

Grange PRIMARY ACADEMY

The information below should be read in conjunction with The Robinswood Academy Trust Strategic risk assessment and Grange 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. 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 Grange 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> <p>HOS to liaise with the central team to keep them informed of potential cases.</p>	<p>Parents to be encouraged to communicate in a timely manner.</p> <p>Attendance officer to first day call.</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			
Contracting and spreading of infection	If a child displays symptoms they will be sent home immediately	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	Head of School/ member of SLT MUST be informed if a child is sent home with suspected symptoms
Contact with persons suffering from coronavirus	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. If possible, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 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. 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. 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)	If a child becomes systematic an adult will communicate to a member of the support team An adult from the bubble will put on the PPE available in each bubble and escort the children via an external route to the main office and into the butterfly room (our designated isolation room). The adult will remain with the child until a family member arrives to collect them The admin corridor toilet will be prioritised for the symptomatic child The rest of the bubble to thoroughly wash hands, arms and faces and then move to their outdoor space for the remainder of the day with their belongings	Admin team to contact parent HOS to communicate with central team and the families within the bubble Cleaner to deep clean the indoor space	
Disposal of waste that may be contaminated	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a yellow hazard bag and placed in the hazard bin for disposal.	HOS to inform parents of pupils within the bubble of a potential case and the subsequent test results Windows and doors to be left open and a deep clean of the area		

by a coronavirus sufferer	Additional hazardous waste bins to be provided throughout the site for waste disposal of tissues and paper towels Safe disposal of used PPE (in line with above)			
	If a member of staff displays symptoms they must go home immediately	In line with government/trust wide agreed control measures If an adult displays symptoms they will leave the bubble via an external exit and go home immediately and contact 111 for testing. The office needs to be notified and the HOS will notify the central team The bubble will move to their designated outdoor space or spare classroom with their belongings for the remainder of the day Cleaner to deep clean the bubble HOS to communicate to the families within the bubble a potential case and the test result one confirmed	Staff member to communicate and arrange test. HOS to communicate to central team and the families within the bubble. Cleaner - deep clean	Member of staff to ensure SLT are aware. Results of tests to be given to HOS ASAP
BASIC HYGIENE REGIME				
Contracting and spreading of infection	All children and adults to wash hands thoroughly on entry into school/classroom. (Handwashing guidance to be followed). Regular supervised handwashing throughout the school day (before and after eating, after sneezing and coughing) Staff help to be available for pupils who have trouble cleaning their hands independently.	In line with government/trust wide agreed control measures Hand sanitiser to be used whilst learning outside.	All staff and pupils	Facilities for hand washing are available in all bubbles.
	Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.	In line with government/trust wide agreed control measures	All staff and pupils	
	Adults and pupils encouraged not to touch their mouth, eyes and nose.	In line with government/trust wide agreed control measures	All staff and pupils	

	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')			
	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		Staff to monitor
	ENTRY/EXIT ONTO SCHOOL SITE			
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 radios</p>	Teaching adults and cleaners will enter and leave school via external classroom door within their bubbles and will not move out of their bubble.	<p>Site team responsible for their bubble - opening and closing doors.</p> <p>HOS to take responsibility for alarming the site as using the main entrance.</p>	<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>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>Entrance through the main school gate and a 2m distancing route in place out through the Elderwood Way gate.</p> <p>All children will enter and leave through their external class base door.</p> <p>There is a 2m marking around the door which parents must not enter. Children are to enter and leave one at a time. Parents are expected to use the arrowed route to socially distance during drop off and collection which must be swift with</p>	<p>Head of School Site manager</p> <p>Head of school</p>	Letter to be sent to parents and video to be made too walking the parents through the expectations

		<p>no hanging around to ensure the line moves.</p> <p>We ask that families do not arrive before 8:45a.m and children will be received straight in. Similarly as you arrive from 3:00p.m. onwards to collect your child will be handed over to you.</p> <p>If you are late arriving at school you will still need to bring your child to their bubble and not into the school office.</p>		
	School start times staggered so class groups arrive at different times. Clearly communicated to parents	You have a 15 minute window to drop off and collect which will naturally encourage a flow which can be socially distanced.	Head of School	
	Floor markings outside school to indicate distancing rules if queuing during peak time	We will be flexible with drop off and collection within the 15 minute window. We do not anticipate a need to queue. Please be respectful of others and wait patiently on the socially distanced route.	Site manager	
	Staff on duty outside at start and end of school day to monitor protection measures (social distancing)	The support team will be outside the bubble they are responsible for to monitor protective measures.	Mrs Williams/Mrs McLaughlin, Miss Holloway, Miss Morris and Mrs Jones	Social distancing to be respectfully adhered to
	BEFORE AND AFTER SCHOOL CLUBS / OUTSIDE PROVIDERS			
Effective infection protection and control	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>With the wider opening to just reception, Y1 and Y6 at this time and due to the good will of staff we are able to sustain our offer of both breakfast and after school club provision within your child's bubble if you are a key worker.</p> <p>Mr Oakey will be using next term to maintain and enhance our outdoor</p>	Head of School, teachers and extended hours staffing team	No external providers of before and after school clubs to be used in school

	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	learning spaces. He will also be preparing and planning activities for when he is able to work with groups of children again.		
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>Our school office will be closed to families at this time. Should you need to be in contact with the team you need to phone or email.</p> <p>At this time we are not accepting visitors onto site. All meetings are being held virtually.</p> <p>Maintenance / service provider staff will only enter if essential to the working of the school and will not enter into any bubble whilst occupied by children.</p>	<p>Admin staff</p> <p>All staff</p> <p>Head of School</p>	Letter to parents detailing expectations
VISITORS ON SITE / DELIVERIES				
Effective infection protection and control	<p>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</p> <p>Any visitors must be in a room not used by other groups</p>	No visitors are permitted into school at this time. All contact with essential agencies if taking place virtually.	Head of school	
Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed	<p>Deliveries on site kitchen / food</p> <p>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</p>	<p>Kitchen deliveries are made direct through an external entrance.</p> <p>The office will except deliveries onto the secure area.</p> <p>HOS to move post and deliveries into the dinnig room area store before distributing.</p>		

to coronavirus				
	IN CLASSROOMS		Teachers/TPs	
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 TPs	
	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/support team at the beginning of each day	Site team to close all spaces at end of day
	Access room from outside if possible	All bubbles accessible externally - no internal movement for bubble staff and children		
	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/TPs	
	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/TPs	
	Pupils to have own stationery packs/drawers of resources (named) on their desks	In line with government/trust wide agreed control measures	Teachers/TPs to organise	
	No books or work handed in on paper. if paper put in quarantine (e.g. for 3 days).	In line with government/trust wide agreed control measures	Teachers/TPs	Focus on verbal feedback addressing issues in lesson
	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			
	Remove unnecessary items from classrooms and store elsewhere to allow more space	In line with government/trust wide agreed control measures	Teachers/TPs	
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/TPs		
Shared materials and surfaces should be cleaned regularly, (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches)	In line with government/trust wide agreed control measures	Teachers/TPs/Cleaners		

	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.		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/TPs	
	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
	PLAYTIMES AND LUNCHTIMES			
Effective infection protection and control	Organisation of staggered break and lunchtimes	Each bubble has a dedicated outdoor space so staggering is unnecessary	Head of School	
	Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).	Applicable only to toilets which will be clearly labelled for bubble usage	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 simultaneously.	In line with government/trust wide agreed control measures	Teachers/TPs	
	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	
	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 shared spaces in use. Pupils will eat in their base classroom or preferably outside in their	Mrs Williams/Mrs McLaughlin, Miss	

	No queuing at serving hatch; pupils to be called to hatch if dining hall is used Pupils to eat packed lunches outside (weather permitting).	dedicated area. School provided lunches will be delivered to bubbles by the support team member.	Holloway and Mrs Jones	
	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	As above - window of time for drop off and collection for all pupils.		Letter to parents
MOVEMENT AROUND SCHOOL				
Effective infection protection and control	One way system where possible, clearly marked and place dividers in corridors to keep apart.	No internal movement for pupils. They will be based in their base class and outdoor area.	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	A designated support adult is assigned to each bubble for pastoral and resourcing support. They can be contacted via radio.	Mrs Williams/Mrs McLaughlin, Miss Holloway and Mrs Jones	Radios are based in all bubbles
	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	Each bubble has use of a designated toilet which is clearly labelled.	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: Stagger breaks for staff and designate additional areas for staff to take a break where possible.	Temporary staff rooms have been set up with kettles, fridges and microwaves for each bubble.	Head of School	

	No whole school assemblies; to be held in classrooms or outside	Assemblies to be held using zoom.	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		
	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	<p>Employees providing intimate care or first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <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. dispose of all waste safely (in line with normal procedures) 	In line with government/trust wide agreed control measures	All staff	<p>Personal protective equipment (PPE)</p> <p>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</p>

				they are not always able to maintain a distance of 2 metres from others. 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>Each bubble has a trained first aider.</p> <p>Mrs Martin has stocked each bubble with essential resources and record sheets.</p>	First aid staff	
	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>	In line with government/trust wide agreed control measures	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	