Moor Park Primary

Recovery Plan and Risk Assessment

This document has been produced following the latest Government guidance found at; [www.gov.uk](http://www.gov.uk) (Document: Restricting attendance during the national lockdown: schools January 2021)

**Overarching Guidance for all staff:**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
2. cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
3. ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach
4. cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

**Staff Principles**

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the ‘catch it, bin it, kill it’ approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationary).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms.
13. Make sure you’ve read the school’s updated behaviour policy and know what role in it you’re being asked to take.

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| **Aspect of concern** | **Control Measures**  | **Notes** | **Risk** |
| **The number of staff who are available is lower than that required to teach classes in school and operate effective home learning** | * The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.
* Red amber green RA to be carried out weekly for staff to ensure their mental and physical health is taken into account.
* Support offered through EAP to help staff manage anxiety and stress.
* Home working/rota (agreed timetable for this) for SLT and other non-class based staff who can work from home
* Full use made of staff who are self-isolating or shielding who are well enough to support online learning.
* Admin teams: One person in the office at a time. Normal working in office. Limit contact with other adults.
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| **Staffing**  | * Staff assigned to a class/year group bubble to remain the same for the duration of the term or teaching timetable where possible.
* Wherever possible staff DO NOT cross bubbles, with the exception of the SLT and for cover purposes
* If staff have to cross a bubble then they will wear PPE where appropriate and minimise close contact as much as possible
* SLT will endeavour to keep monitoring/coaching visits to no more than 15 minutes
 | Supervision during toilet needs- therefore TA in each class | M |
| **Support staff** | * When and where possible support staff to remain in their year group bubble during the period of lockdown
* Deployed to support children with SEND
* Deployed to provide catch-up provision and/or targeted interventions
* Deployed to lead groups of children and/or cover lessons when and where necessary, under the direction and supervision of a nominated teache
 | Staff deployment; schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly. |  |
| **Pupils** | * Keyworker children returning full time from 5th January
* Maximum capacity 12 pupils per classroom (24 per year group)

Keyworker Bubbles are as follows;NurseryReception Year 1 and Year 2 (Year groups only mix on the playground)Year 3 and Year 4Year 5 and Year 6 The children are to remain in their own keyworker group and not mix with other children from other keyworker groups when inside the school building. The purpose of the larger bubble is for playtime and lunchtime only, where the children will be outside. Staff do not mix with other staff and children from outside of their larger bubble. They will not have close contact with the wider bubble. The close contact will mostly be with their keyworker class of no more than 12 children per classroom and 24 children per year group.* Grouping of pupils will be arranged by year group and phase.
* Pupils in bubbles will not mix with other bubbles
* Class teacher to be either face to face teaching with keyworker group or managing remote learning from their own home to limit the number of adults on site.
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| **Behaviour Policy** | * Clear messaging to pupils in the importance and reasons for social distancing and hygiene is reinforced throughout the school day by staff and through posters and floor markings.
* Staff model social distancing consistently.
* The movement of pupils around school is minimised
* Large gatherings are avoided
* Break times and lunchtimes are structured to support social distancing/reducing contact.
* The school’s behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.
* Senior leaders monitor the areas where there are breeches of social distancing measures and arrangements are reviewed.
* Messages to parents reinforce social distancing
* Arrangements for younger primary school children have been agreed and staff are clear on expectations.
* Children who do not follow strict rules on reducing contact and or hygiene routines, the leadership team may ring parents and that pupil may be sent home.
* Children are not to be inside the building alone during lunch time or dinner time unless they have requested the toilet.
* See addendum to pupil well-being policy
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| **Actions*** **Sort groups for different year groups- cross reference with class teachers**
* **Bring in water bottles.**
* **No bags to be brought in.**
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| **PPE** | * Teachers should not wear gloves unless directed to do so in medical emergencies.
* First aid staff to have training about safe removal and application of PPE masks and other equipment.
* Continence issues and soiling will be dealt with by key staff wearing PPE. Parent should be rung immediately, and children sent home.
* Office have a protective Perspex screen installed for visitor to stand behind.
* Staff are reminded that wearing of gloves is not a substitute for good handwashing.
* PPE (face coverings) will be used in all communal areas (unless exempt).
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| **Actions*** **Disposable PPE has been ordered for staff.**
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| **Classroom sizes will not allow adequate social distancing measures**  | * No more than 12 children in one classroom group. Keyworker bubble of up to 24 and wider bubble of 48 (for outside playtime and lunchtimes)
* Classrooms re-modelled, with chairs and desks facing forward, where possible.
* Spare chairs removed from desks so that they cannot be used.
* Clear signage displayed in classrooms promoting social distancing.
* Staff ratios for EYFS remain.
* Bubbles should remain apart from each other for the entire day.
* Arrangements in place to support pupils who are remote learning at home.
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| **Actions;**  |  |
| **‘Nursery and Classroom Bubbles’****‘Breakfast and After school club bubbles’** | * Children should not mix with other bubbles
* Teachers should be timetabled to be together with a keyworker class as much as is possible. Teachers should not cross bubbles unless absolutely necessary.
* Playtimes and lunch times will be with designated adults who serves and supervises the children from their bubble.
* Wrap around care is not offered during lockdown.
* Breakfast and After school club bubbles are mostly in line with school bubbles and utilise different areas of school.
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| **Actions*** **remove all unused furniture from rooms**
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| **Physical Building** | * Desks to be forward facing where possible and appropriate
* Channels for the teacher to be created behind the desks for teachers to move
* Corridors to be marked with tape for pupils to follow.
* All furniture not being used is to be stored and moved to another empty classroom or space, including soft furnishings which cannot be cleaned.
* All doors to be wedged open at all times including external toilet doors (exceptions: staff and disabled).
* Coats to be stored in cloak rooms – more vigilant supervision required from staff to reduce gatherings
* A water bottle and coat will be required with a lunch box if necessary.
* A book bag containing only a child’s reading books may be brought in.
* Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
* Windows should be open in classrooms to provide suitable ventilation (keeping in mind appropriate temperature for comfortable working environment)
* Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible.
* Circulation to be clearly signposted in corridors.
* Wedges to be used to keep doors open.
* Limits set for large spaces (e.g hall, dining hall) for teaching
* Large gatherings prohibited
* Design layout and arrangements in place to enable social distancing

**Classroom- Changes.** * Remove all non-essential objects.
* Redesign classroom space to comply with reducing contact and hygiene measures

**Covid Isolation Room - KS 1 Medical room*** Remove all non-essential items in the isolation room.

**Outdoor Space*** Different areas for each class.
* Where lessons and weather permit, learning is to take place outside, teachers should use outdoor education wherever possible.
* Outdoor equipment can be used where sufficient cleaning of the equipment can be completed after any activity.
* Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside.

**Signage*** Signage for movement around external building for parents
* Use tape on floor to demarcate areas and walkways.
* Create hand sanitiser station posters and ensure toilets have washing hands posters.
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| **Teaching, Learning and Curriculum** | * Curriculum for Spring term has been led by the senior leadership team in consultation with curriculum leaders.
* All pupils are remote learning from home via Teams except Keyworker children who are receiving face to face learning in school.
* Home and remote learning is calibrated to compliment in-school learning to address gaps identified
* Limited marking of books with most feedback being given orally.
* Feedback provided for children who are remote learning by the teacher on duty.
* Appropriate support is provided for pupils with SEND.
 | Expectations on staff written feedback should be minimal due to current situation.  | L |
| **Actions*** **Curriculum to be adapted to suit needs of pupils**
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| **Social Distancing** | * Physical contact such as handshakes and hugs must be avoided between staff
* Staff, and adults on site should endeavour to stay 2m apart.
* Strict adherence to this policy will be monitored.
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| **Staff socialising outside of school with staff from school and not in their bubble** | * All staff strongly advised not to socialise outside of school with each other.
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| **The school day** | * Start and departure times are staggered
* Different entrances and exists to be used for different bubbles
* Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.
* Floor markings are visible where it is necessary to manage queuing.
* Year group bubbles will have staggered break times and lunch times.
* Staggered break time so that all pupils are outside at the same time but socially distanced into year group bubbles.
* Children to stay in designated zones outside.
 | During lockdown; Packed Lunches are being brought in by the children. These will be eaten in their classrooms.  | M |
| **Lunchtimes** | * Lunch to be eaten at the same desk in the classroom area.
* Staff from the year group bubble will supervise the lunchtime cover and provide lunch breaks for each other (this will be on a rota system)
* Pupils wash their hands before and after eating.
* Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunchboxes)
* Eating areas are cleaned after lunch.
* Children are not to access the building during lunch time playtime unless for toileting.
* Children to be sent to first aid station if required.
* A member of the school admin team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive meals when not in school.
* Food hampers provided on a weekly basis to FSM families during lockdown.
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| **Movement- Children****(risks breaching social distancing)** | * Internal corridors around school demarcated using masking tape to show pupils movement.
* Appropriate signage in place to clarify circulation routes
* Pinch points and bottle necks are identified and managed accordingly
* Movement of pupils around school is minimised as much as possible, with pupils staying in their identified classrooms and zones.
* Pupils are regularly briefed regarding social distancing/reducing contact guidance.
* Appropriate duty rota and levels of supervision are in place.
* Classroom spaces to have teacher only zones where possible.
* Classrooms to have channels for teachers to move around where possible
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| **Movement- Staff****(risks breaching social distancing)** | * Staff allocated separate areas for break and lunchtimes within their bubble.
* Allocated staff can use the staffroom (max occ. 6 people at one time) but must adhere to social distancing.
* Staff should stay in their designated areas as much as possible.
* SLT will not enter bubbles (unless deemed necessary) and will wear PPE, maintain a 2 m distance from pupils and staff and limit visits to not more than 15 minutes.
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| **Movement- Parents****(risks breaching social distancing)** | * Parents should not enter the school building under any circumstances.
* Only one parent where possible should drop off and collect children.
* Parents asked to wear face masks when entering the playground
* No go zone for teachers to stand in and release pupils
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| **Working Hours** | * Staff should only enter the school site between 8.00am and 4.00pm (unless directed otherwise by the Senior leadership team)
* Cleaners in before and after school.
* Site supervisor to open and close school.
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| **Premises checks**  | **Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)*** Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.
* Water fountains are not to be used

**Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers*** Hot water generation servicing to continue in line with manufacturers’ criteria.
* Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.
* Regularly check hot water generation for functionality and if required, temperature recording
* If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.

**Gas safety** * Do not isolate gas supplies to boilers and hot water generation
* To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation.
* Continue planned gas safety checks including gas detection/interlocking Fire safety
* Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.
* Carry out weekly checks of alarms systems, call points, and emergency lighting.
* Carry out regular hazard spotting to identify escape route obstructions.
* Check that all fire doors are operational. Fire drills should continue to be held as normal.

**Kitchen equipment Equipment that holds water, for example dishwashers and combination ovens*** Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.

**Security*** All areas of the school should be kept secure.
* Access to certain closed areas should only be possible by relevant staff – for example science laboratories, chemical stores and IT rooms.
* Check that access control and lockdown systems are operational.

**Ventilation*** All systems to remain energised in normal operating mode.
* Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.
* Where possible, occupied room windows should be open.
* Ventilation to chemical stores should remain operational.

**Other points to consider** * Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode.
* For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc.
* Update your keyholder information.
* Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers.
* Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: <https://www.hse.gov.uk/news/work-equipment-coronavirus.htm>
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| **Fire procedures are not appropriate to cover new arrangements**  | * Fire procedures have been reviewed and revised where required, due to:
* Reduced numbers of pupils/staff
* Possible absence of fire marshals
* Social distancing rules during evacuation and at muster points
* Possible need for additional muster points to enable social distancing where possible
* Staff and pupils have been briefed on any new evacuation procedures
* Incident controller and fire marshals have been trained and briefed appropriately
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| **Fire evacuation**  | * Plans for fire evacuation drills are in place which are in line with social distancing measures.
* An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.
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| **Toilet facilities** | * Different bubble pupils do not mix in the toilets.
* Toilet breaks will be supervised where possible.
* Door wedges to keep the external doors open to ensure privacy but keep ventilation.
* Site supervisor and cleaners to check soap supply is adequate
* Bins are emptied regularly
* Staff toilets – only ONE person at a time. Staff to ensure that the toilet and sink area are left clean after each use. Bubbles assigned separate toilets within their location around school. Cleaning products will be available alongside disposable gloves. All paper towels and gloves must be put in the lidded bin provided.
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| **Staff Room and workspaces**  | * Year groups allocate separate locations for breaktime and lunchtime facilities.
* Allocated Staff are able to use the staff room facilities in small numbers (no more than 6 members of staff at any one time, to allow for social distancing)
* Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.
* Staff have been briefed on the use of these rooms.
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| **First Aid** | * PPE should be worn (gloves and masks) when dealing with a first aid incident.
* Individual staff should administer basic first aid in the first instance at the designated first aid station.
* First aid stations to be designated for each bubble
* Serious injuries should be seen by a fully trained first aider.
* Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait in medical isolation room for parents to collect them.
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| **Cleaning** | **Cleaning*** Toilets will be deep cleaned at the end of each day.
* Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.
* Tables and contact points must be cleaned regularly.
* Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.
* No toys can be brought from home.
* Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over.
* Tablets should be wiped several times daily and between use. If possible, avoid children sharing tablets.
* Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used.
* Bins must be emptied before they are full and at least once daily.
* Cleaners to wear gloves.
* Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.
* Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.

**Classrooms*** **Reception:** Malleable resources, such as play dough, should be risk assessed before use.
* **Reception:** Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years providers) and where possible, children should be discouraged from sharing these.
* **Reception:** Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines.
* **Infants and Juniors:** Desks should be wiped regularly.
* **Infants and Juniors:** Teachers should have a spray bottle and cloth (disposable)
* Any objects the children touch should be disinfected once use has finished.
 | Maximum time staff can stay to – 4pm / 4.30COSHH rules regarding bleach | H |
| **Actions*** **Purchase swing bins**
* **Ensure supply chains for cleaning products**
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| **Communication to children** | * Contact with those not attending will be made via Microsoft Teams, texting parents and phone calls.
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| **Communication to and from Parents** | * Parents regularly updated with new guidance and procedures
* Essential correspondence sent out via letter on website and via texts.
* Any forms or messages from parents should be emailed to the school office
* Communicate methods of entry and exit to the school grounds.
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| **Procedures for medical care, isolation and confirmed cases** | * Use of isolation room if symptoms are apparent.
* Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 14 10 ??? days.
* All staff who display symptoms should access a test provided by the appropriate health care professional.
* If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household.
* If any children or staff test positive, the rest of their class and other close contacts should be sent home and advised to isolate for 14 days. ??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.
* Temperature checks will not be used on entry at the school but may be used with suspected symptoms.
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| **Shielding and clinically vulnerable children and adults who had a shielding letter.** | * A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has COVID-19.
* Shielding advice for all adults and children will resume on 5th January 2021 , due to the increase in the rates of community transmission of COVID-19. This means that members who are shielding can not return to school.
* Pupils advised to shield will be temporarily absent during the period of lockdown and until advice to shield ends.
* Pupils who remain under the care of specialist health professionals will need to discuss their care with their health professional before returning to school in January.
* Clinically extremely vulnerable individuals are advised they must shield from 5.01.21 Clinically extremely vulnerable individuals are not able to return to the workplace.
* Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in the Government guidance document to minimise the risks of transmission.
* People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure that maintain good prevention practice in the workplace and home settings.
* Staff who are pregnant should work at home where possible. If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus advice for pregnant employees. Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the advice which applies to all staff in schools.
* Staff who may otherwise be at increased risk from Covid 19. Some people with particular characteristics may be at increased risk from COvid 19. Where it is not possible to work from home, these staff can attend school as long as the system of controls set out in the Gov guidance are in place.
* Staff who live with those with increased risk from Covid 19 can attend the workplace.
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| **Visitors** | * Any visitors who are not critical to teaching individual class groups should not enter the school building.
* Parents should not enter the school building under any circumstances. Any communication should be done via email or telephone.
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| **School dog**  | * The school dog, Coco, will stay in the SLT and office bubble during the Spring term
* There will be a separate collar and lead (which will be disinfected) if she is needed for a child
* Staff / children will either have washed their hands or used hand sanitiser before touching her lead.
* Staff/children will be discouraged from petting her during the Spring term
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