

**WATERWELLS PRIMARY ACADEMY**

The information below should be read in conjunction with The Robinswood Academy Trust Strategic risk assessment and Waterwells School 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 Waterwells Primary Academy – what the measures will look like	Who/ person responsible	Notes/ Completed
<b>ADULTS AND CHILDREN DISPLAYING SYMPTOMS OF CORONAVIRUS</b>				
<p>Contracting and spreading of infection</p> <p>Contact with persons suffering from coronavirus</p>	<p><b>Any children, staff or parents displaying symptoms of coronavirus should not come into school and should self-isolate for 7 days.</b></p> <p><b>Members of their household should self-isolate for 14 days</b></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 <b>negative</b>, 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 <b>positive</b>, the rest of their class bubble (and staff) should be sent home to self-isolate for 14 days.</p> <p>The other household members of that wider class or group</p>	<p>In line with government/trust wide agreed control measures</p>	<p>All school community to adhere to this</p> <p>Parents to notify school is their child develops symptoms</p>	

	do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.			
	<b>PROCEDURES IF A CHILD OR ADULT DISPLAYS SYMPTOMS OF CORONAVIRUS IN SCHOOL</b>			
Contracting and spreading of infection  Contact with persons suffering from coronavirus	<p><b>If a child displays symptoms they will be sent home immediately</b></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. Meeting room is allocated for this.</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>	In line with government/trust wide agreed control measures	Adult from 'bubble' to remain with child to minimise spread to other groups involving another adult	<p>Head of School/ member of SLT MUST be informed if a child is sent home with suspected symptoms. *Parents reminded to ensure contact details are up to date and must be contactable.</p> <p>Staff to be made aware of isolation room – meeting room and procedures to follow in the event of symptoms being displayed.</p> <p>Staff to be informed of location of PPE (main office and first aid areas).</p> <p>If a child or member of staff tests positive for Coronavirus, parents of pupils/staff members of that group/bubble will be notified so isolation can take place.</p>
Disposal of waste				

<p>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><b>If a member of staff displays symptoms they must go home immediately</b></p>	<p>In line with government/trust wide agreed control measures</p>		<p>Member of staff to ensure SLT are aware. Results of tests to be given to HOS ASAP.</p> <p>If a child or member of staff tests positive for Coronavirus, parents of pupils/staff members of that group/bubble will be notified so isolation can take place.</p>
<b>BASIC HYGIENE REGIME</b>				
<p>Contracting and spreading of infection</p>	<p>All children and adults to wash hands thoroughly on entry into school/classroom. (Hand washing guidance to be followed).</p> <p>Regular hand washing throughout the school day (before and after eating, after sneezing and coughing)</p> <p>Staff help to be available for pupils who have trouble cleaning their hands independently.</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>Daily briefing with pupils to remind them of the expectations.</p> <p>Risk assessment to be undertaken for high/complex needs pupils.</p>
	<p>Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.</p>	<p>In line with government/trust wide agreed control measures</p>	<p>All staff and pupils</p>	

	<p>Adults and pupils encouraged not to touch their mouth, eyes and nose.</p> <p>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')</p>	In line with government/trust wide agreed control measures	All staff and pupils	
	All staff to 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		
	<b>ENTRY/EXIT ONTO SCHOOL SITE</b>			
Effective infection protection and control	<p>Building access rules clearly communicated through signage on entrances.</p> <p>Entry points to school controlled (including deliveries)</p> <p>Staff access school via external classroom doors where possible and notify admin staff that they are on site via email</p> <p>Where there are no external doors to classrooms, staff should be allocated other entry points to avoid all staff coming through main entrance</p>	<b>See school operational plans for specific details</b>	Site managers	<p>Agreed signage to be ordered/made</p> <p>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</p> <p>Late arrivals Parents will have to call office number: 01452 881962 and advise. Member of SLT/non-rota based staff will coordinate letting in through main pupil gate and social distance seeing the child round to their classroom base via the external door.</p> <p>Early collections – parents must telephone the office and agree external collection point and time.</p>

	<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>	<b>See school operational plans for specific details</b>	<p>Head of School Site manager</p> <p>Head of school</p>	Letter to be sent to parents
	School start times staggered so class groups arrive at different times. Clearly communicated to parents.	<b>See school operational plans for specific details</b>	Head of School	
	Floor markings outside school to indicate distancing rules (if queuing during peak time)		Site manager	
	Staff on duty outside at start and end of school day to monitor protection measures (social distancing)	<b>See school operational plans for specific details</b>	Non class based staff	
<b>BEFORE AND AFTER SCHOOL CLUBS / OUTSIDE PROVIDERS</b>				
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>Forest school provider will 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.</p>	<b>See school operational plans for specific details</b>	Head of School	No external providers of before and after school clubs to be used in school.
<b>ACCESS TO SCHOOL OFFICE/ RECEPTION AREA</b>				
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 email or telephone</p>	<b>See school operational plans for specific details</b>	<p>Admin staff</p> <p>All staff</p> <p>Head of School</p>	Letter to parents detailing expectations

	Hand sanitiser to be provided at Reception			
	<b>VISITORS ON SITE / DELIVERIES</b>			
Effective infection protection and control  Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	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	<b>See school operational plans for specific details</b>	Head of school	Catering manager to communicate expectations to delivery staff and companies upon placing orders.
	Any visitors must be in a room not used by other groups			
	Deliveries on site Deliveries – directed to be left in foyer.	<b>See school operational plans for specific details</b>		
	Kitchen/food deliveries – to be left outside, at kitchen door.			
	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	<b>See school operational plans for specific details</b>		
	<b>IN CLASSROOMS</b>		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	Teachers and 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
	Access room from outside if possible	<b>See school operational plans for specific details</b>		
	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	
	Desks should be spaced as far apart as possible	In line with government/trust wide agreed control measures	Teachers/TAs	
	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	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	
	No books or work handed in on paper. If this has to happen, paper should be in quarantine for 72 hours and if	In line with government/trust wide agreed control measures	Teachers/TAs	Focus on verbal feedback addressing issues in lesson.

	absolutely necessary, hands washed before and after touching .			
	Remove unnecessary items from classrooms and store elsewhere (main hall) 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 will not be shared between home and school. Home readers will not be sent home.	In line with government/trust wide agreed control measures	Teachers/TAs	Any school communications will be electronic and not by paper.
	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	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 / allocated adult to do this during the day. Gloves to be provided	Site manager to ensure gloves available in all classrooms
	<b>PLAYTIMES AND LUNCHTIMES</b>			
Effective infection protection and control	Organisation of staggered break and lunchtimes	<b>See school operational plans for specific details</b>	Head of School	
	Separate spaces for each group clearly indicated in shared spaces (e.g. barriers, cones or floor markings).	<b>See school operational plans for specific details</b>	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	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	In line with government/trust wide agreed control measures	Teachers/TAs	Outdoor equipment will be limited to plastic/easily-cleaned equipment (e.g. plastic ball/cones/hoop).

	simultaneously.			
	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	OPAL play shed not to be used.
	Packed lunches only. FSM (and UIFSM for Reception) packed lunches provided by kitchen. Staff to social distance in kitchen. Packed lunches to be delivered to classrooms. Children eat in rooms in their designated space.  Pupils to eat packed lunches outside (weather permitting).	<b>See school operational plan for management of lunchtime</b>	Kitchen/catering staff Teachers/TAs?	
	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.	<b>See school operational plans for specific details</b>		
	<b>MOVEMENT AROUND SCHOOL</b>	<b>See school operational plans for specific details</b>		
Effective infection protection and control	One-way system where possible, clearly marked (arrows) and place tape dividers in corridors to keep apart.	<b>See school operational plans for specific details</b>	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.	<b>See school operational plans for specific details</b>	Teachers/TAs All staff	Radios provided and/or use of phones to communicate between different parts of school.  Use of personal mobiles - temporary update of mobile phone policy to allow for this.
	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 to Waterwells		
	<b>USE OF TOILETS</b>			
Effective infection protection and control	Allocated toilets to specific groups of children.  Limit number of pupils using toilets at same time: close off	<b>See school operational plans for specific details</b>	Staff to be positioned where they can monitor use through	



	sinks, urinals and cubicles to ensure numbers are limited  Hand washing to be monitored.		the day.	
	<b>SHARED SPACES: Halls / staff rooms</b>			
Effective infection protection and control	Remove furniture from staffrooms to ensure social distancing can be observed if in use:  Stagger breaks for staff and designate additional areas for staff to take a break where possible.	<b>See school operational plans for specific details</b>	Head of School	
	No whole school assemblies; class assemblies or outside for returning year group(s).	<b>See school operational plans for specific details</b>	Head of School Teachers	
	Whole staff meetings to be held remotely	In line with government/trust wide agreed control measures		
	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	<b>FIRST AID ARRANGEMENTS/ INTIMATE CARE</b>			
Contact with persons suffering from coronavirus	Employees providing intimate care or first aid (including supporting with administration of inhalers, where needed) will not be expected to maintain 2m distance. The following measures will be adopted: <ul style="list-style-type: none"> <li>washing hands or using hand sanitiser, before and after treating injured person or carrying out intimate care (changing nappies etc)</li> <li>PPE to be worn if routine care of a child already involves PPE, i.e. wear gloves and apron</li> <li>wear gloves or cover hands when dealing with open wounds;</li> <li>if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth</li> </ul>	In line with government/trust wide agreed control measures	All staff	<b>Personal protective equipment (PPE)</b>  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.

	<p>ventilation in asphyxial arrest.</p> <ul style="list-style-type: none"> <li>dispose of all waste safely (in line with normal procedures)</li> </ul>			If an adult requests to wear one they may.
	<p><b>First aiders</b> Where possible, some groups will have a first aider allocated within their group. There will be allocated first aid staff on duty and on call throughout the day, contactable by radio/ phone. Where possible, the on call first aider will tend to the child outside the classroom, outside the external classroom door, taking a first aid kit to the location. Where this is not possible, the child may need to attend the designated first aid area at the end of each key stage corridor, but will be accompanied by the first aider.</p> <p>Normal PPE equipment to be worn (apron/gloves).</p> <p>Records to be kept of accidents in accident book as normal. If a first aider in an allocated bubble tends to a child, a record will be kept on record slips in the classroom and a copy emailed to the first aider on duty to be added to the central accident book.</p> <p>Procedure for reporting to parents to be adapted: Where a slip would have been sent home with the child, this will now be emailed instead to the first contact email on record for that child that the parent has provided to the school. For the very few that have not provided an email contact, a phone call will be made.</p>	<b>See school operational plans for specific details</b>		
	<b>Shielding and clinically vulnerable children and young people</b>			
Contact with persons suffering from coronavirus	<p>Pupil who have received letter from NHS should not attend school and should be supported at home. Parents to notify school if they haven't done so already.</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</p>	In line with government/trust wide agreed control measures	Head of School	To date, school have not been notified of any pupils that this applies to. Note in communication to parents.

	send them.			
	<b>Living with a shielding or clinically vulnerable person</b>			
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	