

WATERWELLS PRIMARY ACADEMY

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

These plans are based on the government guidance issued on 2nd July 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. Wear necessary, wear appropriate personal protective equipment (PPR) <p>*this will be achieved by:</p> <ul style="list-style-type: none"> • grouping children together (in classes or year groups) • 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.

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

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
<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 7 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 need not self-isolate unless the child, young person or staff member they live with in that group subsequently develops 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>	<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 first day call.</p>
<p>Prevention measure 1</p>	<p>PROCEDURES IF A CHILD OR ADULT DISPLAYS SYMPTOMS OF CORONAVIRUS IN SCHOOL</p>			
<p>Contracting and spreading of infection</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</p>	<p>In line with government/trust wide agreed control measures</p> <p>The meeting room will be prioritised for the</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>Contact with persons suffering from coronavirus</p> <p>Disposal of waste that may be contaminated by a coronavirus sufferer</p>	<p>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>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>symptomatic child.</p> <p>Where possible, 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.</p> <p>Windows and doors to be left open and a deep clean of the area.</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>If a member of staff displays symptoms they must go home immediately</p>	<p>In line with government/trust wide agreed control measures</p>	<p>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>
<p>Prevention measure 2</p>	<p>HYGIENE/ CLEANING REGIME</p>			
<p>Contracting and spreading of infection</p>	<p>All children and adults to wash hands thoroughly on entry into school/classroom. (Handwashing guidance to be followed).</p> <p>Regular 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</p>	<p>In line with government/trust wide agreed control measures</p> <p>Hand sanitiser to be used whilst learning outside.</p>	<p>All staff and pupils</p>	<p>Facilities for hand washing are available in all bubbles.</p>

	hands independently. Face coverings worn by staff or pupils to be removed on arrival at school; wash hands before removal, dispose of mask in covered bin or in a plastic bag that can be taken home; wash hands again after removal			
	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	Adults and pupils encouraged not to touch their mouth, eyes and nose. Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	In line with government/trust wide agreed control measures	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 More frequent cleaning of shared rooms used by different groups More frequent cleaning of toilets and	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. Entry points to school controlled (including deliveries)	See school operational plans for specific details		Agreed signage to be ordered/made
	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 group of 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/locations. 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/rota staff	Safe distancing to be respectfully adhered to
		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>	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</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/administrator; all enquiries to be made by e mail or telephone</p> <p>Hand sanitiser to be provided at Reception</p>	See school operational plans for specific details	<p>Admin staff</p> <p>All staff</p> <p>Head of School</p>	Letter to parents detailing expectations
Prevention measure 2,3,4,5	IN CLASSROOMS		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		
	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 where possible and children to sit side by side	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	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, paper towels and gloves to be provided in classrooms for use by members of staff. Sanitising wipes for technology devices.</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 where required.	In line with government/trust wide agreed control measures	Site manager	
	Children to limit amount of equipment they bring into school (essentials such as coat, lunchbox).		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
Prevention measure 2,3,4,5	PLAYTIMES AND LUNCHTIMES			
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/TAs	
	Multiple groups do not use outdoor equipment simultaneously.			
	Outdoor equipment such as trim trails not to be used	In line with government/trust wide agreed control measures	Signage to be put up on equipment stating not to be used.	
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		See school operational plans for specific details		
	Pupils to eat packed lunches outside (weather permitting).			
Staggered drop off and collection times. Only 1 parent to drop off and collect children.	See school operational plans for specific details			Letter/communicated 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. Timetable managed to minimise a number of groups moving around the school at the same time	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	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; to be held in classrooms or 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		
	Governors meetings to be held remotely until further notice.	In line with government/trust wide agreed control measures		
Prevention measure 6	FIRST AID ARRANGEMENTS/ INTIMATE CARE			
Contact with persons suffering from coronavirus	Employees providing intimate care or first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted: <ul style="list-style-type: none"> washing hands or using hand sanitiser, before and after treating injured person or carrying out intimate care (changing nappies etc) PPE to be worn if routine care of a child already involves PPE, i.e. wear gloves and apron wear gloves or cover hands when dealing with open wounds; if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; if CPR is required on a child, use a resuscitation face shield if 	In line with government/trust wide agreed control measures	All staff	Personal protective equipment (PPE) Wearing a face covering/ face mask in schools/ 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

	<p>available to perform mouth-to-mouth ventilation in asphyxial arrest.</p> <ul style="list-style-type: none"> dispose of all waste safely (in line with normal procedures) <p>Normal first aid procedures to be followed.</p>			<p>risk assessment), even if they are not always able to maintain a distance of 2m from others.</p> <p>If an adult requests to wear one, they may.</p>
	Shielding and clinically vulnerable adults, children and young people			
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 letter from NHS should be attending school from September (*Wednesday 3rd Sept/ first day of term).</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	<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>	In line with government/trust wide agreed control measures	Head of school	