

ROBINSWOOD PRIMARY ACADEMY

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 – 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> <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.</p>	In line with government/trust wide agreed control measures	All school community to adhere to this Parents to notify school is their child 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. 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>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 (KS1 first aid room)</p> <p>Cases will be reported to parents via email</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. 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</p> <p>Waste disposal of tissues and paper towels</p> <p>Safe disposal of used PPE (in line with above)</p> <p>If a member of staff displays symptoms they must go home immediately</p>			<p>Member of staff to ensure SLT are aware. Results of tests to be given to HOS ASAP</p> <p>Cases will be reported to parents via email, text and class dojo, text and class dojo.</p>
BASIC HYGIENE REGIME				
<p>Contracting and spreading of infection</p>	<p>All children and adults to wash hands on entry into school/classroom. Regular 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.</p>	<p>In line with government/trust wide agreed control measures</p>	<p>All staff and pupils</p>	<p>See school operational plan</p>
	<p>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')</p>	<p>In line with government/trust wide agreed control measures</p>	<p>All staff and pupils</p>	
	<p>All staff to be vigilant to young people putting items in their mouths etc. and make sure these are dealt with immediately.</p>	<p>In line with government/trust wide agreed control measures</p>	<p>All staff</p>	
	<p>All children and staff to wear non uniform clothes to allow for daily washing of clothes</p>	<p>In line with government/trust wide agreed control measures</p>		

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	See school operational plans for specific details	Site managers	Late arrivals will enter as usual and wash hands as they arrive.
	Parents' drop-off and pick-up protocols established and communicated to staff, parents and pupils: Clear systems in place and demarcated waiting areas for each 'bubble' of pupils Parents to be informed of expectations around social distancing if coming onto school site to collect children	See school operational plans for specific details	Head of School Site manager Head of school	Letter to be sent to parents Pupils permitted to walk home alone by parents in Years 5/6 can do so.
	School start times staggered so class groups arrive at different times. Clearly communicated to parents	See school operational plans for specific details	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)	See school operational plans for specific details	Non class based staff	Social distancing to be adhered to
BEFORE AND AFTER SCHOOL CLUBS / OUTSIDE PROVIDERS				
Effective infection protection and control	No breakfast club and after school club 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	See school operational plans for specific details	Head of School	No external providers of before and after school clubs to be used in school
	Forest school: forest school leader to take on a supervisory role and the staff from the 'bubble' to work with the children. This will enable the forest school leader to work with different groups as they could maintain social distance measures.	In line with government/trust wide agreed control measures		Risk assessment required from outside provider detailing this measure
ACCESS TO SCHOOL OFFICE/ RECEPTION AREA				
Effective infection protection and control	Admin staff to ensure screens are closed at all times should deliveries be made or any visitors HAVE to come into the school INVENTORY system not to be used except by staff entering building by main entrance and only where they have a magnetic card Visitors do not sign in with the same pen or touch screen devices in reception. Parents can come to school office but MUST stick to social distancing measures. Where possible, enquiries to be made by dojo, e mail or telephone Hand sanitiser provided at Reception Desk	See school operational plans for specific details	Admin staff All staff Head of School	Letter to parents detailing expectations

VISITORS ON SITE / DELIVERIES				
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 Any visitors must be in a room not used by other groups	See school operational plans for specific details	Head of school	
	Deliveries as usual – no signatures required, dropped at a social distance in the main entrance apart from food which is dropped at the 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	See school operational plans for specific details		
IN CLASSROOMS				
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	See school operational plans for specific details		
	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	
	Cloakrooms will be closed: children will keep their coat / bag / lunch at their individual space in their classroom in order to further reduce the need to move around the space.	In line with government/trust wide agreed control measures		
	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	Learning packs will be prepared 72 hours before they are required.	

	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	Staff to close windows and doors at the end of the day	Staff to close windows and doors at the end of the 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.	
PLAYTIMES AND LUNCHTIMES				
Effective infection protection and control	Organisation of staggered break and lunchtimes	See school operational plans for specific details	Head of School	
	Groups do not mix to play sports or games together.	In line with government/trust wide agreed control measures	Members of staff on duty at breaks to ensure compliance with rules.	
	Multiple groups do not use outdoor equipment simultaneously.	In line with government/trust wide agreed control measures	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	
	If shared space, i.e. dining hall to be used by 2 'bubbles' at one time but with set seats. One way system to be implemented in dinner hall. Plates and cutlery left in spaces and cleared by dinning staff. All surfaces to be wiped between groups Pupils to eat packed lunches outside (weather permitting).	See school operational plan for management of lunchtime	Teachers/TAs?	
	Staggered drop off and collection times. Only 1 parent to drop off and collect children. Children to be collected from school by a parent to ensure social distancing is maintained between school and home unless a parent has given permission for child to walk home alone (Y5/6)	See school operational plans for specific details		
MOVEMENT AROUND SCHOOL				

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	All staff to monitor Site manager	Signage to be displayed
	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. Handwashing to be monitored	See school operational plans for specific details		Cleaner booked to clean toilets between 11-1pm each day and check cleaning sinks in classrooms.
SHARED SPACES: Halls / staff rooms				
Effective infection protection & control	Stagger breaks for staff and designate additional areas for staff to take a break where possible.	See school operational plans for specific details	Head of School	
	No whole school assemblies; to be held in classrooms or outside.	See school operational plans for specific details	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/ or in a room where social distancing can be adhered to	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		
FIRST AID ARRANGEMENTS/ INTIMATE CARE				
Contact with persons suffering from coronavirus	Employees providing intimate care or first aid to pupils will <u>not be</u> 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. dispose of all waste safely (in line with normal procedures) 	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). If an adult requests to wear one they may.

	<p>First aiders First aiders to be allocated to certain groups – this will be more than one 'bubble'. First aid kits stored in first aid rooms All normal procedures first aid still apply</p>	<p>See school operational plans for specific details</p>		
	<p>Shielding and clinically vulnerable children and young people</p>			
<p>Contact with persons suffering from coronavirus</p>	<p>Pupil who have received letter from NHS should not attend school and should be supported at home. 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>Head of School</p>	
	<p>Living with a shielding or clinically vulnerable person</p>			
<p>Contact with persons suffering from coronavirus</p>	<p>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.</p>	<p>In line with government/trust wide agreed control measures</p>	<p>Head of school</p>	