

<b>RISK:</b>	School opening for All Students in September 2020	<b>DATE:</b>	01.09. 2020
<b>PERSONS AT RISK</b>	Staff and Students	<b>NUMBER</b>	111 Pupils 87 Staff
<b>ANY VULNERABLE PERSONS AFFECTED BY ACTIVITY:</b>	People with underlying health problems	<b>NUMBER</b>	5 staff

**This Risk Assessment has been populated following Government Advice dated 2<sup>nd</sup> July 2020.** <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>

*It is our plan that all children and young people, in all year groups and setting types, will return to education settings full time from the beginning of the autumn term.*

*Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased and our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within education settings.*

*The public health advice in this guidance makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.*

*The system of controls provides a set of principles and if settings follow this advice effectively, they will effectively minimise risks. All elements of the system of controls are essential. All settings must cover them all, but the way different settings implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons, as advised by PHE, we have said 'must'. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.*

## RISK

School re-opening to all students and staff with the decreased but continued presence of Covid-19.

This Risk Assessment applies to students in all year groups and all members of staff as required by the Government to return to school from September 2020.

POTENTIAL HAZARDS		Assessment of Risk		
REF.		Low	Med	High
1.	Risk of infection spreading via students or staff due to lack of social distancing in the classroom and on school site			X
2	Lack of social distancing in toilets			X
3	Lack of social distancing waiting to enter classroom		X	
4.	Lack of social distancing during outside time		X	
5.	Contact of shared resources resulting in indirect transmission of the virus			X

6.	Emotional distress of students		X	
7.	Emotional distress of staff		X	
8.	Risk of spreading virus due to close contact with children: 1 to 1 and restraint			X
9.	Risk of infection due to lack of cleaning			X
10	Taxi drivers, escorts or parents spreading Coronavirus at entrance to school.		X	
11	Issuing medication to children. Child falls ill/has an accident and lack of first aiders in school.			X
12	Staff shortages due to unavailability of current staff		X	
13	Breakdown of communication with parents and staff		X	
14	Increased risk of exposure to contamination from visitors – including contractors and external agencies			X

**CONTROL MEASURES**

**REF 1 – School Environment**

- Students to remain within their group bubbles as follows
  - Primary
  - Secondary
  - Post 16

This is to limit the Risk of transmission of Covid-19 within the school environment
- Within these group bubbles, where possible students to remain within their individual class/tutor groups to further reduce any risk of transmission.
- Under no circumstances should one group of children mix with any other groups of children.
- Allocate children to their own desks/chairs when in the room.
- All student desks to face front of classroom.
- Where possible, teacher to remain 2 meters distance from students at the front of the class.
- Interventions – to avoid too much activity in corridors in Post 16 Interventions Tutors to collect students 5 minutes after class start time and return students to class 5 minutes prior to end of class.
- Students to remain in tutor groups for all classes (except Art, Food Tech, Creative Arts, IT and Trade Skills) and teachers move between classes – this will eradicate movement in corridors. If Science is to be practical then this will need to be planned in advance. Caretakers to be contacted after each use of Art, and Creative Arts to clean these rooms between use. IT, Art, Trade Skills and Food Tech to be cleaned by teachers / assistants after each use.
- Display posters to explain the social distancing charter for the children – to include lining up for classroom, toilet, dining hall etc.
- Where possible students practice talking 1 meter apart – modelled by staff – staff to deliver daily reminders to students of expectations.
- Behaviour policy has been updated and will be regularly reviewed – if students are struggling to adhere to the measures implemented to minimise risk SLT to be called and further action to be taken if necessary.
- Each class will have a sanitation station. There will be a suitable supply of hand sanitizer and disinfectant wipes in classrooms and those with sinks, will have liquid soap and hand towels. There will be a box of tissues available in every room and at door to each classroom will be a hand sanitising station.
- Staff to remind students to catch sneezes in a tissue and place the tissue in the pedal bin. Bins for hand towels and tissues will not be left to overflowing –teachers to monitor bins and do whatever is possible to keep overflowing to a minimum. Bins with lids will be used (pedal bins). Caretaking staff will empty bins at 12:30 when classroom is empty
- Teachers to ensure that everyone washes their hands every hour/regularly through the day – at the beginning of the school day and before eating.
- If possible doors and windows to be open to allow as much air flow as possible.

- If any members of the school community display symptoms of coronavirus as follows:
  - Persistent cough
  - High temperature
  - Loss of taste and smell

They must go home immediately, arrange a Covid-19 test and self-isolate until results have been obtained. If the results is positive, the NHS test and trace process must be followed.

- School will be completely deep cleaned following any known contamination outbreak.
- Rooms that are in use will be deep cleaned weekly.
- Reception will be closed to staff, students. A designated photocopier space behind a screen will be provided for staff/students to access colour photocopier. Staff to ensure that photocopier is wiped down after use with antibacterial wipes.
- Visitors and parents will need to make an appointment if they wish to speak to staff and a Zoom chat/or appointment will be organised.
- Reception desk will have Perspex screen at front of desk to protect Receptionist.
- Staff room will remain closed for breaks and eating. It will only be accessible for signing in/out and collection of food items from fridge. During these periods a maximum of 8 should be in Staff Room at anyone time.
- Offsite visits will be reviewed on an individual basis.
- Communal areas in Post 16 may be used as they remain within bubble.
- Any planned cultural days or events will be reviewed on an individual basis.
- If a fire evacuation is required for both incident and practice, the normal procedure is to be followed and when lining up in recreational area, students and staff are encouraged to maintain social distancing.
- Temperatures will be taken for all staff, students and any visitors entering school on a daily basis. Readings will be recorded. If anyone presents with a high temperature the test will be repeated and if the temperature remains high the individual will have to go home and self isolate until a Covid-19 test has been completed and result obtained. If a positive result occurs the School will report this to NHS test and Trace and the process followed as directed.

### **Ref 2 – Toilets and Personal Hygiene**

- A LSA must accompany student to toilet from the classroom.
- Staff must ensure students wash their hands after using toilet.
- Primary
  - Staff to accompany student to the toilet. Staff to wipe down toilet, flush, sink, tap and door handle with anti-bacterial wipes after use.
- Secondary and Post 16
  - Staff to encourage students to wipe down toilet, flush, sink, tap and door handle with anti-bacterial wipes after use.
- Hot water, soap and cleaning equipment in toilets will be checked on daily basis. Staff and student must wait at the end of the corridor if a student already using the toilet to avoid passing.
- Extra signs displayed to promote good handwashing.
- Students using the outdoor learning area to wash hands using the Tippy Tap cleaning station. Staff to ensure hands are also sanitised when students return to class.
- All classrooms have a sanitiser station to promote regular hand cleaning.

### **Ref 3 Going into Classrooms & Moving around the school**

- Students will have designated areas for all outside break times to avoid any cross over of bubbles within school:  
Primary in Primary area  
Years 7 – 9 and Years 10 – 11 to take turns of either being on field or on play ground area  
Post 16 to be in front of school area  
Wet breaks will be held in tutor classrooms.
- Assemblies and Clubs will not be held for the present time.
- Students to be encouraged by staff to maintain 2 metre distancing when moving around the school and when entering classes, wherever possible.

- Lunches will be a packed lunch and will be eaten by students in tutor classrooms to avoid any crossover of bubbles.
- Students from any group will not be permitted to work in corridors.

#### **Ref 4 Outside Time, Breakfast Club and Snack Time**

- Students will have designated areas for outside break time to avoid any cross over of bubbles within school:  
Primary in Primary area  
Years 7 – 9 and Years 10 – 11 to take turns of either being on field or on play ground area  
Post 16 to be in front of school area  
Wet breaks will be in tutor classrooms.
- Identified resource packs for each group for outside time. These items to be cleaned at the end of each day.
- Staff to be vigilant during outside time to actively encourage social distancing.
- Staff will organise games for outside time if necessary, to avoid close contact – tennis, catch, hopscotch, musical statues etc. PE co-ordinator to help set up.
- Students will bring in their own packed lunch and drinks. Lunches to be eaten in tutor classrooms.
- Students will need to wash hands before and after eating along with use of hand gel.
- Breakfast Club – there will be no breakfast club for the immediate future and this will be reviewed.
- Individual bottles/cups of drinks to be used for students in classrooms.

#### **Ref 5. Use of Resources**

- Pens and exercise books will be given to students on an individual basis and should not be shared with other students.
- Individual labelled stationary trays. Plastic boxes or wallets will be provided for students to store their stationery in.
- Resources not to be sent home.
- Students should not bring in any toys without prior agreement from SLT.
- Resources may be shared within the class bubble.
- IT equipment must be wiped down after each use.
- Tables, door handles and other hard surfaces will be sanitised by the cleaners at the end of each day. However, every room will have a pack of wipes to carry out additional wiping as when they feel necessary.
- Staff to carry mobile with them whilst outside in case of emergency.
- Each department to use own photocopier, however if colour printing is required, the Reception Copier may be used. Staff and students to remain behind screen surrounding Reception photocopier and must wipe down photocopier after each use. I
- **Year 7** - Sensory Room and Dark Den – only to be used for identified student – Toby Pullan.
- **Secondary** – Dark Den to be used for one student – Theo Slater.
- If there are other resources required for individual students this should be agreed with SLT.
- Gym to be used for OT use only in accordance with Donna (OT).
- Limit use of general OT / gym equipment. OT to organise use of gym.
- PE co-ordinator to rotate use of outdoor equipment and staff to ensure equipment wiped down after each use.
- For Outdoor Learning, each student will be allocated a set of numbered resources, these will be cleaned at the end of each day and relocated. Guidelines outlined in this risk assessment to be adhered to all time.

#### **Ref 6. Student Well-Being**

- Students suffering from anxiety may need teachers and staff in school to support their emotional needs. This may include working with students and families to promote attendance in school or supporting students whilst at school.
- Teachers to provide time and support to allow students to talk about their concerns and

any anxieties about returning to school or current Covid-19 situation. Staff have completed Contented Child training to support this.

- If students display distress at school, SLT to be called to provide support for the students and further action to be taken as necessary.
- Wellbeing Mental Health HLTA to be on premises to support students.
- Outside learning to be encouraged if weather permits.
- Staff should not talk about Covid-19 situation continuously to avoid undue stress to students.
- If a student shows symptoms of Covid-19 they should immediately be isolated and staff with students must wear full PPE equipment whilst with them. Parents to be called and student taken home immediately. A test for Covid-19 is to be arranged and if a positive result occurs NHS Test and Trace process must be followed.
- Social Stories and reminder prompt to be placed in classrooms.
- School timetable to be followed to promote a 'normal' school environment.

### **Ref 7. Staff Well Being**

- Head of School has checked with all staff members if they are classed as High Risk – see additional information further down. Consideration is given to those staff to promote as much social distancing as possible within the school environment.
- If staff have any concerns about risk assessment and measures put in place they should speak directly to SLT. A member of SLT will be available for staff to express concerns or request clarification.
- Staff room to be used for signing in and out and storage of food items in the fridge. All seating is removed to avoid staff congregating in staff room.
- Staff to bring their own flask of hot or cold drink and also lunch. Hot drinks are not permitted to be drunk in classrooms or around students.
- Staff to have breaks in designated as advised by SLT.
- Staff will remain in tutor group to eat lunch. One staff member on break and one eating lunch. SLT and HLTAs will be around to support if required.
- Signage will be displayed on staff toilet facilities (open/closed) so that only one member at a time can enter.
- Staff toilets – staff must clean toilet, sink, tap after use with a disinfectant wipe, reminder posters to be put up.
- Staff wishing to change when arriving at school should use Disabled Toilet – cleaning the area down with anti-bacterial wipes after each use.
- Staff should use their own pens and not share them. If possible label them.
- Staff who bring bags in must ensure they are stowed away out of reach – if cupboard is available please use a cupboard.
- Staff cycling into school to use the disabled toilet or changing room facility, cleaning with antibacterial wipes after each use. Staff to allocate a box to placed their belongings in if needed.
- The measures in this risk assessment have been put in place to minimise risk for staff and it is their responsibility to adhere the strict 2 metre distancing measures in place around the school.

### **Ref 8. Student Behaviour**

- Behaviour policy has been updated prior to school reopening.
- Any student that may be at risk of spitting or displaying other behaviour difficulties that require close contact with staff will need an individual risk assessment to be completed.
- PPE kits to be placed in classrooms for all staff, in case students display challenging behaviours.
- Disposable aprons, masks and extra gloves will be provided.
- Visors to be worn if staff member is at risk of being exposed to spitting.
- Parents will be called to collect student if they display challenging behaviour.
- Students that may require physical restraint – staff will be expected to intervene if there is an imminent danger of harm to them or anyone else with the use of PPE equipment.

**Ref 9. Cleaning**

- A team of staff will be identified to clean communal areas at the end of each day, once the students leave site.
- During the school day surfaces should be wiped with antibacterial wipes by teachers, especially before and after lunch.
- All surfaces such as: handles, toilets, tables, chairs and shared equipment will be cleaned using sanitizer at the end of each day.
- Bins should be emptied at 12.30 each day.
- All cleaning staff will wear full PPE: aprons, gloves, masks.
- Deep cleaning of classrooms in use will be carried out at the end of each week.
- Caretakers and kitchen staff will be cleaning during the school day in addition to the cleaning completed by the school cleaners.

**Ref 10. Arrival at School and Leaving School**

- Social distancing within taxis is the responsibility of KCC Transport.
- Only identified entrances into and out of the school to be used at start and end of day.
- Members of staff to be allocated to be in drop off area to receive students as they arrive, ticking off list as boys arrive, encouraging students to social distance.
- On entry to class teachers to ensure students hands to be sanitized and any personal items stored safely.
- At end of the day students to remain in class until taxi arrives – contact to be made over radio and staff to direct and accompany students to transport and check off list when safely in taxi / transport.
- Any staff member who may be coming into contact with taxi drivers/ escorts or parents during drop off or collection will adhere to 2m social distancing.

**Ref 11. Medication and Medical Issues**

- There is a medical room available for treatment of sick or injured students – there is a sink and access to a toilet available that is segregated from general use – newly located surgery.
- Students requiring medication will wait outside surgery door. Medication will be placed into disposable cup and student will take it themselves. Staff will not touch medication as it will be popped into cup from blister pack.
- Asthma medication will be self-administered.
- A first aider and a staff member trained in medication will be on site to assist in case of injury or medical emergency.
- Anyone who is allocated to carry out first aid treatment will need to be wearing gloves and have a clear understanding of disposal of discarded materials.
- First aid to be self-administered by students with first aider supervision where possible such as cleansing wipes, plasters and ice packs to maintain safe distance of 2 metres.
- Hand wash facilities and hand sanitizer will be available in the medical room.
- In case of emergency where CPR or other close contact intervention is required PPE to be worn.
- PPE packs to be placed in each classroom in case of emergency.
- Staff to follow guidance in Medication Policy and First Aid Policy.

**Ref 12. Staffing**

- Head of School has checked with all staff members if they are classed as High Risk – see additional information further down. Consideration is given to those staff to promote as much social distancing as possible within the school environment.
- If the situation occurs where there is not enough staff to safely manage the students attending school, the Head will reduce the number of students coming in or if necessary close the school.
- Staff will observe the social distancing rules as much as possible as advised by Government.
- Teachers should follow timetable to promote a normal school environment.

- Staff should contact SLT immediately if they show symptoms of Covid-19 and self-isolate.
- There is an expectation that staff will continue to populate Class Charts as set out in Behaviour Policy.
- Staff should not talk about Covid-19 situation continuously to avoid undue stress to students.
- Staff to communicate to SLT any concerns about student’s well-being.
- Teachers will inform students about fire drill – normal procedure will be used however 2m distancing when lining up.
- Staff will be required to sign in and out in Staff Room. If they are not able to come in they must follow the usual absence reporting procedure.
- Teachers to take register and update SIMS as normal.
- No full school assemblies will be carried out.
- If students or staff need to be addressed by the Head of School or an SLT member, this will be done in in an approved space adhering to social distancing rules.
- Off site trips will be assessed on an individual basis.

**Ref 13. Communication to staff / parents**

- SLT will update risk assessment in line with latest Government advice.
- Risk assessment will be reviewed and updated regularly, if measures put in place are not working.
- Regular emails to staff informing them of changes to risk assessment.
- It is responsibility of all staff to read and adhere to Risk Assessment. Staff will sign to say they have read and will comply with the measures outlined in the Risk Assessment.
- Letters will be sent to parents advising them of control measures and parents / carers will be updated of any changes as guidance changes.
- Parents to be informed regularly regarding changes to measure that have been put in place.

**Ref 14. External Visitors**

- External visitors (i.e. parents / carers) may be permitted into the school whilst students are present, **dependent on prior booking and agreement of appointment.**
- Maintenance contractors will not be permitted into school when students are present.
- Only essential maintenance jobs and statutory inspections will be carried out during the school day.
- Where possible, contractors and professionals will carry out virtual meetings to avoid direct contact with school staff and students.
- Parents/visitors wishing to meet with member of staff shall book appointment with reception and an appropriate meeting can be scheduled via Zoom or face to face if necessary.

INITIAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM		HIGH	X
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RISK RATING = SEVERITY x LIKELIHOOD		
Rating	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Fatality; major injury or illness causing long term disability	Certain or near certain to occur
MEDIUM	Injury or illness causing short term disability	Reasonably likely to occur
LOW	Other injury or illness	Unlikely to occur

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM	X	HIGH	
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**Note:** Re-assessment required if overall residual risk is High

**ADDITIONAL INFORMATION:**

(Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.)

The following group of people are at high risk:

- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukaemia
- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

**Wearing of PPE as advised by Government advice – updated 02.07.20**

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:

- 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 the same PPE should continue to be used

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.

Read the [guidance on safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.

## **UPDATED GUIDANCE ON THE USE OF FACE COVERINGS IN EDUCATION – 01.09.20**

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and



it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.

In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.

In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

### **Where local restrictions apply**

In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.

In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.

### **Exemptions**

Some individuals are exempt from wearing [face coverings](#). This applies to those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

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