

## Plan for Weaverham Forest Primary School and Nursery-Updated 7<sup>th</sup> January 2021

### Recovery Plan (risk assessment)

#### **UPDATES AND KEY MESSAGES: Update : 07/01/2021**

National Lockdown- all schools closed to pupils apart from the children of key workers and vulnerable families.

Support bubbles can operate for childcare. School must be the last resort of childcare for critical worker parents to keep numbers as low as possible in school.

Self-isolation period for contacts is 10 days or positive test is 7 days.

Transmission of virus is such that 2 metre social distancing is essential at all times. All adults within each bubble to keep 2 metres apart where possible. Masks to be worn in all communal places and in classrooms when in close contact.

One-way system to remain in place, staffroom out of use for eating (only 4 adults at one time), all rooms should be ventilated with windows and doors open so that there is a flow of warmer air out and cleaner air from outside in. Children should be removed from the classroom every 2 hours and the air vented fully.

Tables and chairs cleaned at break time and lunch time by school staff and by cleaners at the end of the day. Communal areas, door handles and toilets cleaned throughout the day.

Handwashing and sanitising is happening throughout the day.

No more than 15 minutes in close contact with children (less than 2 metres) within each bubble.

No mass gatherings of adults- remote training wherever possible.

Extremely clinically vulnerable adults to shield. Where possible (all at the moment CV adults to work from home)

Risk assessment for all pregnant staff and extremely vulnerable adults to minimise risk- all at home.

Bubbles maintained throughout the school day with no mixing.

Marking can be carried out in children’s books but teacher verbal feedback at the point of learning remains the most effective form of feedback providing that pupils immediately reflect the feedback in their learning and use it to improve their outcomes. Self-recording where possible and checking back to ensure rapid progress is essential to ensure this feedback has maximum impact. Self-assessment against appropriate and SMART criteria should be at the forefront of learning and peer assessment at present should be minimised.

Children spaced out within their bubble.

School has received self-testing kits- 10 only to be used when individual cannot attend a testing site.-

Appointments at test sites can be booked via: <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

Remote learning plan in place and been carried out by all teachers via Teams.

The assumption of this recovery plan is that the *Hazard* being contained is **COVID-19** and the *how could people be harmed* is by inhalation of contaminated droplets or by touching contaminated surfaces then touching mouth, nose/eyes.

Risk title	Who	Risk (H,M,L)	Control measures	Risk after control
<b>Day-to-day management</b>				
Drop-off and collection points	Parents , staff and children	High	<b>Start of day</b> Entry to school in alphabetical order. Please arrive promptly, at your given time, so that we don't have too many people congregating in one place. Children and their adult will enter through the main gate at their given time and line up on the markings. Staff will be on the playground to greet the children. The children will then be guided to the correct entrance by staff. Y1-2 will enter on the through the bottom playground and Y3-6 will enter through the main Reception. Parents should exit through the small gate on the top playground. 8.45-8.40 A-H 8.40-8.50 I-P 8.50-9.00 Q-Z <b>End of day</b>	Medium / LOW

			<p>Children will be brought up in their classes to the top playground where they will be handed to the adults waiting for them on the markers. You will be able to exit through the small gate at the side. Siblings will leave together to avoid parents congregating on the playground.</p> <p><b>Nursery</b> 2:50 – 2:55  <b>Reception</b> 2:55 – 3:00  <b>Year 1</b> 3:00 – 3:05  <b>Year 2</b> 3:05 – 3:10  <b>Year 3</b> 3:10 – 3:15  <b>Year 4</b> 3:15 – 3:20  <b>Year 5</b> 3:20 – 3:25  <b>Year 6</b> 3:25 – 3:30</p>	
Staff and pupils in pods	Teaching staff and pupils	High/medium	<ul style="list-style-type: none"> <li>• All rooms including those not in use recently to be checked for H&amp;S compliance.</li> <li>• Each room set up for return with furniture and equipment including cleaning materials and a cleaning station for opening in September 2020.</li> <li>• Desks spaced so that they fit in the classroom as spaced out as possible with all desks to be facing the same direction and one desk per 2 pupils (Y2-6).</li> <li>• Rec and Year 1 to be set up with continuous provision.</li> <li>• Individual packs for all children with names on containing own stationery.</li> <li>• Coats stored on children's pegs.</li> <li>• PE bags to be stored on peg on first day back and to be kept at school until half term unless urgent cleaning is required.</li> <li>• Reading book bags to be kept on/under children's desks in Y2-6 and in drawers in Rec and Year 1.</li> <li>• Two or three adults assigned to each class. Adults will not to enter another pod unless this is required for staff cover. In this instance the adult will remain socially distanced from the pod they are visiting.</li> <li>• Each class will be a pod. They will remain in that pod and will not mix with other children. Windows and doors within pods will remain open at all times to increase ventilation.</li> </ul>	Medium / LOW
Lessons and the curriculum	Teaching staff and pupils	Medium	<ul style="list-style-type: none"> <li>• Outside wherever possible</li> <li>• No malleable resources to be used e.g. play dough unless made for individuals and binned straight afterwards.</li> <li>• Cutting, sticking, small world play, indoor and outdoor construction should be washed before and after use and where possible not shared.</li> <li>• Where bikes, trikes, movable toys, shared whole school resources (such as PE resources, science, maths, art etc) are used children should wash their hands before and after use and resources cleaned with antibacterial disinfectant after use by pod staff.</li> <li>• Home learning will be provided by the first day after they are at home for those children who have to isolate.</li> <li>• Focus all children on reading as a high priority in all year groups.</li> <li>• Basic skills and catch up to be the focus</li> <li>• One hour per day (at least) to be spent on the broader curriculum</li> <li>• Mental health and wellbeing has the highest priority.</li> </ul>	LOW

			<ul style="list-style-type: none"> <li>• Online safety reminders and teaching for children at home and in school.</li> <li>• PE should take place but be non-contact- see Youth Sport Trust for examples and ideas.</li> <li>• 1 person at a time at photocopier, use anti-bac wipes for the photocopier screen and surfaces after use and wash hands.</li> </ul>	
Learning time lost due to isolation or further school closure		Medium	<ul style="list-style-type: none"> <li>• Staff to teach maths, literacy and a foundation lesson online should school be closed in September before reopening.</li> <li>• Home learning will be planned for individual or groups of children who are sent home but are in good health. This will be in line with the learning that they will miss at school to ensure that the least possible learning time is wasted.</li> <li>• This is to be provided to families no longer than 24hrs after a child is sent home.</li> </ul>	Low
Moving around the school	All staff and pupils	Medium/high	<ul style="list-style-type: none"> <li>• There will be limited movement around the inside of the school. All classroom doors and doors leading onto the infant playground will remain open so that travel can happen outside the school building where possible, and to increase ventilation. Break times and lunchtimes are staggered and pods will travel around school outside the building as much as possible – avoiding the hall.</li> </ul>	LOW
Use of toilets	Pupils	Medium	<ul style="list-style-type: none"> <li>• Only one child per class will be allowed to use the toilet at a time.</li> <li>• Each infant classroom to have a 'band' system to ensure only one child goes at a time.</li> <li>• Toilets will be cleaned thoroughly every night and through the day by cleaning staff.</li> </ul>	LOW
Lunch, snack, break times Use of sports and play equipment	Pupils and teaching staff	Medium	<ul style="list-style-type: none"> <li>• Lunches to be served in 'Takeaway' form from September for at least the first half term and will be eaten in classrooms.</li> <li>• MDAs to collect lunches from the kitchen.</li> <li>• Adults to have the opportunity for a socially distanced lunch break.</li> <li>• Middays to cover staff in all pods over lunch times. Sue and Lynn (kitchen) will also be redeployed as MDA.</li> <li>• Children to remain with their class pod. Kitchen will offer a packed lunch.</li> </ul> <p>Nursery 11:45 – 1:00  Reception 11:30 – 12:30 (from week 14/09/20)  Year 1 12:00 – 1:00  Year 2 12:00 – 1:00  Year 3/4 11:30-12:30  Year 5/6 12:00 – 1:00</p> <ul style="list-style-type: none"> <li>• Break times will be 20mins and will be managed by pod staff. An outside space timetable for outside time in each of the zones allocated around school.</li> <li>• Boxes of outside play equipment will be provided to each class. This will be the responsibility of the class pod staff – they must bring out and take in for their own pod. Each item in the box will be labelled with the team name.</li> <li>• Water bottles to be filled in classroom taps and washed at the end of every day in the dishwasher. They will be kept with each child in their individual desks in Y2-6 and in a clean safe place without contamination in Reception and Year 1.</li> </ul>	LOW

Office and meeting rooms	Office staff and pastoral / Head	Low	<ul style="list-style-type: none"> <li>• One member of office staff in at a time. New arrangement of desks to allow for social distancing. Each office staff to have own desk top computer or laptop.</li> <li>• Learning Pod /Garden Room available as a break out space for children who need it.</li> <li>• Entrance Hall to be set up as sick bay and first aid space. PPE/First Aid equipment to be stored in a sealed box in the accessible toilet for easy and quick access.</li> </ul>	LOW
School assembly	Pupils	High	<ul style="list-style-type: none"> <li>• Recorded or via Zoom. One 'No Outsiders' theme and one whole school celebration.</li> <li>• Daily assemblies to take place in class</li> </ul>	LOW
PE / Hall time	Pupils and teaching staff	Medium	<ul style="list-style-type: none"> <li>• PE areas of learning to be timetabled so that PE equipment does not have to be shared.</li> <li>• PE can take place in the hall but only one class in the morning and one in the afternoon – staff will need to sign up on a daily basis for this to happen on the outside space and hall timetable.</li> <li>• Floors will be mopped/disinfected every day.</li> <li>• Children should avoid touching surfaces unnecessarily</li> <li>• Children must all wash hands thoroughly before using the hall and equipment</li> <li>• Pod Staff will be required to clean all surfaces (with children's help) that have been used for PE once the lesson is over. (this does not include the floor)</li> <li>• Activities between children to be chosen that allow for social distancing as much as possible</li> </ul>	LOW
Cleaning (See additional Cleaning Plan that will be signed on a daily basis by the cleaning team and class teams.)	All	High	<ul style="list-style-type: none"> <li>• Check hot water and soap in every classroom and toilet.</li> <li>• Check sanitiser pumps in each class are full every day.</li> <li>• Moisturiser to be applied to children's hands with adult support twice per day.</li> <li>• Re-teach children how to effectively wash hands. Adults and children to wash hands frequently: on arrival, before and after break and lunch times, before and after eating, after sneezing or coughing and before PE/learning in the hall</li> <li>• Lidded bins in right location in each classroom. Catch-it, bin-it, kill-it</li> <li>• Disposable tissues available in all classrooms and wipes in each bay and staffroom, office and photocopier room.</li> <li>• iPads and any laptops to be wiped down by children after use.</li> <li>• Bins emptied throughout the day and tied in bags</li> <li>• Clean toys, books, desks, chairs, doors, sinks, toilets, light switches</li> <li>• Doors to corridor and outside to be kept open and windows so well ventilated</li> <li>• Staff and children (where appropriate) to clean during day (children their own items). Cleaning team to work through cleaning rota focusing on key areas including - doors, handles, toilets.</li> </ul>	LOW
First aid provision	First aiders and pupils	High	<ul style="list-style-type: none"> <li>• Pod staff to take first aid bags outside with them for small first aid incidents – wherever possible children should be encouraged to wipe small grazes themselves. If further or more extensive first aid is required, then walkie talkies to be used to communicate with trained staff.</li> <li>• Area to be cleaned thoroughly after first aid administered and child left space.</li> <li>• 1 child and 1 adult only in first aid space.</li> <li>• Adult administering first aid to use PPE- gloves and full face visor if within 2 metres.</li> <li>• Medicine: administer near first aid cupboard or staffroom as usual. Ensure thorough hand washing before and after by adults and children.</li> </ul>	LOW

			<ul style="list-style-type: none"> <li>• Share latest first aid advice from St John Ambulance <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></li> <li>• Share latest CPR guidance: <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></li> </ul>	
Catering	Pupils and teaching staff	High	<ul style="list-style-type: none"> <li>• Adults in pods to clean desks in classrooms before and after food is consumed.</li> <li>• Kitchen will provide meals and will not come into contact with children.</li> <li>• The cook and kitchen assistants will be provided with school's risk assessment.</li> <li>• Only 3 people in the kitchen at one time.</li> <li>• Staff must <b>not</b> go into the kitchen unless they are using the dishwasher for children's water bottles. This should be once per day as per dishwasher rota. Staff must wash hands before entering kitchen.</li> <li>• Snack will be provided on a tray (as usual) and will be collected by a pod lead and taken to the classroom. No cash will be accepted for payment for snack. Only on line payments. Children can bring snack from home which will be stored on their own desk (Y2-6) and in their drawer in Reception and Year 1.</li> </ul>	LOW
Deliveries and waste collection	All on site	Low	<ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas thought to be infected - put in plastic rubbish bag and tied. Double bagged. Placed in safe, secure 'holding' area, away from children until test results are known.</li> <li>• Positive: stored for 72hours then put in normal waste.</li> <li>• Negative: put in normal waste.</li> </ul>	LOW
Child or adult becomes unwell	Staff, children, visitors	Medium	<ul style="list-style-type: none"> <li>• 3 identified symptoms that we need to be involved with shared with all- high temp, new continuous cough, loss of taste/ smell.</li> <li>• "Child or Staff Illness Procedure" to be followed at all times in line with Government Guidance. This to be displayed in head's office, school office and staffroom.</li> <li>• In an emergency 999 should be called to attend. All possible contact numbers called.</li> </ul>	LOW
Attendance	Staff and children	Low	<ul style="list-style-type: none"> <li>• Ensure families are aware that normal legal responsibilities for parents are back to normal.</li> </ul>	LOW
Aggressive behaviour/restraints	Staff and children	High	<ul style="list-style-type: none"> <li>• Children will work on new rules to keep everyone <b>safe</b>.</li> <li>• These will be recapped every morning.</li> <li>• Key children will have support from key staff to adhere to rules.</li> <li>• Parents of emotionally vulnerable children will be given support.</li> <li>• Where a child is not following the protocols they will be given a reminder/warning and then a parent will be phoned and asked to collect the child from school as going against these protocols puts everyone in school at risk.</li> </ul>	LOW
People				

All employees	All adults	High/medium	<ul style="list-style-type: none"> <li>All staff will be back in school from September</li> <li>Staff who are feeling anxious will be supported by SLT and Board of Governors</li> <li>Staff should always maintain a distance of 2 metres at all times from each other - no exceptions.</li> <li>Two people are allowed in the staffroom at a time.</li> <li>Breaks and lunches taken separately.</li> <li>Any staff member feeling unwell with COVID symptoms should report this to David immediately.</li> <li>Anyone with symptoms in their house or a confirmed case should not attend school.</li> <li>All to clean hands regularly with warm water and soap and drying thoroughly or use hand sanitiser.</li> <li>Staff to clean their pod room frequently as planned.</li> <li>Staff to record any "Close Contact" (outside their own class pod). Close contact is defined as: <ul style="list-style-type: none"> <li><i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i></li> <li><i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i></li> <li><i>travelling in a small vehicle, like a car, with an infected person</i></li> </ul> </li> </ul>	MEDIUM / LOW
Clinically vulnerable adults		High	<ul style="list-style-type: none"> <li>Individual assessments carried out and appropriate roles assigned.</li> </ul>	MEDIUM / LOW
Clinically extremely vulnerable adults		High	<ul style="list-style-type: none"> <li>Individual risk assessment to be completed.</li> </ul>	MEDIUM / LOW
Clinically extremely vulnerable children		High	No children have been classed as extremely vulnerable due to pre-existing medical conditions.	LOW
Clinically vulnerable children		High	A small minority of children will fall into this category. Parents will discuss their child with the head teacher to assess whether risks can be reduced enough in school, or whether the actions in place will be enough to mitigate the higher risk to this child.	MEDIUM / LOW
Children	All children	High	<ul style="list-style-type: none"> <li>No-one to attend site with symptoms or awaiting testing.</li> <li>Hand washing regularly.</li> <li>Good hygiene standards and increased and frequent cleaning.</li> <li>Minimising contact between class pods.</li> <li>Individual stationery in place</li> <li>Other shared resources <b>IN PODS</b> to be cleaned once per week.</li> <li>Break and lunch times and start and finish times staggered.</li> <li>Lessons outdoor wherever possible. Doors and windows opened.</li> <li>Maintain social distancing and set up pods with appropriate furniture.</li> </ul>	MEDIUM / LOW

			<ul style="list-style-type: none"> <li>Pods will not mix.</li> <li>Handle any symptomatic individuals as above.</li> <li>No bus travel or trips.</li> </ul>	
Visitors and contractors		High	<ul style="list-style-type: none"> <li>Encourage remote meetings and contact via teams, zoom, email and phone.</li> <li>Communicate early systems and protocols.</li> <li>Visitors limited at all times and a register kept.</li> <li>Social distancing and hygiene enforced.</li> <li>Hand sanitiser in entrance hall and PPE (masks) for essential visitors.</li> </ul>	LOW
<b>Facilities Management</b>				
Fire	All using building	Medium	<ul style="list-style-type: none"> <li>Complete fire drill first week back to ensure all know new routes and procedures including sign posting to nearest fire exit on first day- meet in new allocated spaces. (see updated Fire Plan)</li> <li>Two metre social distancing not expected in an emergency as this would be unsafe but for drill will be maintained.</li> <li>Fire equipment tests weekly as usual.</li> </ul>	LOW
Legionella	All using building	Medium	<ul style="list-style-type: none"> <li>See legionella management plan</li> </ul>	LOW
COSHH Hand sanitiser- alcohol. Skin irritation, ingestion, flammable. Bleach	All	Medium/ Low	<ul style="list-style-type: none"> <li>Don't use sanitiser with any skin irritations.</li> <li>Children to use sanitiser under adult supervision. Safe storage.</li> <li>Keep away from ignition sources and heat. Store minimum quantities.</li> <li>Only use in well ventilated areas. Wear gloves, ensure cap is on correctly. Don't not allow children to use bleach products, ensure surfaces dry before children use them. Use gloves. Store carefully</li> <li>Use moisturiser to protect children's skin on hands.</li> <li>All Pod cleaning products to be stored above child height in large, built in cupboards in classrooms.</li> </ul>	LOW
<b>Communication</b>				
Staff	All	Medium	<ul style="list-style-type: none"> <li>All staff to attend training on July 14<sup>th</sup> via Zoom and then updates on 1<sup>st</sup> September at whole school INSET day. New systems, hygiene, cleaning and protocols/ practises will be sent out prior to this meeting. Staff will have opportunity to ask questions or raise concerns.</li> <li>Risk assessment shared with cleaning and catering staff.</li> <li>Communication between classrooms and office/ classroom / head and classroom staff to use walkie talkies wherever possible.</li> </ul>	LOW
Children	All attending and new additions to	Medium	<ul style="list-style-type: none"> <li>Educate children on new workings of school and what it looks like and means. New systems, 'RULES'</li> <li>Share via visual timetables of the day and develop predictability and routines.</li> <li>Use resources to teach importance of hygiene, cleaning and virus control measures (age appropriate)</li> <li>Prioritise mental health needs and bereavement.</li> <li>Posters displayed around school and in pods.</li> </ul>	LOW



	school after lock down		<ul style="list-style-type: none"> <li>Individual risk assessments including social stories for children with SEND that have communication needs to be developed by SENCo and shared with staff and parents.</li> </ul>	
Parents	All parents	Medium	<ul style="list-style-type: none"> <li>Letters, texts, emails and phone calls to keep all parents up-to-date with developments and systems.</li> <li>Letter to communicate systems and procedures for September opening to be sent in the week beginning 6<sup>th</sup> July and then again following the planned confirmation announcement from government on 11<sup>th</sup> August.</li> <li>Parents not to enter school site or office.</li> <li>Ensure all are informed of recommendations with regard to symptoms and vulnerability.</li> <li>Ensure all have contact information for all key adults in school.</li> </ul>	LOW
Visitors	All	Medium	<ul style="list-style-type: none"> <li>Remote contact wherever possible.</li> <li>Meetings via Teams or Zoom.</li> <li>Protocols agreed before site visits.</li> <li>Limit visitors to 1 at a time only for an essential reason.</li> <li>Maintain record of all visitors.</li> <li>Where visitors have to attend site ensure social distancing.</li> <li>Provide clear guidance and signage on social distancing.</li> <li>Ensure clear entry and exit procedures.</li> <li>Governors meetings, SEND meetings, Cluster groups to be held remotely.</li> </ul>	LOW

This recovery plan (risk assessment) has been collated by David Erne from current guidance - DfE/CWAC/NHS/HSE. As future updates come from DfE this document will be amended.

It will be reviewed by staff in school on a daily basis and changed and updated where necessary.