

Full School Opening Risk Assessment (last updated 08/09/2020 ZH)

Introduction

The Government document 'Guidance for full opening: special schools and other specialist settings' sets out actions that schools must take. They are grouped into 'prevention' and 'response to any infection' and are called the 'system of controls.' They are:

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate PPE.

Numbers 1 to 4 must be in place in all settings, all the time.

Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
- 9) Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Our risk assessment is based on the system of controls and also takes guidance from the Government document 'Working safely during Covid-19 in office and contact centres' for the staff office areas. Working through the system of controls we are asked to adopt measures that:

- address the risk identified in the assessment
- works for our setting, and the individual, often complex, needs of the children and young people we teach
- allows us to deliver a broad and balanced curriculum, including full educational and care support for our pupils.

Responsibility for enforcement and monitoring

The members of staff responsible for ensuring that these actions take place in the relevant areas of their responsibility are:

Joey Burgess, Prem., SLT Bellair, OT Shephard, Tom Richards, Clementine Turner-Powell, Harriet Palmer, Cassie Walker, Nicola Soraghan, TACO Maile-Shadbolt, Toby Cooper, Eleanor Chasser, Stephanie Wood, Karen Telling, Lynn Powick, Admin, Zelah Hodges and Danila Arde.

What is the risk/hazard?	Who might be harmed and how?	What are you doing already?	What further action is necessary in order to reduce the risk?	Action by who and when?	Completed?	Any comments
<p>Risk of spread of virus due to contact with contagious staff / pupil / visitor on site.</p> <p>(System of control: Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend your setting)</p>	Staff/pupils / visitors	<p>If a child, young person or member of staff becomes unwell with symptoms of coronavirus while at School and needs direct personal care until they can return home PPE must be worn by staff if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE equipment will be kept in the medical room at MP and Reception office at CP.</p> <p>If a member of staff has helped someone who was unwell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>All visitors to school are sent a coronavirus declaration form and email instructions prior to visit by the Admin team.</p> <p>A record is kept of all visitors to the School in the visitor's book.</p>	<p>The School is aware of and will follow the guidelines set out in the Guidance for full opening (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) regarding what to do if someone who has been in school becomes unwell with Covid symptoms.</p> <p>If we become aware that someone who has attended has tested positive for coronavirus (COVID-19) we will contact the local health protection team.</p> <p>All areas visited by someone sent home with symptoms will be cleaned with disinfectant.</p> <p>A 'next steps' leaflet will be produced to give to pupils/staff/visitors who are sent home with Covid symptoms. This will include the need to isolate and to get a test.</p> <p>A reminder will be sent to parents/carers at the end of the summer holidays reminding them not to allow pupils to come to school if they have symptoms.</p> <p>A reminder will be sent to parents/carers to remind them that they must have an appointment or phone ahead of visiting.</p>	<p>PREM.</p> <p>PREM.</p> <p>PREM.</p> <p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p>	<p>Yes</p> <p>Ongoing</p> <p>Ongoing</p>	

		<p>Displayed 'no entry if have symptoms' message on School entry gates.</p> <p>Office 365 training has taken place (17/03/2020) to support home learning and working.</p>	<p>Staff will be reminded that they must let the Admin team know if they have a visitor/contractor booked in to visit the School.</p> <p>Receptionist to be provided with a 'script' to ask visitors/contractors on arrival (that follows the Covid-dec form).</p> <p>A plan will be made to enable staff who are asked to isolate for 14 days as part of track and trace or are on lockdown locally to continue working from home and contribute to the care and support of pupils.</p> <p>A plan will be made to enable pupils who are asked to isolate for 14 days as part of track and trace or are on lockdown locally to access education, care and support from home.</p> <p>Staff and pupils should ensure that they are ready to return to School at the beginning of term. Therefore, if they are considering travelling to a country where on return they will need to quarantine for 14 days they should do this before 17th August 2020 to be ready for a return of 1st September 2020.</p>	<p>PREM. / Admin</p> <p>SMT / Department Heads</p> <p>SMT / Department Heads</p> <p>JB / Admin</p>	<p>Yes</p> <p>Yes</p>	
<p>Risk of spread of virus present on the skin</p> <p>System of control: Clean hands thoroughly more often than usual</p>	Staff/pupils / visitors	<p>Hand sanitiser station entrances to school and all classrooms.</p> <p>Disinfectant spray / wipes provided in all work areas and classrooms.</p> <p>Increased use of signage to promote washing hands.</p> <p>Teachers and other staff will use age and developmentally appropriate ways to encourage children to follow social</p>	<p>Remind all staff to support pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating. This will take the form of classroom checklists and tannoy reminders.</p> <p>Remind staff and pupils to try not to touch their faces (posters and email).</p> <p>Pupils will be expected to wash/sanitise their hands at the beginning of every session this</p>	<p>PREM. / All staff</p> <p>PREM. / All staff</p> <p>SMT</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	

		<p>distancing, hand-washing and other guidance, including through games, songs and stories.</p> <p>Staff should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>Staff should pay particular attention to handwashing before and after supporting children who need help with nappy changing, toileting or eating, as well as avoiding touching their own face whilst at work.</p> <p>Staff consistently model appropriate behaviour (social distancing, hygiene). Training will be provided to staff.</p>	<p>activity will be incorporated into the lesson timetable.</p> <p>Handwashing routines will be built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p> <p>The number of washing or hand sanitiser 'stations' available will be reviewed regularly to ensure that all pupils and staff can clean their hands frequently.</p> <p>Large notices will be displayed so that staff and pupils and constantly reminded about hand hygiene</p>	<p>SMT / Department Heads</p> <p>PREM.</p> <p>PREM.</p>	<p>Yes/ongoing</p> <p>Yes/ongoing</p> <p>Yes/ongoing</p>	
<p>Risk of spread of virus due to poor respiratory hygiene</p> <p>System of control: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	Staff/pupils / visitors	<p>Boxes of tissues are available close by to pupils and staff and around the school and classrooms and more bins than before.</p> <p>The school uses ventilation units.</p> <p>Staff encourage young children to learn and practise good hygiene through games, songs and repetition.</p> <p>Teachers and other staff will use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories.</p>	<p>Increase signage for 'catch it, bin it , kill it'.</p> <p>SMT to plan and implement building respiratory hygiene routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p> <p>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. Staff working with these pupils will be consulted in order to put in place any necessary extra precautions.</p> <p>Door stops will be provided to enable classroom doors to be propped open whilst in use (this may not be possible when managing some types of behaviour).</p>	<p>PREM.</p> <p>SMT / Department Heads</p> <p>KT / EYFS</p> <p>PREM.</p>	<p>Yes</p> <p>Yes</p> <p>Yes/ongoing</p> <p>Yes/ongoing</p>	

		<p>Staff should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>Staff should consistently model appropriate behaviour (social distancing, hygiene).</p> <p>Training will be provided to staff.</p>				
<p>Risk of spread of virus due to presence on surfaces</p> <p>System of control: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	Staff/pupils / visitors	<p>Each group has own box of resources/toys for outdoor play to avoid sharing (these will be regularly cleaned by maintenance staff).</p> <p>It is staff protocol to clean tables, computers, keyboards, phones, door handles, surfaces and frequently touched objects within classrooms and offices regularly throughout the day with antibacterial wipes</p> <p>Staff are encouraged to make their own drinks to reduce contact.</p> <p>All crockery, cutlery and utensils to be put through the hot-wash cycle of a dishwasher. Staff must not share food. The School provides individually wrapped food items.</p> <p>When using communal drinks (coffee/tea/milk/squash/sugar), staff to ensure they wash their hands before and after preparation.</p> <p>There will be no tea towels only paper towels.</p> <p>All kitchen equipment should be placed in the dishwasher and the cleaner will be responsible for emptying dishwashers.</p> <p>A full time cleaner is employed who will continuously clean shared areas throughout</p>	<p>We are aware that by the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice that we have acted upon in the risk assessment.</p> <p>Clear guidelines will be written on expectations on TAs, Teaching and Therapy staff on cleaning equipment and surfaces after use. This will include (not an exclusive list): clean tables, computers, keyboards, phones, door handles, surfaces, any materials that have been shared (including pencils) and frequently touched objects within classrooms between classes with disinfectant provided.</p> <p>Arts, cooking, DT, Science, sports equipment and library books will need particularly meticulous cleaning and this should be assigned to one person in each department and time given between classes to enable the cleaning to take place. TR will be responsible for ensuring guidance from CLEAPPS/other relevant body is used to create and implement risk assessments for carrying out practical work safely.</p> <p>Primary Library books currently not sent home</p>	<p>PREM.</p> <p>PREM.</p> <p>TR/ PREM.</p>	<p>Yes</p> <p>Yes/ ongoi ng</p> <p>Yes</p> <p>Yes/ ongoi ng</p>	

		<p>the day (e.g. corridors, toilets, door handles, and bannisters). The cleaner will also ensure that bins for tissues are emptied throughout the day.</p> <p>Fire doors that link the corridors will be propped open, if appropriate in relation to pupil behaviour, as these are touched frequently.</p> <p>Staff and pupils should be expected to wash or change their clothes following a day at School.</p> <p>Staff should limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.</p> <p>Staff should seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</p> <p>The movement room will be thoroughly cleaned between groups, large disinfectant wipes will be provided. The ball pit or equipment with soft furnishings will no longer be used.</p>	<p>Primary reading books sent home Monday, returned Friday and put into isolation box</p> <p>Prem. to prepare a cleaning schedule for the employed cleaner and to assess whether further cleaner needed throughout the day. This schedule will be linked in with the timetable so that areas such as the movement room and sports equipment are cleaned between uses. Prem. will consider how many times in the day that the movement room can be used so that cleaning can be guaranteed</p> <p>Outdoor equipment must be hosed down with disinfectant between groups of children and young people using it. Prem. will be timetabled to do this at Motspur Park. A member of staff will be allocated this role at Christopher Place</p> <p>Multiple groups must not use outdoor equipment simultaneously; use will be inserted into the timetable to prevent this from happening.</p> <p>To reduce transmission via pens for signing in, the receptionist will sign in each visitor/contractor.</p> <p>Food brought in should not go in the fridge because of the risk of contaminating others food – any food brought in should be kept with the member of staff. Staff should try and bring in lunch that doesn't require preparation in the kitchen.</p> <p>At Motspur Park, Prem. will appoint a designated person or the cleaner to be responsible for propping open communal doors at the start of</p>	<p>Pri</p> <p>Pri</p> <p>PREM.</p> <p>PREM. / JB</p> <p>SMT / Department Heads</p> <p>Admin</p> <p>All staff</p>	<p>Yes/ongoing</p> <p>Yes/ongoing</p> <p>Yes/ongoing</p> <p>Ongoing</p>	<p>Fire doors must be closed by staff if fire alarm sounds</p>
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			<p>the day (where safe to do so) and closing them at the end of the day. At Christopher Place a designated person will take this responsibility.</p> <p>Prem. will address which doors can safely be kept open.</p> <p>If staff use a workstation that has been used by another person they should wipe it down thoroughly before use with the disinfectant wipes provided.</p> <p>Prem. to clean school deliveries. Prem. to arrange where these can be stored until cleaning can occur. A member of the team at Christopher Place will be assigned this role.</p> <p>We will consider how staffs' personal deliveries can be stored safely.</p>	<p>PREM. / designate</p> <p>PREM.</p> <p>All staff</p> <p>PREM. / JB</p> <p>PREM.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>Spread of the virus due to lack of social distancing and increase in contact</p> <p>System of control: Minimise contact between individuals and maintain social distancing wherever possible</p>	Staff/pupils / visitors	<p>It will not be possible to continue small groups in regular classrooms as currently doing due to welcoming all pupils back into school.</p> <p>Teachers and other staff will use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories.</p> <p>Staff should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p>	<p>SMT has used the latest guidance (see below) to decide how the School will be divided into groups.</p> <p>As suggested by the Parliamentary Under-Secretary of State, we will consider whole areas of the school as a 'bubble.'</p> <p>Based on this advice the school at Motspur Park will be divided into 3 'bubbles'- the Primary School, including the Early Years, the Secondary school and the Post 16 – there may be a few members of staff that work across bubbles, but this will be kept to a minimum. Staff are to ensure they keep face to face interactions with staff and pupils in other bubbles to a minimum (for example, use the telephone or video calls</p>	<p>SMT</p> <p>All staff</p>	<p>Yes</p> <p>Ongoing</p>	

		<p>Staff should consistently model appropriate behaviour (social distancing, hygiene).</p> <p>Training will be provided to staff</p> <p>Discouraged staff from gathering together socially in one space. Placed signs on doors of kitchens and other staff areas as a reminder.</p> <p>Primary and Secondary staff and pupils break for lunch at different times.</p> <p>Staff work at a computer at least 1 metre away from any other members of staff.</p> <p>There is a maximum of 3 people in a toilet block at any one time (posters displayed).</p> <p>Nursery is accessed directly from outside.</p> <p>The outdoor spaces are used as much as possible for play and outdoor learning with pupils whilst promoting and modelling social distancing guidelines.</p> <p>Display large, visual posters to remind staff and pupils to maintain the social distancing guideline of 1m plus.</p> <p>Place circular signs on the floor to demonstrate how far 1m is.</p> <p>We largely have a consistent cohort of supply staff both from SMART agency and our own internal bank staff.</p> <p>In the staff offices staff are largely split into phases (Primary/Secondary/P16 etc).</p>	<p>instead). At Christopher Place, the school will be seen as one bubble</p> <p>Additional work on explaining and understanding the principle of social distancing will be done through SLT, PSHE and group times</p> <p>A culture of social distancing will be developed and supported by behavioural expectations.</p> <p>All staff, but in secondary in particular, should aim to stay at the front of the class and distance 1 meter from other adults in the classroom.</p> <p>Staff should avoid close face-to-face contact, unless absolutely necessary, and minimise time spent within 1 meter of anyone.</p> <p>In Primary and Early Years, groups will remain small and whilst we will not be able to ensure social distancing, we will be introducing the concept and supporting the KS2 pupils to follow the principles, if possible.</p> <p>Over the summer holidays we will aim to timetable classes into classrooms where pupils are able to maintain a 1 meter plus distance. It may be that we need to purchase single tables. Staff need to speak with department heads if they feel that their assigned classroom is unsuitable for their particular cohort and size of class.</p> <p>Whilst timetabling the school day we will aim to avoid creating busy corridors, entrances and exits. Staff are to be reminded to help manage this, for example by encouraging pupils to keep apart from one another whilst transitioning and to wait for others to pass before entering the corridor.</p>	<p>Relevant staff</p> <p>Beh. All staff</p> <p>All staff</p> <p>Prim</p> <p>Prem. / All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>Staff who deliver interventions across the school including Christopher Place (such as therapy) will need to be particularly rigorous about hand washing and respiratory hygiene (catch it, bin it, kill it). Additional PPE compared to what would normally be used for these interventions, is not recommended, unless dealing with symptomatic children.</p> <p>OT/physio sessions have been reviewed in line with college guidelines and covid protocols instigated.</p> <p>If the colleges are open, we will seek risk assessments for re-opening from the college.</p> <p>Larger gatherings of staff or pupils for meetings and activities such as school assemblies and sports will fall in line with latest guidance and the size of 'bubbles' within our school. This will continue to be monitored.</p> <p>Staff offices will be organised so that 1 metre plus can be achieved between desks. This is being arranged over the summer holidays.</p> <p>It would not be possible for social distancing to be maintained in the staff open plan office area if all staff were to sit at their desks. At this time we are asking all staff working in the main staff office to wear a face covering at what we have seen are busy times: before the start of school, at lunch time (unless eating lunch at desk) and after school. Staff may also choose to work from classrooms or other available spaces when the office is busy (although classrooms are busy during the school day they can be used after school).</p>	<p>OT/SLT /AT Co-Ord PREM.</p> <p>OT</p> <p>JB</p> <p>JB</p> <p>PREM.</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Yes</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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		<p>We have a supply of Perspex desk dividers, if staff need one they should contact Prem.</p> <p>Staff should aim to reduce the amount of physical face to face contact they have with others. For larger staff meetings or training staff should attend remotely or if in a suitably sized room to maintain distance and ideally should not directly face each other. Staff could use a different room to attend the meeting remotely either by a computer with a camera or via their mobile phone.</p> <p>Some smaller staff offices such as the Admin office have been adapted with screens to minimise contact.</p> <p>If staff are on a break and the staff areas are too busy another place should be found to eat/drink. We have identified the following areas to eat/take a break:</p> <ul style="list-style-type: none"> -Staff office desk (if not already busy around you) -Outside weather permitting -Staff kitchen (8-10 people) -Big meeting room – booked (8-10 people) -Blossom and Brew – open and close (cleaner); 6-8 people plus garden – could be open all day for use for break time -Sports hall kitchen area (including area outside HR office where Martin will place tables and chairs and the sports hall when not in use) – 10 + people <p>To minimise risk during this period only, once the pupils have left staff who are based in the open plan main staff office may leave the School and finish work at home (it is expected that staff will make up travel time on their return home). If staff have been assigned work, have a meeting or a club then they should not go home.</p>	<p>All staff</p> <p>PREM.</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Yes</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>Teaching Assistants will be assigned specific times to take their break in order to stagger break time.</p> <p>Prem. will mark out seating space in large staff kitchen at Motspur Park over the summer.</p> <p>For the time being we have decided that staff should wear a face covering if using the main staff kitchen (unless eating lunch in one of the allocated seats).</p> <p>Prem. will consider and plan social distancing in the context of a fire drill.</p> <p>At September INSET awareness training to staff will be re-run in the form of written guidelines. Staff will be asked to provide feedback.</p> <p>Staff will continue to use and adapt to the needs of our pupils Government recommended resources to help teach pupils about the need of social distancing (e.g. ebug and PHE websites).</p> <p>Information will be sent to Parents and Carers to support them to speak to their children about social distancing.</p>	<p>TACO</p> <p>Prem.</p> <p>All staff</p> <p>PREM.</p> <p>HR</p> <p>Department Heads</p> <p>Admin</p>	<p>Yes</p> <p>Yes</p> <p>Ongoing</p> <p>Yes</p> <p>Ongoing</p>	
<p>Risk of spread of virus due to travel to and from school.</p> <p>System of control: Minimise contact between individuals and maintain social distancing wherever possible</p>	Staff/pupils /parents/carers/visitors.	<p>The majority of pupils arrive at school in private transport.</p> <p>Pick up is currently managed so that pupils leave the school individually as transport arrives. Private transport operators are aware of this procedure. We will no longer be able to take this approach in September.</p> <p>Staff are encouraged to drive, walk and cycle into school if possible.</p>	<p>We will continue to monitor 'drop offs' and 'pick ups' and how to minimise contact during these times. Staggered starting and finishing times will be considered, however this may be difficult because of shared transport arrangements.</p> <p>The school playground at Motspur Park will be demarcated for different year groups to wait at the beginning and end of the day. Clear signage will show where pupils need to go and which entrance they will enter and exit from.</p>	<p>SMT</p> <p>PREM. / All staff</p>	<p>Yes/ongoing</p> <p>Yes/ongoing</p>	

		<p>Staff who use public transport have been provided with safer travel guidance.</p>	<p>At Christopher Place this is currently not necessary but will be reviewed regularly.</p> <p>Parents will be reminded not to gather in school or outside school at drop off and pick up.</p> <p>Staff will be reminded not to gather at the School entrance on arrival and to move straight to a less busy area.</p> <p>If a meeting has been arranged at arrival or pick up time staff will be asked to find space away from the Reception area so that social distancing can be observed.</p> <p>Local authorities will be contacted to provide us with their approach to dedicated transport for our pupils. This is to ensure it aligns, as far as possible, with the principles underpinning the system of controls set out in the guidance for full school opening. This includes:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>Admin</p> <p>SAs and GLs</p>		
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			<p>Consultation will take place with parents of pupils who use public transport with regards starting school later to avoid peak travel times (using https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers).</p> <p>Once we know which pupils are travelling on public transport and therefore maybe wearing face masks we will assign a member of staff who is responsible for assisting them in the safe removal of their face mask. Pupils must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>We will not be making any educational visits in the next term unless essential. An individual risk assessment will be undertaken.</p>	<p>TACO (Dedicated TA and Admin)</p> <p>PREM.</p>	Yes	
<p>Risk of spread of virus due to not using PPE</p> <p>System of control: Where necessary, wear appropriate personal protective equipment (PPE)</p>	Staff/pupils	PPE is currently worn by staff who change nappies / help with toileting.	<p>We will follow government advice:</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case 	PREM. / All staff	Yes	

			<p>the same PPE should continue to be used</p> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be worn as part of their care and treatment, should be worn.</p> <p>In terms of our staff main kitchen and the locker corridor, we are currently requesting all staff wear a face covering unless eating. In the main staff office at busy times (before and after school and lunchtime) all staff must wear a face covering unless eating.</p>	<p>All staff</p> <p>All staff</p>	<p>Yes</p> <p>Ongoing</p>	
<p>Risk of increase in infection rate due to lack of prevention</p> <p>System of control: Engage with the NHS Test and Trace Process & Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community & Contain any outbreak by following local health protection team advice.</p>	Staff/pupils / visitors	<p>Anyone who displays symptoms at school is sent home / asked to stay at home and asked to get a test.</p> <p>Staff and parents/carers are asked to inform the School immediately of any test result.</p>	<p>A 'next steps' leaflet will be produced to give to pupils/staff/visitors who are sent home with Covid symptoms. This will include the need to isolate and to get tested.</p> <p>The School will take swift action when it becomes aware that someone who has attended school has tested positive for coronavirus (COVID-19). We will contact the local health protection team. We are aware that this team will contact the school directly when they become aware of this- as identified by NHS Test and Trace.</p> <p>Prem. are responsible for instigating the appropriate response to a positive case of Covid in school as laid out in the guidelines (https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings).</p> <p>The School is aware that if we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-</p>	<p>PREM.</p> <p>PREM.</p> <p>PREM.</p> <p>PREM. / Admin</p>	<p>Yes/ongoing</p> <p>Yes/ongoing</p> <p>Yes/ongoing</p> <p>Yes/ongoing</p>	

			19) is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required. Prem. is responsible for reporting and co-ordinating this action.			
Some staff and pupils at higher risk of severe illness due to: Being extremely clinically / clinically or just vulnerable. Being pregnant Have particular characteristics may be at comparatively increased risk from coronavirus	Staff / pupils	Affected members of staff are currently working remotely.	All staff are asked to notify the HR team and their line manager if they have been shielding. Line manager / HR / Prem. to carry out individual risk assessments with relevant staff before returning to the workplace. HR will be sending out workforce risk assessment to obtain information on staff with other 'at risk' characteristics and then with Prem./line manager implement any further necessary controls. The SA will carry out the above actions for pupils.	JB / HR HR HR SA	Yes Yes / on-going Yes / on-going	
Staff and pupils living with a clinically vulnerable person and therefore passing on the virus if attend the school.	Staff / pupils	Affected members of staff are currently working remotely.	Government advice is that people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. HR will contact relevant members of staff to discuss this further. Admin will contact all pupils re this and concerns will be discussed with Specialist Advisor	HR Admin /SA	Yes/ongoing for all	
Staff and pupil mental health and well being affected by the coronavirus.		Staff can access support: Discuss any concerns with line manager. Contact the Education Support Partnership on 08000 856 148 or access resources on their website https://www.educationsupport.org.uk/coronavirus-support Contact any member of the SMT or HR.	Staff to be reminded of all support available - this will be done during Inset A new Well-being Team has been established looking at how best to support our pupils the government has produced and school will share information and ideas with home.	HR/Joey Well-Being Team/Joey		

Pupil learning loss and loss of support due to having to isolate or local lockdowns or whole school lockdown	Pupils		Staff will consult the guidance and need to consider how lessons can be delivered remotely to one or two pupils in a group, if necessary. Should the school need to go into 'lockdown' again the remote learning model that was used before will be implemented - this may be adapted as a result of feedback from both parents and staff.	Teaching and therapy staff	Yes/ongoing for all	
Transmission of virus through sharing reading books	Pupil and Staff	Reading books will be returned on Friday to a box and then reissued on a Tuesday to allow for 72 (evidence suggests that the virus will be neutralised if present after this time) hours between old user and a new user.	Staff can wipe down books with sanitiser if required. This will only work for primary reading scheme books that have glossy pages.	Staff		

Assessment Review Date:	11.09.2020
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Main Risk Assessment carried out by: SMT / Prem. / HR

This risk assessment will be monitored continually with a review meeting with all those responsible at the end of the first week of term.