from their Adult outside to their teacher inside	Children	A teacher is visible at the hall doorway as a contact point. There is a short walk of approx. 3m from the gate to the doorway. The child is then directed into the hall by teacher.	
Pick-up for Year 2 children	Gathering of Adults from multiple year groups	Adults	Staggered pick up times: Year 2 pick-up time is 3.20.	
	Bottle neck of Adults and children arriving at/leaving grounds	Adults and children	Year 2 have dedicated entrance/exit point. Adults enter the grounds via the hall gate and cross the glass corridor into the courtyard playground. Adults and children leave through the same route.	
	Gathering of Year 2 Adults prior to hand-over time.	Adults	The glass corridor door is opened promptly. There is sufficient waiting space in the playground to maintain social distancing.	
	Children becoming lost between the teacher and their adult	Children	The teachers will release the children from the other glass corridor door when they make visual contact with the Adult.	
Drop-off for Year 3 and Year 6 children	Gathering of Adults from multiple year groups/ bottle neck of Adults and children arriving at/leaving grounds	Adults and children	Phased arrival and multiple entrance points: The children access the grounds via the car park at any point between 8.35 and 9.00 to enable a natural staggering. The road leading to/from the carpark enables two different routes away from school and is a different road to the Reception/ Year 1/ Year 2 access points. Adults drop their child at the gate and they walk into school independently.	

	<p>Year groups mixing on the way into school.</p> <p>Cars accessing the carpark/ moving in the car park.</p> <p>No pavement is available either side of the carpark gateway.</p>	<p>Children</p> <p>Adults and Children</p> <p>Adults and Children</p>	<p>In the communication of these arrangements, Adults are reminded to maintain social distance when waiting.</p> <p>Year groups have different routes into school. Cones mark two routes up the centre of the car park, laid out at 8.30 by supervising member of staff. Year 6 children walk to the left of the cones, through the double gates and into their classroom via the Year 6 porch. Year 3 children walk to the right of the cones, through the single gate and to their classrooms.</p> <p>Staff and regular visitors (eg PPA staff) are made aware that the carpark is not accessible 8.30-9.05. Car park is never accessible for adults dropping off. Member of SLT in position at the entrance to the carpark from 8.30 to 9.00 to direct traffic approaching the carpark and ensure there is no movement of cars inside the carpark.</p> <p>Staff supervision is present to usher children into school grounds. Children can walk on pavement until directly opposite the car park. SLT member with High Vis jacket to direct approaching traffic, supervise the safe crossing of unsupervised children (approx. width 4 metres into carpark) and make supervising adults aware of approaching traffic. Visibility is good in both directions from this point and traffic speed is slow. Parents are urged and reminded not to drive vehicles along Richmond Lane between 8.30 and 9.00 to minimise traffic.</p>	
<p>Pick-up for Year 3 and Year 6 children</p>	<p>Gathering of Adults from multiple year groups</p> <p>Bottle neck of Adults and children arriving at/leaving grounds</p> <p>Gathering of Year 3 and year 6 Adults prior to hand-over time.</p> <p>Cars accessing the carpark/ moving in the car park.</p>	<p>Adults</p> <p>Adults and children</p> <p>Adults</p> <p>Children and Adults</p>	<p>Staggered arrival times and multiple entrance points: Year 3 children exit via the car park at 3.10. Year 6 children exit via the car park at 3.20.</p> <p>Adults are encouraged to wait inside the car park where there is space to socially distance, and move off swiftly once their child is collected. The gate is wide and enables free flow of children and adults.</p> <p>In the communication of these arrangements, Adults are reminded to maintain social distance when waiting to collect. Staggered times and sufficient space to maintain distance enables year group adults to not mix.</p> <p>Staff and regular visitors (eg PPA staff) are made aware that the carpark is not accessible 3.00 - 3.35. The car park is never accessible for adults picking up. Member of SLT in position at the entrance to the carpark 3.00 to 3.30 to direct</p>	

	No pavement is available either side of the carpark gateway.	Children and staff	<p>traffic approaching the carpark and ensure there is no movement of cars inside the carpark.</p> <p>SLT member with High Vis jacket will supervise children crossing the road (approx. width 4 metres) into carpark entrance. Visibility is good in both directions from this point and traffic speed is slow. Parents are urged and reminded not to drive vehicles along Richmond Lane between 3.00 and 3.30.</p>	
Drop-off for Year 4 and Year 5 children	Gathering of Adults from multiple year groups/ Bottle neck of Adults and children arriving at/leaving grounds	Adults	Phased arrival and multiple entrance points: The children access the grounds via the lower gate (field) at any point between 8.35 and 9.00 to enable a natural staggering. The road leading to/from the entrance (Richmond Lane) enables two different routes away from school and is a different road to the Reception/ Year 1/ Year 2 access points. Adults drop their child at the gate and they walk into school independently.	
	Gathering of Adults prior to hand-over time.	Adults	In the communication of these arrangements, Adults are reminded to maintain social distance when waiting, although the gate is opened promptly at 8.35 to minimise waiting time.	
	Year groups mixing on the way into school.	Children	Year groups have different routes into school. A barrier inside the gate separates the routes – Year 4 children walk on the left of the barrier and continue along the path that winds around the edge of the field to reach their classrooms. Year 5 children walk on the right of the barrier, continue up the path to the right of the field and into their classroom via the year 5 porch.	
	No pavement is available either side of the access point.	Children and Adults	SLT member with High Vis jacket to direct approaching traffic, supervise the safe crossing of unsupervised children (approx. width 4 metres into carpark) and make supervising adults aware of approaching traffic. Visibility is good in both directions from this point and traffic speed is slow. Parents are urged and reminded not to drive vehicles along Richmond Lane between 8.30 and 9.00.	
Pick-up for Year 4 and Year 5 children	Gathering of Adults from multiple year groups	Adults	Staggered arrival times and multiple entrance points: Year 5 children exit via the car park at 3.10. Year 4 children exit via the car park at 3.20. There are separate spaces for year 4 and year 5 parents to wait if there is an overlap.	
	Bottle neck of Adults and children arriving at/leaving grounds	Adults and children	In addition to the staggered timings, the barrier just inside the gate supports a one-way system. Adults and children should keep to the left of the barrier to create a one way system in and out.	

	<p>Year groups mixing on the way out of school.</p> <p>No pavement is available either side of the access point.</p>	<p>Adults</p> <p>Children and Adults</p>	<p>In addition to staggered timings, year groups have different routes out of school. Year 4 children walk down the long path on the far side of the field (in relation to the exit) and year 5 children walk down the other path (nearer the stage). Teachers bring the children down to the end of their path and release the children when they make visual contact with the adult.</p> <p>SLT member with High Vis jacket to direct approaching traffic, supervise the safe crossing of unsupervised children (approx. width 4 metres into carpark) and make supervising adults aware of approaching traffic. Visibility is good in both directions from this point and traffic speed is slow. Parents are urged and reminded not to drive vehicles along Richmond Lane between 3.00 and 3.30.</p>	
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