



# 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)

### **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 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

### **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. 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.
7. Keep your classroom door and windows open if possible, for air flow.
8. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

Aspect of concern	Control Measures	Notes	Risk
<b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</b>	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>School will endeavour to book supply cover in the event of teacher absence. Where this is not possible we will use internal cover (teaching assistants, SLT) before splitting a class across a bubble before having to close a class.</li> <li>Support offered through EAP and other appropriate organisation to help staff manage anxiety and stress.</li> <li>Full use made of staff who are self-isolating or shielding who are well enough to support online learning.</li> <li>We will utilise non class based teachers where required.</li> <li>Admin teams: Two people in the office at a time. Normal working in office.</li> </ul>		M
<b>Staffing</b>	<ul style="list-style-type: none"> <li>Original bubbles have not been reintroduced, however due to the high number of local cases and the transmissibility of the omicron variant, staff are limiting movement around the building where possible and working in year groups and phases.</li> </ul>		
<b>Support staff</b>	<ul style="list-style-type: none"> <li>Original bubbles have not been reintroduced, however due to the high number of local cases and the transmissibility the omicron variant, staff are limiting movement around the building where possible and working in year groups and phases.</li> </ul>		
<b>Pupils</b>	<ul style="list-style-type: none"> <li>Original bubbles have not been reintroduced however all activities remain in year group and phase bubbles.</li> <li>Children to continue to come to school in PE kits on PE day.</li> <li>Pupils encouraged not to bring in bags/additional belongings if not necessary</li> </ul>		M
<b>Asymptomatic cases</b>	<ul style="list-style-type: none"> <li>All school staff to undertake lateral flow testing twice weekly on Mondays and Thursdays. Results to be reported directly to NHS.</li> <li>Testing can be increased should the need arise and we will liaise with Public Health officers around this.</li> <li>Testing to be carried out at home prior to coming in to work, kits distributed.</li> <li>6 members of staff have undertaken training provided by the Army and can be available to provide advice/support.</li> <li>Clinical waste is disposed of at home, no requirement for school collection service.</li> <li>Additional reporting mechanisms in place to report positive results to school in order to report to Public Health.</li> <li>Parents/carers and families encouraged to undertake the twice weekly testing now offered by the Government</li> </ul>		L
<b>Close contacts of a confirmed positive case</b>	<ul style="list-style-type: none"> <li>In line with Government guidance, staff and pupils will be asked to test daily for 7 days if they are over the age of 5 and have been in contact with a person who has tested positive for covid-19.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Test kits are available for staff in this situation. Families will be asked to source testing kits through the NHS, pharmacies, testing sites in line with guidance.</li> <li>• Staff who have to test daily should report the results directly to the NHS/Government. For children who have to test daily because they are a close contact; a photograph of the lateral flow test together with the text/email from the NHS acknowledging the registering of test results must be emailed to <a href="mailto:covid@moor-park.blackpool.sch.uk">covid@moor-park.blackpool.sch.uk</a> each morning, the child can then attend school if the result is negative.</li> </ul>		
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Teachers should not wear gloves unless directed to do so in medical emergencies.</li> <li>• First aid staff to have training about safe removal and application of PPE masks and other equipment.</li> <li>• Contenance issues and soiling will be dealt with by key staff wearing PPE. Parent should be rung immediately, and children sent home.</li> <li>• Office have a protective Perspex screen installed for visitor to stand behind.</li> <li>• Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>• PPE (face coverings) are recommended in all communal areas. Supply of face masks available in school.</li> </ul>		<b>M</b>
<b>Physical Building</b>	<ul style="list-style-type: none"> <li>• Classroom doors to remain open wherever possible including external toilet doors (exceptions: staff and disabled).</li> <li>• Coats to be stored in cloak rooms – more vigilant supervision required from staff to reduce gatherings</li> <li>• A water bottle and coat will be required with a lunch box if necessary.</li> <li>• A book bag containing only a child’s reading books may be brought in</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Windows should be open in classrooms to provide suitable ventilation (keeping in mind appropriate temperature for comfortable working environment)</li> <li>• Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible</li> <li>• Circulation to be clearly signposted in corridors</li> <li>• Wedges to be used to keep doors open</li> <li>• Staff to use CO2 monitors as directed and make changes to classroom e.g. opening windows, as required</li> <li>• <b>Signage</b></li> <li>• Use tape on floor to demarcate areas and walkways</li> <li>• Create hand sanitiser station posters and ensure toilets have washing hands posters</li> </ul>		<b>M</b>

<b>Teaching, Learning and Curriculum</b>	<ul style="list-style-type: none"> <li>• Home and remote learning is calibrated to compliment in-school learning to address gaps identified and is provided for children not in school (due to self-isolation)</li> <li>• If a class/year group or phase has to close then the Remote Learning Policy will be activated</li> <li>• Devices to support home learning are available for children isolating</li> <li>• Appropriate support is provided for pupils with SEND</li> </ul>	Expectations on staff written feedback should be minimal due to current situation.	L
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>• Social distancing requirements removed in line with Government guidance</li> </ul>		
<b>The school day</b>	<ul style="list-style-type: none"> <li>• Some departure times are staggered to avoid congestion</li> <li>• Different entrances and exists to be used to avoid congestion</li> <li>• Staggered lunch and break times remain in operation</li> </ul>		M
<b>Lunchtimes</b>	<ul style="list-style-type: none"> <li>• Lunch to be eaten in the school dining hall – on a timed rota and children to be seated in year groups</li> <li>• Pupils wash their hands before and after eating</li> <li>• Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunchboxes)</li> <li>• Eating areas are cleaned between sittings</li> <li>• Children are not to access the building during lunch time playtime unless for toileting</li> <li>• Children to be sent to first aid station if required</li> <li>• 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.</li> <li>• Food hampers provided on a weekly basis to FSM families in the event of not being able to attend school for Covid reasons</li> </ul>		M
<b>Working Hours</b>	<ul style="list-style-type: none"> <li>• Staff should only enter the school site between 8.00am and 5.00pm (unless directed otherwise by the Senior leadership team)</li> <li>• Cleaners in before and after school.</li> <li>• Site supervisor to open and close school.</li> </ul>		L
<b>Premises checks</b>	<ul style="list-style-type: none"> <li>• Normal checks and inspections in place in accordance with Premises Management regulations and guidance</li> </ul>		M
<b>Fire procedures are not appropriate to cover new arrangements</b>	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required due to possible absence of fire marshals</li> <li>• Staff and pupils have been briefed on any new evacuation procedures and drills carried out</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately</li> </ul>		
<b>Toilet facilities</b>	<ul style="list-style-type: none"> <li>• Toilet breaks will be supervised where possible</li> <li>• Door wedges to keep the external doors open to ensure privacy but keep ventilation</li> <li>• Site supervisor and cleaners to check soap supply is adequate</li> <li>• Bins are emptied regularly</li> <li>• Staff toilets – Staff to ensure that the toilet and sink area are left clean after each use</li> </ul>		L

<b>First Aid</b>	<ul style="list-style-type: none"> <li>• PPE should be worn (gloves and masks) when dealing with a first aid incident</li> <li>• Individual staff should administer basic first aid in the first instance at the designated first aid station</li> <li>• Serious injuries should be seen by a fully trained first aider</li> <li>• 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</li> </ul>		H
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• <b>Cleaning</b></li> <li>• Toilets will be deep cleaned at the end of each day</li> <li>• Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent</li> <li>• Tables and contact points must be cleaned regularly</li> <li>• 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</li> <li>• No toys can be brought from home</li> <li>• Resources that cannot be cleaned according to the instructions must be packed away until after the COVID-19 epidemic is over</li> <li>• Tablets should be wiped several times daily and between uses. If possible, avoid children sharing tablets</li> <li>• 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</li> <li>• Bins must be emptied before they are full and at least once daily</li> <li>• Cleaners to wear gloves</li> <li>• Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink</li> <li>• Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day</li> <li>• <b>Classrooms</b></li> <li>• <b>Reception:</b> Malleable resources, such as play dough, should be risk assessed before use</li> <li>• <b>Reception:</b> 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</li> <li>• <b>Reception:</b> 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,</li> </ul>	COSHH rules regarding bleach	M

	<p>singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines</p> <ul style="list-style-type: none"> <li>• <b>Infants and Juniors:</b> Desks should be wiped regularly</li> <li>• <b>Infants and Juniors:</b> Teachers should have a spray bottle and cloth (disposable)</li> <li>• Any objects the children touch should be disinfected once use has finished</li> </ul>		
<b>Communication to children</b>	<ul style="list-style-type: none"> <li>• Contact with those not attending will be made via Microsoft Teams, texting parents and phone calls.</li> </ul>		L
<b>Communication to and from Parents</b>	<ul style="list-style-type: none"> <li>• Parents regularly updated with new guidance and procedures</li> <li>• Essential correspondence sent out via letter on website and via texts</li> <li>• Any forms or messages from parents should be emailed to the school office</li> <li>• Communicate methods of entry and exit to the school grounds</li> </ul>		L
<b>Procedures for medical care, isolation and confirmed cases</b>	<ul style="list-style-type: none"> <li>• Use of isolation room if symptoms are apparent</li> <li>• 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 10 days</li> <li>• All staff who display symptoms should access a test provided by the appropriate health care professional</li> <li>• If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household</li> <li>• Temperature checks will not be used on entry at the school but may be used with suspected symptoms</li> <li>• All children and staff who receive a positive PCR test are reported to Public Health in line with their reporting requirements. Absences are recorded from a HR perspective</li> </ul>		H
<b>Shielding and clinically vulnerable children and adults who had a shielding letter</b>	<ul style="list-style-type: none"> <li>• The shielding programme has now <a href="#">ended in England</a>. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific national guidance, this includes pregnant women</li> <li>• A risk assessment should be carried out with any pregnant employees</li> </ul>		M
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Where possible, meetings and conversations should be held virtually to avoid visitors to school</li> <li>• Where visitors are required, lateral flow testing is requested. This can be done in school or at home if the individual is able to provide evidence to demonstrate this.</li> <li>• Visitors who attend school for the purposes of educational activities (e.g. music lessons, PE coaches) – arrangements are in place with partner organisations to ensure staff are lateral flow testing prior to attending Moor Park.</li> <li>• If testing in school - visitors to be asked to attend 45 minutes in advance of appointment to allow for testing and results. Testing to take place in KS2 hall and use appropriate PPE and social distancing. Waste should be collected in the bags provided in testing kits and double bagged. It is expected that this will be needed rarely</li> </ul>		L

	<ul style="list-style-type: none"> <li>• Parents should communicate via email or telephone where possible</li> <li>• Any visitor to school will be asked to comply with wearing of face coverings, unless exempt, and adhere to hand washing measures. Sanitisation supplies are available in reception area and throughout school building.</li> </ul>		
<b>School dog</b>	<ul style="list-style-type: none"> <li>• The school dog, Coco, will be based in the SLT office but will be available for children throughout school</li> <li>• There will be a separate collar and lead (which will be disinfected) if she is needed for a child</li> <li>• Staff / children will either have washed their hands or used hand sanitiser before touching her lead</li> </ul>		L
<b>School kitchen</b>	<ul style="list-style-type: none"> <li>• The school kitchen is operated by Blackpool Catering Services. They have a separate risk assessment in place to cover their daily operations (including deliveries), staff requirements and cleaning routines</li> <li>• Staff based in the school kitchen access the kitchen directly and do not enter any other areas of school. If they were asked to attend any other area they would be asked to comply with wearing of face coverings, unless exempt, and adhere to hand washing measures.</li> <li>• Welfare staff will support school dinner service, cleaning of trays/cutlery and tables and chairs. Welfare staff will be asked to wear face coverings, unless exempt, and adhere to hand washing measures.</li> </ul>		L