

HUNTS GROVE PRIMARY ACADEMY

The information below should be read in conjunction with The Robinswood Academy Trust Strategic risk assessment and Hunts Grove Primary Academy Operational Plan

Children will be organised into 'bubbles' and will remain in these groups with the same adults, wherever possible. They will not have contact with other groups at any time during the school day. Brief transitory contact such as passing in a corridor is low risk. Staff / pupil ratio where possible 2 adults to each group. Ratios in pre-school to apply as normal (1:8/1:4). Groups to be led by a teacher but a TA may take on the lead role if necessary. Members of staff come to the classroom if support is needed rather than groups of pupils /individuals circulating to different parts of the building/site.

Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. Parents should be aware that social distancing cannot be adhered to if a child is upset, hurt or unwell, stuck with their work or has a toileting accident.

All the measures in this assessment are aimed at reducing transmission risk.

Hazard/Risk Specific issue	Government/Trust wide agreed control measures in line with government guidance	Implementation at Hunts Grove Primary Academy – what the measures will look like	Who/ person responsible	Notes/ Completed
	ADULTS AND CHILDREN DISPLAYING SYMPTOMS OF CORONAVIRUS			
Contracting and spreading of infection Contact with persons suffering from coronavirus	<p>Any children, staff or parents displaying symptoms of coronavirus should not come into school and should self-isolate for 7 days.</p> <p>Members of their household should self-isolate for 14 days</p> <p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested if they are displaying symptoms.</p> <p>Where the child, young person or staff member tests negative, they can return to school and the other household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class bubble (and staff) should be sent home to self-isolate for 14 days.</p>	In line with government/trust wide agreed control measures	<p>All school community to adhere to this</p> <p>Parents to notify school is their child develops symptoms</p>	

	The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.			
	PROCEDURES IF A CHILD OR ADULT DISPLAYS SYMPTOMS OF CORONAVIRUS IN SCHOOL			
<p>Contracting and spreading of infection</p> <p>Contact with persons suffering from coronavirus</p>	<p>If a child displays symptoms they will be sent home immediately</p> <p>When waiting to be collected the child should wait in a room where they can be isolated behind a closed door (if possible), depending on the age of the child and with appropriate adult supervision if required.</p> <p>If possible, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If a person becomes ill in a shared space, the space should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs)</p>	<p>In line with government/trust wide agreed control measures</p> <p>The child will be isolated in the Studio. The room will be ventilated and the child monitored at a safe distance or PPE ,which will be stored in the Studio, will be used.</p> <p>A text sent informing parents of a suspected case.</p> <p>A text sent to all parents to inform them of the situation if a positive test is obtained.</p> <p>Cleaning in a bubble to be carried out by staff from that bubble.</p> <p>Pupils will use small staff loo in KS1 street.</p>	<p>Adult from 'bubble' to remain with child to minimise spread to other groups involving another adult</p>	<p>Head of School/ member of SLT MUST be informed if a child is sent home with suspected symptoms</p> <p>Staff to be made aware of rooms available</p>

<p>Disposal of waste that may be contaminated by a coronavirus sufferer</p>	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied.</p> <p>The plastic bag should then be placed in a second bin bag and tied.</p> <p>Where possible it should be placed into a hazardous waste bin for specialist disposal. If hazardous waste bin isn't available clearly label the bag and store in a safe place until the testing result is available.</p> <p>If the individual tests negative, this can be put in the normal waste.</p> <p>Additional hazardous waste bins to be provided throughout the site Waste disposal of tissues and paper towels</p> <p>Safe disposal of used PPE (in line with above)</p>	<p>Bin bags to be stored in COVID KIT Box in the studio.</p> <p>There is no hazardous waste bin on site. Double bagged waste will be taken to the outside bin store and put in the Black bin. Stored for 72 hours in the end empty KS2 Classroom.</p>		
	<p>If a member of staff displays symptoms they must go home immediately</p>	<p>In line with government/trust wide agreed control measures</p> <p>A text sent to the parents of the children in the group the adult was working with informing them of the staff's illness. A different text sent to other parents in the school.</p> <p>Parents informed as to the result of any test the adult has taken.</p>		<p>Member of staff to ensure SLT are aware. Results of tests to be given to HOS ASAP</p>
BASIC HYGIENE REGIME				
<p>Contracting and spreading of infection</p>	<p>All children and adults to wash hands thoroughly on entry into school/classroom. (Handwashing guidance to be followed).</p> <p>Regular handwashing throughout the school day (before and after eating, after sneezing and coughing)</p>	<p>In line with government/trust wide agreed control measures</p>	<p>All staff and pupils</p>	<p>Where there is no sink, hand sanitiser provided in classrooms.</p> <p>See school operational plan</p>

	Staff help to be available for pupils who have trouble cleaning their hands independently.	Wash hands at the beginning and end of each session.		
	Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.	In line with government/trust wide agreed control measures Resources and activities to be planned by group leaders.	All staff and pupils	
	Adults and pupils encouraged not to touch their mouth, eyes and nose. Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	In line with government/trust wide agreed control measures There are a large supply of tissues in each classroom. Posters displayed prominently around the school	All staff and pupils	
	All staff to be be vigilant to young people putting items in their mouths etc. and make sure these are dealt with immediately.	In line with government/trust wide agreed control measures	All staff	
	All children and staff to wear non uniform clothes to allow for daily washing of clothes	In line with government/trust wide agreed control measures Clothing that is appropriate for working with young children.		
	ENTRY/EXIT ONTO SCHOOL SITE			
Effective infection protection and control	Building access rules clearly communicated through signage on entrances. Entry points to school controlled (including deliveries) Staff access school via external classroom doors where possible and notify admin staff that they are on site via e mail Where there are no external doors to classrooms, staff should be allocated other entry points to avoid all staff coming through main entrance	Signs to be put up by site manager Staff can access the school site via the gate in the staff car park. Reception base staff to access via reception gate. All classrooms have external doors. Staff working in the reception classrooms can access the site through the reception outdoor area gate. Site manager to open gates. AR responsible for making sure gate is secured to make sure parents do not access site	Site managers Site manager/ Head of School	Agreed signage to be ordered/made If gates need to be open to enable staff to access other doors, site manager/designated member of staff to lock gates once children are in school LATE ARRIVALS? Late arrivals will report to the school office. Pupils will be escorted by MI or GP to their group at a safe distance.

	<p>Parents' drop-off and pick-up protocols established and communicated to staff, parents and pupils:</p> <p>Clear systems in place and demarcated waiting areas for each 'bubble' of pupils</p> <p>Parents to be informed of expectations around social distancing if coming onto school site to collect children</p>	<p>Through the Reception Gate: Reception Group 1 : 8:40 -2:50 Reception Group 2 : 8:50 – 3:00</p> <p>Pedestrian Gate by the main Playground: Year 1 Group A : 8:40 -2:50 Year 1 Group B : 8:50 – 3:00</p> <p>Pedestrian Gate by the Hall: Key Worker Group A : 9:00 -3:10</p> <p>Groups should not have waiting times because of staggered times and different entrances, No parents on the school site. Clear signs showing 2m distance.</p> <p>A letter and labelled diagram of the school site to be sent to parents</p>	<p>Head of School Site manager</p> <p>Head of school</p> <p>Site Manager</p> <p>Head of School</p>	<p>Letter to be sent to parents</p>
	<p>School start times staggered so class groups arrive at different times. Clearly communicated to parents</p>	<p>Through the Reception Gate: Reception Group 1 : 8:40 -2:50 Reception Group 2 : 8:50 – 3:00</p> <p>Pedestrian Gate by the main Playground: Year 1 Group A : 8:40 -2:50 Year 1 Group B : 8:50 – 3:00</p> <p>Pedestrian Gate by the Hall: Key Worker Group A : 9:10 -3:10</p> <p>Letter and labelled diagram sent to parents.</p>	<p>Head of School</p>	

	Floor markings outside school to indicate distancing rules (if queuing during peak time)	Signage to be up through the school and the exterior of the school.	Site manager	
	Staff on duty outside at start and end of school day to monitor protection measures (social distancing)	No Parents on the School Site. Gates monitored by GP, MI and AR	Non class based staff	Social distancing to be adhered to
	BEFORE AND AFTER SCHOOL CLUBS / OUTSIDE PROVIDERS			
Effective infection protection and control	<p>No before and after school clubs will be offered unless provision is maintained with same group of children throughout the whole time the child is in school, i.e. same adults as during school day</p> <p><i>Forest school providers only to be used if provider works with same group each week and is not working in any other setting and adheres to social distancing at all other times N/A to Hunts Grove- no outside providers on site.</i></p>	<p>NO before and after school clubs offered onsite</p> <p>No outside providers working onsite.</p>	Head of School	No external providers of before and after school clubs to be used in school
	ACCESS TO SCHOOL OFFICE/ RECEPTION AREA			
Effective infection protection and control	<p>Admin staff to ensure screens are closed at all times should deliveries be made or any visitors HAVE to come into the school</p> <p>INVENTORY system not to be used except by staff entering building by main entrance and only where they have a magnetic card</p> <p>Visitors do not sign in with the same pen or touch screen devices in reception.</p> <p>Parents not to come to school office unless previously arranged by Head of School; all enquiries to be made by e mail or telephone</p> <p>Hand sanitiser to be provided at Reception</p>	<p>Administrator to be briefed by HOS on expectations for screen. A temporary barrier has been installed by the site manager.</p> <p>Physical sign in sheet and supply of clean pens managed by MI</p> <p>Letter sent out by HOS giving clear instructions</p> <p>Hand sanitiser monitored by MI</p>	<p>Admin staff</p> <p>All staff</p> <p>Head of School/Admin</p>	Letter to parents detailing expectations
	VISITORS ON SITE / DELIVERIES			
Effective infection protection and control	Visitors to only come onto school site if absolutely necessary i.e. if safeguarding needs and only when social distancing can be strictly adhered to	See school operational plans for specific details	Head of school	

Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Any visitors must be in a room not used by other groups			
	Deliveries on site kitchen / food Food deliveries will be made through the staffcar park gate to the kitchen door as per usual Other deliveries to be left at the front office and delivered to the correct areas by the site manager. Home learning packs to be left in the reception area to be picked up by parents by prior arrangement with the school office. Paper packs to be placed in quarantine for 72 hours before being picked up.			
	Non-essential post and deliveries to be placed in quarantine before handling. Store deliveries in a separate room where possible for 72 hours before distributing throughout the school	Non-essential deliveries to be moved by Site manager and placed in quarantine in spare Year 2 classroom.		
	IN CLASSROOMS	Staff to be briefed by HOS on all control measures	Teachers/TAs	
Effective infection protection and control	Daily briefing to pupils on school rules and measures with reminders before leaving rooms.	In line with government/trust wide agreed control measures AR to compose standard school PowerPoint which group leaders will discuss with Pupils every morning.	Teachers and TAs AR	
	All spaces to be well ventilated, open windows and doors where safe to do so.	In line with government/trust wide agreed control measures	Site manager at the beginning of each day	Site manager to close all spaces at end of day
	Access room from outside if possible	See school operational plans for specific details All rooms have access doors to outside		
	Posters promoting good hand hygiene displayed in classrooms	In line with government/trust wide agreed control measures	Site manager	
	Tissues in each classroom	In line with government/trust wide agreed control measures	Site manager to check on daily basis	Done
	Desks should be spaced as far apart as possible	In line with government/trust wide agreed control measures	Teachers/TAs	Done

Seating plans to ensure pupils sit at the same desk. Pupils to remain in their allocated seats, where possible.	In line with government/trust wide agreed control measures To be completed by group leaders	Teacher/TAs	
Pupils to have own stationery packs/drawers of resources (named) on their desks	In line with government/trust wide agreed control measures	Teachers/TAs to organise	Done
No books or work handed in on paper. if paper put in quarantine (e.g. for 3 days). No books or work handed in on paper. If this has to happen, paper should be in quarantine for 72 hours Teachers NOT to take pupils books home, teachers to wash hands before and after touching pupils books if this is necessary	In line with government/trust wide agreed control measures	Teachers/TAs	Focus on verbal feedback addressing issues in lesson
Remove unnecessary items from classrooms and store elsewhere to allow more space	In line with government/trust wide agreed control measures	Teachers/TAs	
Sharing of books and resources to be avoided where possible. Books and resources not be shared between home and school	In line with government/trust wide agreed control measures	Teachers/TAs	
Shared materials and surfaces should be cleaned regularly, (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches) Staff to be vigilant of pupils putting things in their mouths Sanitising spray and paper towels to be provided in classrooms for use by members of staff.	In line with government/trust wide agreed control measures Shared areas to be cleaned by staff at the end of the morning session and the end of the afternoon	Teachers/TAs/Cleaners Site manager	
Soft furnishings, equipment that cannot be cleaned to be removed from classroom (particularly pertinent in EYFS classes)	In line with government/trust wide agreed control measures	Site manager/ teachers/TAs	
All spaces to be well ventilated, open windows and doors where safe to do so.	In line with government/trust wide agreed control measures	Site manager at the beginning of each day	Site manager to close all spaces at end of day
Lidded bins for tissues to be provided and emptied throughout the day.	In line with government/trust wide agreed control measures	Site manager/ cleaners as part of their cleaning pattern daily	Site manager to ensure gloves available in all classrooms

			/ allocated adult to do this during the day. Gloves to be provided	
	PLAYTIMES AND LUNCHTIMES			
Effective infection protection and control	Organisation of staggered break and lunchtimes	All breaks times, lunchtimes or spaces have been staggered	Head of School	
	Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).	Year 1A half of main playground Year 1B half of main playground Temporary fencing to divide playground Reception A Reception outdoor area Reception B Pre School outdoor area Key worker A Half of MUGA	Head of School/ Site manager	
	Groups do not mix to play sports or games together. No contact/group sports within each 'bubble'	In line with government/trust wide agreed control measures Staff and pupils to be briefed on break time and lunch time measures	Members of staff on duty at breaks to ensure compliance with rules.	
	Outdoor equipment allocated to each bubble and regularly cleaned Multiple groups do not use outdoor equipment simultaneously.	In line with government/trust wide agreed control measures Each group has their own set of outdoor play equipment which will be managed and cleaned by group staff	Teachers/TAs	
	Outdoor equipment such as trim trails not to be used	In line with government/trust wide agreed control measures	Site manager to rope off equipment. Signage to be put up on equipment stating not to be used	No Trim Trail on Hunts Grove Site
	If shared space, i.e. dining hall to be used, only one 'bubble' to use space at a time. All surfaces to be wiped between groups No queing at serving hatch; pupils to be called to hatch if dining hall is used Pupils to eat packed lunches outside (weather permitting).	See school operational plan for management of lunchtime 2 Bubbles at a time to use the school hall for lunch. This would easily meet social distancing measures. Group staff to clean area before the next group uses it.	Teachers/TAs?	

		One way system for exiting and entering the hall introduced. Pupils to sit in alternate chairs.		
	Staggered drop off and collection times. Only 1 parent to drop off and collect children. All children to be collected from school by a parent to ensure social distancing is maintained between school and home	See school operational plans for specific details One vulnerable child walks home by himself as the parent has to pick up another child who travels a greater distance.		
	MOVEMENT AROUND SCHOOL	See school operational plans for specific details		
Effective infection protection and control	One way system where possible, clearly marked and place dividers in corridors to keep apart.	See school operational plans for specific details Streets to be split in half to create a safe walking environment.	All staff to monitor Site manager	Signage to be displayed
	Children to remain in classrooms; if help is required an adult to go to the classroom or an adult from the group seeks help	See school operational plans for specific details Staff to communicate through mobile phones or by one adult in a bubble physically going to contact another member of staff at a social distance.	Teachers/TAs All staff	Radios provided and/or encouraging use of phones to communicate between different parts of school. Use of personal mobiles?? Temporary update of mobile phone policy
	Lifts to only to be used by those that need to use them, i.e. cleaner responsible for upstairs Lifts should be single occupation only	N/A		
	USE OF TOILETS			
Effective infection protection and control	Allocated toilets to specific groups of children Limit number of pupils using toilets at same time: close off sinks, urinals and cubicles to ensure numbers are limited Handwashing to be monitored	See school operational plans for specific details Each group has their own allocated toilet.	Staff to be positioned where they can monitor use through the day.	
	SHARED SPACES: Halls / staff rooms			
Effective infection protection and control	Remove furniture from staffrooms to ensure social distancing can be observed if in use:	See school operational plans for specific details	Head of School	Done

	stagger breaks for staff and designate additional areas for staff to take a break where possible.	A large staff room for a small staff. Children's breaks are staggered staff breaks will mirror those of the children. Furniture has been removed and spaced out to ensure social distancing.		
	No whole school assemblies; to be held in classrooms or outside	See school operational plans for specific details Zoom assemblies will be delivered by HOS twice a week.	Head of School / Teachers	HOS can read story / lead an assembly to one bubble of children outside if social distancing can be strictly adhered to
	Whole staff meetings to be held remotely	In line with government/trust wide agreed control measures Meetings to be held by Zoom later in the day on Wednesday.		
	Community events, meetings and lettings are cancelled until further notice. Governors meetings to be held remotely until further notice.	In line with government/trust wide agreed control measures		
Effective infection protection and control	FIRST AID ARRANGEMENTS/ INTIMATE CARE			
Contact with persons suffering from coronavirus	Employees providing intimate care or first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted: <ul style="list-style-type: none"> washing hands or using hand sanitiser, before and after treating injured person or carrying out intimate care (changing nappies etc) PPE to be worn if routine care of a child already involves PPE, i.e. wear gloves and apron wear gloves or cover hands when dealing with open wounds; if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. 	In line with government/trust wide agreed control measures	All staff	Personal protective equipment (PPE) Wearing a face covering or face mask in schools or other education settings is not recommended by Public Health England (PHE). The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.

	<ul style="list-style-type: none"> dispose of all waste safely (in line with normal procedures) 			If an adult requests to wear one they may.
	<p>First aiders</p> <p>Where possible, trained first aider to be allocated to each group</p> <p>First aid kits to be stored in classrooms with children</p> <p>Records to be kept of accidents (book kept in each room)</p> <p>Procedures for reporting to parents to be in line with usual first aid policy</p>	<p>See school operational plans for specific details</p> <p>First Aid coordinator (SM) will create packs for each group for the classroom and outside.</p> <p>First Aiders: Reception A: Kate Shepherd Reception B: Lynn Lord Year 1A: Sarah Webb Year 1B: Sarah Webb Kay Worker Groups: Sandra Morgan</p>		
	Shielding and clinically vulnerable children and young people			
Contact with persons suffering from coronavirus	<p>Pupil who have received letter from NHS should not attend school and should be supported at home.</p> <p>Parents to be contacted as they should be following medical advice. If the parent sends the pupil to school evidence must be provided either from the medical specialist or parent stating they have been informed the pupil is safe to come to school and the parent is happy to send them.</p>	<p>In line with government/trust wide agreed control measures</p> <p>Pupil has a shielding letter will continue to be supported with home learning.</p>	Head of School	
	Living with a shielding or clinically vulnerable person			
Contact with persons suffering from coronavirus	If a child or staff member lives with someone who is clinically vulnerable but not clinically extremely vulnerable then they can attend school, including those who are pregnant.	In line with government/trust wide agreed control measures	Head of school	