

## **JAN 2021 OVERLAY DURING LOCKDOWN**

Pupils will be supported in school in small, consistent groups in a suitably sized space.

Pupils and staff will mainly (depending on essential requirements of job role) be on site reduced days a week to reduce contact time and time on public transport for those who use it.

Weekly testing for all staff attending site and daily testing for staff identified as close contacts.

Most staff should aim to leave as soon as the pupils leave unless they have been assigned a task in a socially distanced environment (e.g. preparing a classroom on own).

Staff may wear a clear face shield but should be aware that this cannot be worn instead of a face covering as it does not offer the same protection. Face shields are primarily used to protect the eyes of the person wearing it. Face shields have large gaps below and alongside the face, where your respiratory droplets may escape and reach others around you. Wash your hands after removing the face shield. Avoid touching your eyes, nose, and mouth when removing it. Clean and disinfect reusable face shields according to the manufacturer's instructions.

Staff and pupils will trial using a face mask whilst interacting within 2 metres of secondary pupils. This means wearing the mask when close contact is necessary. Masks must be worn at all times other than when in the classroom or eating/drinking.

There will be no practical lessons to reduce close contact and risk of spread on surfaces.

Stricter measures should be in place to avoid sharing of equipment.

Staff must not gather in groups at break times, especially mixing with staff who are not in their small consistent group.

Staff should maintain 2 meters plus distance from other staff (unless they are protected by a screen).

The senior team must be role models for mask wearing and social distancing and will address situations immediately where they see staff unnecessarily disregarding these controls.

Additional measures for AC and EYS:

++ hand washing (adults and children), staff have started wearing face masks where able, if any of the children develop unrelated covid symptoms such as sneezing, staff wear a mask and face shield consistently until the parent collects the child to take home. Staff wear an apron, gloves, face shield and mask in the toilet area when supporting children who need an adult to be near them to help with changing and dressing.

**These additional measures will be reviewed on an ongoing basis and formally on 15th January 2021.**

**Please support us by sending any feedback as and when you think of it/observe it.**

## **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 unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

\*Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

\*\*Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

\*\*\*Number 7 applies in specific circumstances.

### **Response to infection:**

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) 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:

The Principal, Head of Operations, Head of Speech and Language Therapy, Head of Occupational and Physiotherapy, Head of Secondary Curriculum, Heads of Behaviour, Primary Curriculum Co-ordinators, Teaching Assistant Co-Ordinator, Arts Therapy Co-Ordinators, AC SLT Lead, EYS Lead, Admin Manager and HR Managers.

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?
<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>During the current lockdown period (05/11/2020 to 02/12/2020) we will restrict all visits to the School to those that are absolutely necessary Permitted visits will be where they are considered to be in the child's best interests. All staff should continue to alert the Admin team before inviting a visitor in to school and the Admin team will consult with the Principal as to whether the visitor is permitted.</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 coronavirus and will use the On-Site Risk Assessment Checklist (Confirmed Cases Only) provided.</p> <p>If someone is sent home with Covid symptoms the Admin team will alert the Head of Ops and he will ensure 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>Parents/carers are consistently reminded not to allow pupils to come to school if they have symptoms.</p> <p>Receptionist has 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 to continue working from home and contribute to the care and support of pupils.</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>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>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><b>Risk of spread of virus present on the skin</b></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 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</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 are expected to wash/sanitise their hands at the beginning of every session this activity will be incorporated into the lesson timetable.</p> <p>Handwashing routines are 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 are reviewed regularly to ensure that all pupils and staff can clean their hands frequently.</p> <p>Large notices are displayed so that staff and pupils are constantly reminded about hand hygiene</p>

		<p>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><b>Risk of spread of virus due to poor respiratory hygiene</b></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>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> Training will be provided to staff.</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.</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>
<p><b>Risk of spread of virus due to presence on surfaces</b></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</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.</p>

<p>System of control: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>		<p>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>2 x full time cleaners are employed who will continuously clean shared areas throughout the day (e.g. corridors, toilets, door handles, and bannisters). The cleaners 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>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 Friday morning to a box and then reissued on a Monday morning to allow for 72 hours (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>2 x full time cleaners employed and provided with a schedule linked in with the timetable so that areas such as the movement room and sports equipment are cleaned between uses. Head of Ops 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 is used by the Primary bubble only and 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. A member of staff will be allocated this role at Christopher Place</p> <p>Multiple groups must not use outdoor equipment simultaneously.</p> <p>To reduce transmission via pens for signing in, the receptionist signs 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. – reminder sent 11/11/20</p> <p>At Motspur Park, the Head of Ops 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 the Office Administrator will take this responsibility.</p>
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<p><b>Spread of the virus due to lack of social distancing and increase in contact</b></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><b>Staff should consistently model appropriate behaviour (social distancing, hygiene).</b> 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>SMT has used the latest guidance (see below) to decide how the School will be divided into groups. 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. 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>At Christopher Place, the school will be seen as one bubble, however interaction between Early Years and the rest of the school is generally limited.</p> <p>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 instead).</p> <p>Additional work on explaining and understanding the principle of social distancing has been carried out 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. While the risk of transmission between young children and adults is likely to be low, adults should</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>continue to take care to socially distance from other adults including older children and adolescents- reminder sent 11/11/20</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>We have tried to timetable classes into classrooms where pupils are able to maintain a 1 meter plus distance. 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 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>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 (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 using communal rooms (other than when working with pupils) should wear a face mask unless they are 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 secondary pupils 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>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>
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			<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>Staff offices are organised so that wherever possible 1 metre plus can be achieved between desks.</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 the Head of Ops..</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. – reminder sent 11/11/20</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> <li>-Staff kitchen</li> <li>-Big meeting room –</li> <li>-Blossom and Brew</li> <li>-Sports hall kitchen area (including area outside HR office and the sports hall when not in use) - reminder sent 11/11/20</li> </ul> <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).</p>
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<p><b>Risk of spread of virus due to travel to and from school.</b></p> <p>System of control: Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Staff/pupils/parents/carers/visitors.</p>	<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>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>We continue to monitor 'drop offs' and 'pick ups' and how to minimise contact during these times.</p> <p>Parents/carers/staff must wear a face covering during pick up and drop off.</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. At Christopher Place this is currently not necessary but will be reviewed regularly.</p> <p>Parents and staff are reminded not to gather in school or outside school at drop off and pick up.</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> <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,</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><b>Risk of spread of virus due to not using PPE</b></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"> <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>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</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><b>Risk of increase in infection rate due to lack of prevention</b></p> <p>System of control: 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>	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 has been 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 Principal 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, 14/10/2020) 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><b>Some staff and pupils at higher risk of severe illness due to:</b></p> <p>Being extremely clinically / clinically or just vulnerable.</p> <p>Being pregnant</p> <p>Have particular characteristics may be at comparatively increased risk from coronavirus</p>	Staff / pupils	Affected members of staff are currently working remotely.	<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 / Head of Ops 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>The SA will carry out the above actions for pupils.</p>
<p><b>Staff and pupils living with a clinically vulnerable person and therefore passing on the virus if attend the school.</b></p>	Staff / pupils	Affected members of staff are currently working remotely.	<p>Government advice is that people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</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><b>Staff and pupil mental health and well being affected by the coronavirus.</b></p>		<p>Staff can access support:</p> <p>Discuss any concerns with line manager.</p> <p>Contact the Education Support Partnership on 08000 856 148 or access resources on their website</p> <p><a href="https://www.educationsupport.org.uk/coronavirus-support">https://www.educationsupport.org.uk/coronavirus-support</a></p> <p>Contact any member of the SMT or HR Managers.</p>	<p>Staff to be reminded of all support available</p> <p>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>

<b>Pupil learning loss and loss of support due to having to isolate or local lockdowns or whole school lockdown</b>	Pupils		<p>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.</p> <p>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.</p>
<b>Transmission of virus risk of P16 pupils and staff attending college offsite; risk of college students infecting P16 bubble/staff</b>	Pupils and staff	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>To minimise risk, college staff will not come back to BH for meetings, training of resources</p> <p>CLMs to report back if any cases of Covid confirmed within college bubbles; this will affect P16 onsite students.</p> <p>To minimise contact Post 16 Speech and Language Therapists will not visit colleges unless there is an essential student need.</p> <p>From 05/11/2020 Nescot college has cancelled Pathway student taster sessions in order to minimise contact.</p>

<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 week.
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**Main Risk Assessment carried out by: Principal / Head of Ops / HR Manager**

<b>Date update made</b>	<b>Details of update</b>
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.
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).
21/09/2020	Staff and pupils may wear face coverings during transition.
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.'

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.
30/09/2020	To minimise contact Post 16 Speech and Language Therapists will not visit colleges unless there is an essential student need.
16/10/2020	Inserted number to call DfE helpline number and added Principal 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.
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; Admin to let Head of Ops 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.
06/11/2020	External visits: Monitoring visit by Advisory Board to be a virtual visit on 10/11/20. All staff will attend Zoom meeting.  QA Monitoring visit requested by Redbridge to be a virtual visit – date TBC.

#### **Relevant Guidance (05/11/2020)**

<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/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/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-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/>

[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>