

MOAT PRIMARY ACADEMY

The information below should be read in conjunction with The Robinswood Academy Trust Strategic risk assessment and Moat School Operational Plan

These plans are based on the government guidance issued on 2nd July 2020 (updated 7th August 2020) and details the trust's response to the systems of controls based around the two key areas: **protective measures and response to any infection.**

Protective measures that schools need to follow (detailed in the guidance)	Response to infection
<ol style="list-style-type: none"> 1. A requirement that people who are ill stay at home 2. Robust hand and respiratory hygiene 3. enhanced cleaning arrangements 4. active engagement with NHS Test and Trace 5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable* 6. Where necessary, wear appropriate personal protective equipment (PPR) <p>*this will be achieved by:</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances</p>	<p>Schools must:</p> <ol style="list-style-type: none"> 1. engage with the NHS Test and Trace process 2. manage confirmed cases of coronavirus (COVID-19) amongst the school community 3. contain any outbreak by following local health protection team advice <p>All of the above must be followed in every case where they are relevant.</p> <p>Schools will maintain daily registers to track children who have been in school, details of staff working with different groups and any mixing of groups so that PHE can provide definite advice on who must be sent home if there is a confirmed case in school where there has been possible close contact.</p> <p>Those who have been in close contact with a person who has tested positive must be sent home to isolate for 14 days.</p> <p>Household members of contacts sent home do not need to self isolate unless that person develops symptoms.</p>

- Children will be organised into 'bubbles' of classes or year groups and will remain in these groups wherever possible. However, there may be some wider mixing of groups, examples of this include, the organisation of teaching groups and before and after school care. Teachers and staff can operate across different classes and year groups. **Staff that move between classes and year groups, to keep their distance from pupils and other staff.**

Maintaining distance from other people is a preventative measure that will be encouraged so far as is reasonably practicable.

A record must be kept on a daily basis regarding which children and adults have been part of the bubble/class.

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 Moat Primary Academy – what the measures will look like	Who/ person responsible	Notes/ Completed
<p>Prevention measure 1</p> <p>Response measures 7,8,9</p>	<p>ADULTS AND CHILDREN DISPLAYING SYMPTOMS OF CORONAVIRUS</p>			
<p>Contracting and spreading of infection</p> <p>Contact with persons suffering from coronavirus</p>	<p>Any children, staff or parents displaying symptoms of coronavirus should not come into school and should self - isolate for 10 days.</p> <p>Members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms</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 will be expected 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>If the test is positive, 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> <p>If someone in the class group that has been asked to self – isolate develops symptoms themselves they should follow the ‘stay at home guidance’ and get a test.</p> <p>If the test delivers a negative result they must remain in isolation for the remainder of the 14 day period</p> <p>If the test is positive, they should inform the setting immediately and should isolate for at least 10 days from the onset of their symptoms. The remainder of their household should self isolate</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 if their child develops symptoms and details of anyone they have been in touch with who has tested positive</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. Attendance officer to first day call.</p>

	<p>for 14 days from when the symptomatic person first had symptoms</p> <p>Schools must engage with NHS test and track process and make contact with Public Health England for advice regarding confirmed or suspected cases</p>			
Prevention measure 1	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>Disposal of waste that may be contaminated by a coronavirus sufferer</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>Staff to wash their hands after caring for a child with symptoms. Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	<p>In line with government/trust wide agreed control measures</p> <p>The Den will be prioritised for the symptomatic child</p> <p>The rest of the bubble to thoroughly wash hands, arms and faces and then move to their outdoor space.</p> <p>Windows and doors to be left open and a deep clean of the area</p>	<p>Adult from 'bubble' to remain with child to minimise spread to other groups involving another adult</p> <p>Admin team to contact parent</p> <p>HOS to communicate with central team and the families within the bubble</p> <p>Cleaner to deep clean the indoor space</p>	<p>Head of School/ member of SLT MUST be informed if a child is sent home with suspected symptoms</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 yellow hazard bag and placed in the hazard bin for disposal.</p> <p>Additional hazardous waste bins to be provided throughout the site for 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 and will be required to get a test.</p>	In line with government/trust wide agreed control measures	<p>Staff member to communicate and arrange test.</p> <p>Cleaner – deep clean</p>	<p>Member of staff to ensure SLT are aware. Results of tests to be given to HOS ASAP</p>
Prevention measure 2	HYGIENE/ CLEANING REGIME			
Contracting and spreading of infection	<p>All children and adults to wash hands thoroughly on entry into school/classroom. (Handwashing guidance to be followed).</p> <p>Regular supervised handwashing 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>Where there is no sink, hand sanitiser provided in classrooms. Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.</p> <p>Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces</p> <p>Face coverings worn by staff or pupils to be removed on arrival at school; wash hands before removal, dispose of mask in a covered bin or in a plastic bag that can be taken home; wash hands again after removal</p>	<p>In line with government/trust wide agreed control measures</p> <p>Hand sanitiser to be used whilst learning outside.</p>	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	
Prevention measure 3	<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	
Prevention measure 4 (refer to points below)	Enhanced cleaning schedules in place: more frequent cleaning of rooms Sanitising spray and paper towels to be provided in classrooms for use by members of staff. More frequent cleaning of shared rooms used by different groups <ul style="list-style-type: none"> • Thorough cleaning of rooms at the end of the day. • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. • Outdoor equipment appropriately cleaned frequently. • Toilets to be cleaned regularly. 	In line with government/trust wide agreed control measures	Operations manager to organise additional cleaning	
Prevention measure 5	ENTRY/EXIT ONTO SCHOOL SITE			
Effective infection protection and control	Building access rules clearly communicated through signage on entrances.	See school operational plans for specific details		Agreed signage to be ordered/made
	Entry points to school controlled (including deliveries)			
	Parents' drop-off and pick-up protocols established and communicated to staff, parents and pupils: Parents to be informed of expectations around safe distancing when coming onto school site	See school operational plans for specific details	Head of School Site manager Head of school	Plans to be communicated to parents by HOS
	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 safe rules if queuing during peak time	See school operational plans for specific details	Site manager	
	Staff on duty outside at start and end of school day to monitor protection measures (safe distancing)	See school operational plans for specific details	SLT	Safe distancing to be respectfully adhered to
Parents / Visitors on site	Parents/carers and visitors coming onto the site without an appointment is not to be permitted.	Parent & visitors to contact school via email or phone	Head of School Office Staff	

	<p>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>Where possible visits arranged outside of school hours.</p> <p>A record kept of all visitors to assist NHS Test and Trace, including:</p> <ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; the name of the assigned staff member. <p>Wherever possible meetings with visitors to be held virtually; if face to face, social distancing to be adhered to</p>	Detailed record of visitors kept in office		
BEFORE AND AFTER SCHOOL CLUBS / OUTSIDE PROVIDERS				
Effective infection protection and control	<p>Before and after school clubs will be offered: Providers to provide own risk assessments and school risk assessment to be shared with provider (If outside company)</p> <p>Outside providers, i.e. forest school, music teachers etc can work in school with different groups of children. Providers to provide own risk assessments and to be given copy of school risk assessment</p> <p>Cross trust staff will be on site to enhance and support provision.</p>	See school operational plans for specific details	Head of 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 Deliveries to be quarantined for 72 hours.</p> <p>INVENTORY system not to be used except by staff entering building by main entrance and only where they have a magnetic card. Admin staff to sign in visitors</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> <p>Hand sanitiser to be provided at Reception</p>	See school operational plans for specific details	Admin staff All staff Head of School	Letter to parents detailing expectations

Prevention measure 2,3,4,5	IN CLASSROOMS	Implementation– what the measures will look like	Who/ person responsible	Notes/ Completed
Teachers / Supply Staff / Peripatetic Staff	<p>Where possible staff to maintain distance from their pupils, staying at the front of the class.</p> <p>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.</p>	In line with government/trust wide agreed control measures	Teachers/TAs	
Effective infection protection and control	<p>Daily briefing to pupils on school rules and measures with reminders before leaving rooms.</p> <p>Use a simple 'no touching' approach for young children to understand the need to maintain distance.</p> <p>Older children to be encouraged to keep their distance within bubbles.</p> <p>Access to classrooms from outside where possible</p>	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	Teachers and TAs	
	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 facing forward and children to sit side by side where age appropriate.	In line with government/trust wide agreed control measures	Teachers	
	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	
	Pupils to have own stationery packs/drawers of resources (named) on their desks where possible.	In line with government/trust wide agreed control measures	Teachers/TAs to organise	

	<p>Shared materials and surfaces should be cleaned regularly, (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches)</p> <p>Staff to be vigilant of pupils putting things in their mouths</p> <p>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</p>	In line with government/trust wide agreed control measures	Teachers/TAs/Cleaners	
	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
	<p>Children to limit amount of equipment they bring into school Reading books to be kept in class for 3 days before being filed again to be taken home.</p> <p>Limit unnecessary sharing of resources: teachers can take books home (handwashing rules apply)</p>	Reading books/records and homework books are the only thing to be bought into school – unless a child needs a transitional object to help with attachment/trauma.	School Staff	
Prevention measure 2,3,4,5	PLAYTIMES AND LUNCHTIMES	Implementation– what the measures will look like	Who/ person responsible	Notes/ Completed
Effective infection protection and control	Organisation of staggered break and lunchtimes	See school operational plans for specific details	Head of School	
	Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).	See school operational plans for specific details	Head of School/ Site manager	
	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.	
	No contact/group sports within each group			
	Outdoor equipment allocated to each group, or if shared, regularly cleaned	In line with government/trust wide agreed control measures	Teachers/TPs	
	Multiple groups do not use outdoor equipment simultaneously.			
	Outdoor equipment such as trim trails can 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	
<p>If shared space, i.e. dining halls to be used, limited number of groups to use space at any one time. All surfaces to be wiped between groups</p> <p>Pupils to eat packed lunches outside (weather permitting).</p>	See school operational plans for specific details	Head of School Members of Staff on Duty Mid-day Supervisors		

	Staggered drop off and collection times. Only 1 parent to drop off and collect children.	See school operational plans for specific details	Head of School AHoS	Letter to parents
Prev measure 2,3,4,5	PE / Sport	Implementation– what the measures will look like	Who/ person responsible	Notes/ Completed
	<p>Pupils kept in same consistent bubbles where possible during PE and sport</p> <p>Sports equipment thoroughly cleaned between each use</p> <p>Contact sports avoided until guidance changes</p> <p>Outdoor sports should be prioritised where possible</p> <p>Large indoor spaces used where it is not</p> <p>Swimming pools are not used until guidance changes</p> <p>Distance between pupils from mixed bubbles will be maximised</p> <p>Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.</p>	In line with government/trust wide agreed control measures	School Staff	
Prev measure 2,3,4,5	Music	Implementation– what the measures will look like	Who/ person responsible	Notes/ Completed
	<p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Measures to be taken when playing instruments or singing in small groups such as in music lessons include:</p> <ol style="list-style-type: none"> 1. physical distancing; 2. playing outside wherever possible; 3. limiting group sizes to no more than 15; 4. positioning pupils back-to-back or side-to-side; 5. avoiding sharing of instruments; 6. ensuring good ventilation. 	In line with government/trust wide agreed control measures	All staff to monitor	
	MOVEMENT AROUND SCHOOL			

Effective infection protection and control	Timetable managed to minimise a number of groups moving around the school at the same time Children to remain in classrooms – adults to seek help if needed	In line with government/trust wide agreed control measures	All staff to monitor Site manager	Signage to be displayed
USE OF TOILETS				
Effective infection protection and control	Limit number of pupils using toilets at same time More regular cleaning of toilets Handwashing to be monitored Pupils to have access to toilets at all times during the day to prevent queues developing at social times.	In line with government/trust wide agreed control measures	Staff to be positioned where they can monitor use through the day.	
SHARED SPACES: Halls / staff rooms				
Effective infection protection and control	Use of staff rooms to be limited to avoid large groups of people coming together; designate additional areas for staff to take a break where possible.	In line with government/trust wide agreed control measures	Head of School	
	No whole school assemblies; one group at a time in the hall	In line with government/trust wide agreed control measures	Head of School / Teachers	
	Whole staff meetings to be held remotely or in spaces large enough to maintain safe distance	In line with government/trust wide agreed control measures	Head of School / Teachers	
	Governors meetings to be held remotely until further notice.	In line with government/trust wide agreed control measures	Head of School	
Prev measure 2,3,4,5	Educational Visits	Implementation– what the measures will look like	Who/ person responsible	Notes/ Completed
	From the autumn term, non-overnight educational visits only Risk assessments of visits and journeys to be undertaken by visit leaders No overnight and overseas visits until government guidance changes	In line with government/trust wide agreed control measures	Head of School Teachers	

	<p>Pupils grouped together on transport in the same bubbles that are adopted within school where possible</p> <p>Journeys planned to allow distancing within vehicles (this may mean large vehicles or more are used)</p> <p>Use of hand sanitiser upon boarding and/or disembarking</p> <p>Cleaning of vehicles between each journey.</p>			
Prevention measure 6	FIRST AID ARRANGEMENTS/ INTIMATE CARE	Implementation– what the measures will look like	Who/ person responsible	Notes/ Completed
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. In addition, PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 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) <p>Normal first aid procedures to be followed.</p>	<p>In line with government/trust wide agreed control measures</p>	All staff	<p>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. If an adult requests to wear one they may.</p>
	Shielding and clinically vulnerable adults, children and young people	Implementation– what the measures will look like	Who/ person responsible	Notes/ Completed

Contact with persons suffering from coronavirus	<p>Staff who have previously received a letter from NHS should be able to attend work from 1st August; staff to seek medical advice and a risk assessment to be in place where necessary</p> <p>Where some staff with particular characteristics may be at comparatively increased risk from coronavirus school/trust to discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>School leaders will try as far as practically possible to accommodate additional measures where appropriate.</p>	In line with government/trust wide agreed control measures	Head of School/ HR manager	
Shielding and clinically vulnerable children and young people				
Contact with persons suffering from coronavirus	<p>Most pupils who have previously received a letter from the NHS should be able to attend school from 1st September.</p> <p>Where children remain under the care of a specialist health profession, parents must seek advice from the health professional before sending their child to school.</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	