

# Full School Opening Risk Assessment

## 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 required to self-isolate by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate PPE where necessary
- 9) Promote and engage in asymptomatic testing, where available

## Response to infection:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

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, James Stavert, Jude Bellair, Annerie Shephard, Tom Richards, Clementine Turner-Powell, Harriet Palmer, Cassie Walker, Nicola Soraghan, Georgette Maile-Shadbolt, Toby Cooper, Emily Mundy, Stephanie Wood, Karen Telling, Lynn Powick, Kellie Todd and Zelah Hodges.

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? (March 2021)	Action by who and when?	Completed?	Review tick effective & working as planned
<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 required to self-isolate by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.)</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 <b>must</b> 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). They will wait in the dedicated covid medical room. PPE equipment will be kept in the medical room. They are sent home to begin 10 days isolation and provided with a next steps leaflet by the admin team.</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 if the person subsequently tests positive, if they are told to self-isolate by Track &amp; Trace or they have a positive LFT.</p> <p>If someone is sent home with Covid symptoms the Admin team / Sonia K will alert James Stavert and he will ensure all areas visited by someone sent home with symptoms (including if they have used the bathroom) will be cleaned with disinfectant.</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. They are asked these questions again by the receptionist on arrival to site.</p> <p>A record is kept of all visitors to the School in the visitor's book.</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>The School is aware of and will follow the guidelines set out by the London Coronavirus Response Cell (LCRC, 14/10/2020) on what to do in the event of a confirmed case of</p>	<p>Visiting specialists, therapists, clinicians and other support staff should provide interventions as usual where this is reasonably necessary. The member of staff who arranges the visit must let the Admin team know in advance and also send the visitor the link to this whole school risk assessment. The visitor will take a lateral flow test with consent and if they are not already taking part in tests elsewhere. <b>This member of staff is also responsible for ensuring that a risk assessment has taken place before the visit.</b></p> <p>There is a template risk assessment for visiting parents or visitors who will be attending a meeting in the Big Meeting room.</p> <p>Asymptomatic testing will take place twice a week for all staff and where able/willing secondary and Post 16 pupils. From 8<sup>th</sup> March the testing kits used will be home testing kits.</p>	<p>All staff / KT</p> <p>KT</p> <p>KT</p>		

		<p>coronavirus and will use the On-Site Risk Assessment Checklist (Confirmed Cases Only) provided.</p> <p>Parents/carers are consistently reminded not to allow pupils to come to school if they have symptoms.</p> <p>A plan will be made to enable staff who are asked to isolate for 10 days as part of track and trace 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 10 days as part of track and trace or are on lockdown locally to access education, care and support from home.</p> <p>Anyone at School with symptoms should be collected by a member of their family or household or drive themselves home. In exceptional circumstances, if this is not possible, and the setting needs to take responsibility for transporting them home, the school will do one of the following:</p> <ul style="list-style-type: none"> <li>• use a vehicle with a bulkhead or partition that separates the driver and passenger</li> <li>• the driver and passenger should maintain a distance of 2 metres from each other</li> <li>• the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so</li> </ul>	<p>Our approach to pupil testing will be informed by the 'Rapid asymptomatic testing in specialist settings' guidance (<a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings</a>). Initially we will find out which pupils are happy to take the test. After this we will work with those pupils who feel unable to see whether we can support them to access testing.</p> <p>Remind all staff &amp; parents that they must not come in to School if they have symptoms, a member of their household has symptoms, they should be quarantining after travelling abroad or have been told to isolate by NHS Track and Trace.</p>	<p>SA / OT</p> <p>KT</p>		
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<p>Risk of spread of virus present on the skin</p> <p>System of control: Ensure everyone is advised to clean their hands thoroughly and more often than usual.</p>	<p>Staff/pupils/visitors</p>	<p>Staff supervise the cleaning of hands: on arrival at school; on return from breaks; when they change rooms, before and after eating. This and cleaning are incorporated into the lesson timetable.</p> <p>The number of washing or hand sanitiser 'stations' available are reviewed regularly to ensure that all pupils and staff can clean their hands frequently.</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 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 encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>Staff 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><b>Staff consistently model appropriate behaviour (social distancing, hygiene).</b> Training will be provided to staff.</p> <p>Remind staff and pupils to try not to touch their faces (posters and email).</p>	<p>Staff to be reminded to sanitise their own hands before entering the building, between different rooms and before and after eating.</p>	<p>ZH</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>	<p>Staff/pupils/visitors</p>	<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>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>Staff should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p><b>Staff should consistently model appropriate behaviour (social distancing, hygiene).</b></p>	<p>Send a reminder to all staff. Remind of ebug resources (<a href="https://ebug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://ebug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a>).</p>	<p>ZH</p>		

		<p>Increased signage for 'catch it, bin it, kill it'.</p> <p>Respiratory hygiene routines are being embedded in 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 have put in place extra precautions as far as is practical. Pupils who play with saliva – area cleaned immediately and both pupil and staff wash hands.</p>				
<p>Risk of spread of virus due to poor ventilation</p> <p>System of control: Keep occupied spaces well ventilated</p>	Staff/pupils/visitors	<p>The school uses a mechanical ventilation system.</p> <p>Door stops have been provided to enable corridor and classroom doors to be propped open whilst in use (this may not be possible when managing some types of behaviour or due to fire precautions).</p> <p>Staff are encouraged to open windows in the main staff office and kitchen to further increase ventilation (this may mean wearing some warm clothes!)</p>	Remind staff to open windows in staff offices and kitchen.	ZH		
<p>Risk of spread of virus due to presence on surfaces</p> <p>System of control: Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p>	Staff/pupils/visitors	<p>Two full time cleaners are employed to continuously clean shared areas throughout the day (e.g. corridors, toilets, door handles, and bannisters). The cleaners also ensure that bins for tissues are emptied throughout the day.</p> <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>Clear guidelines have been provided 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. Frequently, pupils clean at the end of a lesson, wiping down laptops and any other surfaces.</p> <p>Staff are encouraged to make their own drinks to reduce contact. When using communal drinks (coffee/tea/milk/squash/sugar), staff to ensure they wash their hands before and after preparation. Staff must not share food. The School provides individually wrapped food items.</p>	<p>Equipment used during any practical activities in Primary is wiped down by the TA/GL after use. Pupils and staff sanitise hands before and after use.</p> <p>Pupils and parents to be reminded to bring in their own stationary where possible.</p> <p>Primary pupils will have own plastic A4 sleeve with dedicated stationary within.</p>	<p>Primary</p> <p>TR/CT P/CW/NS</p> <p>CW/NS</p>		

		<p>All crockery, cutlery and utensils to be put through the hot-wash cycle of a dishwasher.</p> <p>Tea towels should not be used – paper towels are provided.</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 are advised 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>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. Tom Richards 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>In Primary, reading books are returned on a certain day to a box and then reissued 72 hours later (evidence suggests that the virus will be neutralised if present after this time) between old user and a new user. In secondary library books returned at any time are then quarantined for 72 hours.</p> <p>Multiple groups must not use outdoor equipment simultaneously. Due to cold weather it is considered a greater risk for slippage to hose it down between uses. It is wiped down by the cleaners in the evening.</p> <p>To reduce transmission via pens for signing in, the receptionist signs in each visitor/contractor.</p>				
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		<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. – reminder sent 11/11/20</p> <p>At Motspur Park, James is responsible for propping open communal doors at the start of the day (where safe to do so) and closing them at the end of the day. Many doors are now on automatic open and close. At Christopher Place Shirley will take this responsibility.</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 – reminder sent 11/11/2020</p> <p>All deliveries at Motspur Park are stored under the stairs and staff are directed to clean hands before and after handling and disposing of outer packaging into the bin.</p> <p>James Stavert is responsible for cleaning and is aware of the guidelines to be followed (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>).</p>				
<p>Spread of the virus due to lack of social distancing and increase in contact</p> <p>System of control: Ensure face coverings are used in recommended circumstances</p>		<p>Following updated guidance, from 2/11/2020 all secondary (Yr 7 upwards) staff and pupils must wear a face mask whilst transitioning and in other communal areas where social distancing cannot easily be maintained (other than the classroom). The School are supporting pupils to enable them to do this. Some staff and pupils are exempt.</p> <p>All staff should wear a face mask unless they are working with pupils who need to see their lips for communication purposes, eating/drinking, working at a desk protected by a screen or are able to maintain 2 metres plus distance from other staff.</p> <p>Teachers and other staff will use age and developmentally appropriate ways to encourage pupils (and staff) to sanitise their hands before taking off their masks.</p> <p>Staff have been provided with guidance on the safe use of face masks and plastic sleeves to store face masks.</p>	<p>The guidance for pupils with communication impairments, and for those that provide support for them, states that these individuals are exempt from any requirement to wear face coverings in schools or public places. We shall therefore not be asking our staff to wear face coverings in the classroom but to use best judgement, for example to wear one in the classroom when in close contact where appropriate.</p> <p>Staff/contractors/visitors should continue to wear a face covering whilst transitioning (secondary &amp; P16) and all other</p>	Rel. staff		

			<p>communal areas where distancing cannot be maintained.</p> <p>Staff should assist pupils to follow this guidance where pupils have chosen to wear a mask.</p> <p>Staff must instruct pupils to:</p> <ul style="list-style-type: none"> <li>• not touch the front of their face covering during use or when removing it</li> <li>• dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)</li> <li>• place reusable face coverings in a plastic bag they can take home with them</li> <li>• wash their hands again before heading to their classroom</li> </ul> <p>Clear plastic sleeves will be provided to all secondary pupils to store their face covering in when not in use.</p> <p>Primary staff should wear face masks in the primary corridors and communal areas where social distancing is not possible at busy times.</p>	CTP		
Spread of the virus due to lack of social distancing and increase in contact	Staff/pupils/visitors	SMT has used the latest guidance to decide how the School will be divided into groups. As suggested by the Parliamentary Under- Secretary of State, as the average number of pupils attending our school is much lower than the average number in a mainstream school, we will consider whole areas of the school as a 'bubble.' Based on this advice the school at Motspur Park will be divided into 3 'bubbles'- the Primary School, including the	Remind staff to avoid social mixing in one space, especially with other bubbles.	ZH		



<p>System of control: Consider how to minimise contact across the site and maintain social distancing wherever possible.</p>		<p>Early Years, the Secondary school and Post 16. Post 16 staff that work at colleges as CLMs will not work from Motspur Park for the time being. There may be a few members of staff that work across bubbles, but this will be kept to a minimum.</p> <p>Additional work on explaining and understanding the principle of social distancing has been carried out through SLT, PSHE and group times. Staff should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</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><b>Staff should consistently model appropriate behaviour (social distancing, hygiene).</b></p> <p>All staff, but in secondary in particular, should aim to stay at the front of the class and distance 2 meter from other adults in the classroom. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents- reminder sent 11/11/20</p> <p>Staff and older pupils are discouraged from gathering together socially in one space.</p> <p>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 offices are organised so that wherever possible 1 metre plus can be achieved between desks.</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>Large, visual posters and floor signs to remind staff and pupils to maintain the social distancing guideline of 2m plus.</p>	<p>Need to change signs to 2m distance.</p> <p>Most pupils will stay in the one classroom for the majority of the school day.</p> <p>As far as possible, primary teachers will work with a maximum of 2 classes rather than across primary.</p> <p>Staff should aim to reduce the amount of physical face to face contact they have with others. For 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>To minimise risk during this period only, at 4.10pm, 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). Staff must carry out essential work at school that cannot be completed working from home. If staff</p>	<p>JS</p> <p>All staff</p>		
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		<p>We 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). We have tried to timetable classes into classrooms where pupils are able to maintain a 1 meter plus distance, seating pupils side by side rather than face to face or side on. Staff have been asked 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 have tried 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>Staff who deliver interventions across the school including Euston (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>All therapy sessions have been reviewed in line with college guidelines and covid protocols instigated.</p> <p>Liaison is regularly taking place between colleges and the School.</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>It is not possible for social distancing to be maintained in the staff open plan office area if all staff were to sit at their desks. From 9/11/2020, after school we are assigning some staff to workspaces away from the main office to reduce numbers (classrooms and applicable therapy rooms).</p> <p>We have installed Perspex desk dividers in offices to further reduce risk, if staff need additional they should contact James Stavert.</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"> <li>-Staff office desk (if not already busy around you)</li> <li>-Outside weather permitting</li> </ul>	<p>have been assigned work, have a meeting or a club then they should not go home. Staff should check with their line manager that they are not needed in School before leaving for the day.</p>			
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		<p>-Staff kitchen -Big meeting room – -Blossom and Brew -Sports hall kitchen area (including area outside HR office and the sports hall when not in use)</p> <p>Teaching Assistants are assigned specific times to take their break in order to stagger break time.</p> <p>We have marked out seating space in large staff kitchen at Motspur Park.</p> <p>We have considered and planned social distancing in the context of a fire drill.</p> <p>At September INSET awareness training was delivered to staff in the form of written guidelines. Staff are regularly asked to provide feedback.</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>	<p>Staff/pupils/p arents/ carers/ visitors.</p>	<p>The majority of pupils arrive at school in private transport.</p> <p>Staff are encouraged to drive, walk and cycle into school if possible. Staff who use public transport have been provided with safer travel guidance.</p> <p>From 05/11/2020 Year 7 pupils and above should wear a face covering whilst travelling to school on dedicated transport (unless exempt). Admin will send a reminder to Local Authorities.</p> <p>Parents/carers/staff must wear a face covering during pick up and drop off and are reminded not to gather in school or outside school at drop off and pick up.</p> <p>The school playground at Motspur Park has been demarcated for different year groups to wait at the beginning and end of the day. Clear signage shows where pupils need to go and which entrance to enter and exit from.</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 have been 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>	<p>We continue to monitor 'drop offs' and 'pick ups' and how to minimise contact during these times.</p> <p>Dedicated transport providers should be reminded of the system of controls detailed opposite and in addition to maximise ventilation of fresh air (from outside the vehicle). They should be asked to confirm that they have updated their risk assessments.</p>	<p>JS</p> <p>KT</p>	

		<ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11 and drivers (unless exempt)</li> </ul> <p>Consultation has taken place with parents of pupils who use public transport with regards starting school later to avoid peak travel times (using <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>).</p> <p>Any visits made outside of school will have a clear rationale for the visit and all normal Covid precautions will be in place.</p>				
<p>Risk of spread of virus due to not using PPE</p> <p>System of control: Ensure individuals wear the appropriate PPE where necessary.</p>	Staff/ pupils	<p>PPE is currently worn by staff who change nappies / help with toileting.</p> <p>We will follow government advice: 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"> <li>• 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 (see below)</li> <li>• performing an aerosol generating procedure</li> </ul> <p>First Aiders who wear PPE to care for an individual who has symptoms have read and are aware of the guidance set out in 'Safe Working in Education'</p> <ul style="list-style-type: none"> <li>- a face mask should be worn if a distance of 2 metres cannot be maintained</li> <li>- if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>- eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting</li> </ul> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus symptoms, only any PPE that would be worn as part of their care and treatment, should be worn.</p> <p>An additional medical room has been set up in the small meeting room to separate pupils with covid symptoms from the main medical room.</p>				

<p>Risk of increase in infection rate due to lack of prevention</p> <p>System of control: Promote and engage with the NHS Test and Trace, Process &amp; Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community &amp; Contain any outbreak by following local health protection team advice.</p>	<p>Staff/pupils/visitors</p>	<p>Anyone who displays symptoms at school is sent home / asked to stay at home and asked to get a test. A 'next steps' leaflet has been produced to give to pupils/staff/visitors who are sent home with Covid symptoms. This includes the need to: book a test; self-isolate and provide information of close contacts to Trach and Trace and the School.</p> <p>Staff and parents/carers are asked to inform the School immediately of any test result.</p> <p>The Principal (Joey Burgess) is responsible for instigating the appropriate response to a positive case of Covid in school as laid out in the guidelines sent to us by the London Coronavirus Response Cell (LCRC) on what to do in the event of a confirmed case of coronavirus and will use the On-Site Risk Assessment Checklist (Confirmed Cases Only) provided.</p> <p>Notify Ofsted: Any confirmed cases of coronavirus (COVID-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, will be swiftly reported to Ofsted through the usual notification channels (EYS).</p> <p>The Covid-19 app is available to anyone aged 16 or over to download if they choose. For some young people, particularly some with special educational needs and disabilities (SEND), parents will need to decide whether or not their use of the app is appropriate. Admin to send an email to parents.</p> <p>To assist in contact tracing Admin have detailed timetables of staff and pupils and if a pupil tests positive Admin will send out a confidential email to all staff naming the pupil to ensure all contacts are identified immediately.</p>	<p>Group Leader's / Specialist Advisors keep in regular contact with self-isolating pupils to offer pastoral and educational support.</p> <p>Line managers and HR will keep in regular contact with any staff members in self-isolation to offer support with well-being.</p>	<p>SA</p> <p>LM/ZH</p>		
<p>Some staff and pupils at higher risk of severe illness due to:</p> <p>Being extremely clinically / clinically or just vulnerable.</p> <p>Being pregnant</p> <p>Have particular characteristics may be at comparatively</p>	<p>Staff / pupils</p>	<p>Affected members of staff are currently working remotely.</p> <p>From 05/11/2020 pupil's and staff whose doctors have confirmed they are clinically extremely vulnerable are advised not to attend school/work (they should receive a letter from the Government advising them of this).</p> <p>All staff are asked to notify the HR team and their line manager if they have been shielding (Aug/Sept 2020).</p> <p>Line manager / HR / James Stavert to carry out individual risk assessments with relevant staff before returning to the workplace.</p> <p>HR have conducted (Sept 2020) a workforce risk assessment to obtain information on staff with other 'at risk' characteristics and have requested line manager and employee carry out an individual risk assessment and implement any further necessary controls.</p>	<p>Send reminder to all staff regarding alerting HR/Line manager if vulnerable. Workforce risk assessment updated Feb 21 in light of new NHS Digital risk assessment and will be used with new staff.</p> <p>Review individual risk assessments in light of availability of vaccination and work with individuals to ascertain impact on ability to come to work.</p>	<p>ZH</p> <p>ZH/Line manager</p>		

increased risk from coronavirus		<p>Pregnant staff all have individual risk assessments taking into consideration guidance from their midwife and from the RCOG (<a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a>).</p> <p>The SA will carry out the above actions for pupils (a small number of pupils may have received a shielding letter).</p>	As at present there is no evidence COVID-19 would affect fertility – keep under review.			
Staff and pupils living with a clinically vulnerable person and therefore passing on the virus if attend the school.	Staff / pupils	<p>Affected members of staff are currently working remotely.</p> <p>Staff who have made HR / line manager aware that they live with a clinically vulnerable person via the workforce risk assessment have an individual risk assessment in place.</p> <p>Admin will contact all pupils re this and concerns will be discussed with Specialist Advisor.</p>	<p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Returning mothers are provided with back to work information on covid and breastfeeding and offered clean, private space to express.</p>	Relevant staff		
Staff and pupil mental health and well being affected by the coronavirus.		<p>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 <a href="https://www.educationsupport.org.uk/coronavirus-support">https://www.educationsupport.org.uk/coronavirus-support</a> Contact any member of the SMT or Zelah or Danila in HR. A new Well-being Team has been established looking at how best to support our pupils and staff the government has produced and school will share information and ideas with home.</p>	<p>Staff to be reminded of all support available.</p> <p>HR liaising with staff concerned about return to school 08/03/21.</p>	ZH  ZH		
Pupil learning loss and loss of support due to having to isolate or local lockdowns or whole school lockdown	Pupils	Remote learning policy in place currently operating successfully.				

Transmission of virus risk of P16 pupils and staff attending college offsite; risk of college students infecting P16 bubble/staff	Pupils and staff	<p>Pupils at Merton, Nescott and Kingston colleges being taught in 'bubbles' which are subject to the colleges own Risk Assessments; this includes social distancing, use of hand gel and frequent handwashing. Discuss any concerns with line manager.</p> <p>To minimise risk, college staff will not come back to BH for meetings, training or resources. Also, Post 16 Speech and Language Therapists will not visit colleges unless there is an essential student need.</p> <p>CLMs to report back if any cases of Covid confirmed within college bubbles; this will affect P16 onsite students.</p> <p>From 05/11/2020 Nescot college has cancelled Pathway student taster sessions in order to minimise contact.</p>	Post 16 CLM staff will liaise with the colleges to ascertain whether pupils will require	<b>Tim Shephard</b>		
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<b>Assessment Review Date:</b>	This risk assessment will be monitored continually with a review meeting with all those responsible at the end of each fortnight.
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**Main Risk Assessment carried out by: Joey / James / Zelah**

Date update made	Details of update	By whom
01/09/2020	Face coverings to be worn in staff main office and kitchen at busy times; provision of extra spaces to have breaks /lunch away from main office; advice to go home after pupils have left to work from home if able.	ZH
14/09/2020	Prescriptive times for face coverings to be worn in main office and kitchen; library use must be led by risk assessment; (details of Primary shared library book controls in place).	ZH (VL)
21/09/2020	Staff and pupils may wear face coverings during transition.	ZH
25/09/2020	To minimise contact Post 16 college link staff will not come to Motspur Park. College have requested additional Blossom staff on site in order to not break their 'bubbles.'	VL

28/09/2020	Parents to be asked to wear a face covering at pick up and drop off; revisit one way system for stairs during transition; additional medical room created for pupils with Covid symptoms to be separate from the main medical room.	ZH
30/09/2020	To minimise contact Post 16 Speech and Language Therapists will not visit colleges unless there is an essential student need.	ZH
16/10/2020	Inserted number to call DfE helpline number and added Joey Burgess as responsible for reporting and instigating response to a positive case.  Added information on how to transport a pupil with symptoms if member of household unable to collect.	ZH
05/11/2020	Added 2 x new prevention measures to page 1 (face masks and ventilation); essential visitors only during current lockdown; school will follow the guidance issued by LCRC in the event of a positive case; Sonia Kerslake to let JS know if someone goes home with symptoms; use of PPE instructions for first aiders; Year 7 up staff and pupils to wear face covering on transport and communal areas (not classroom); all staff to wear face covering in communal areas, assigning some staff to classrooms to work after school; staff must carry out essential work at school that cannot be completed working from home; staff must wear face coverings at drop off / pick up; extremely clinically vulnerable staff and pupils must not attend School; Nescot college cancelled taster sessions for future pupils; advice for parents of P16 pupils re NHS app.; Admin to alert staff to pupil positive tests; cleaning and use of outdoor equipment; change for process for deliveries at Motspur Park; taken out one way system unable to action; Ofsted to be notified of cases in EYS; staff to open windows in main staff office and kitchen.	ZH
06/11/2020	External visits: Monitoring visit by Jill Bainton to be a virtual visit on 10/11/20. All staff will attend Zoom meeting with Jill and Vikki  QA Monitoring visit requested by Redbridge to be a virtual visit – date TBC	VL  VL
23/02/2021	All new actions inserted (March 2021) in line with updated guidance for wider reopening of schools 8/3/21 and the updated System of Controls.	



## Relevant Guidance (23/02/2021)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/965449/Additional\\_operational\\_guidance\\_for\\_special\\_schools\\_spec  
ial\\_post-16\\_institutions\\_and\\_alternative\\_provision.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965449/Additional_operational_guidance_for_special_schools_spec<br/>ial_post-16_institutions_and_alternative_provision.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-  
care-settings-including-the-use-of-personal-protective-equipment-ppe](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-<br/>care-settings-including-the-use-of-personal-protective-equipment-ppe)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

[https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-  
care-settings-including-the-use-of-personal-protective-equipment-ppe](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-<br/>care-settings-including-the-use-of-personal-protective-equipment-ppe)

[https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-  
2020?utm\\_source=4%20November%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-<br/>2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

[https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings /](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/)

[www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm](http://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.nhs.uk/start4life/baby/coronavirus-covid19-advice-for-parents/>