

<b>RISK:</b>	School Remaining Open for All Students from 08.03.21	<b>DATE:</b>	23.02.21
<b>PERSONS AT RISK</b>	Staff and Students	<b>NUMBER</b>	116 Pupils 84 Staff
<b>ANY VULNERABLE PERSONS AFFECTED BY ACTIVITY:</b>	People with underlying health problems	<b>NUMBER</b>	4 staff extremely clinically vulnerable

**This Risk Assessment has been updated following Government announcement on 22.02.21 for full opening of schools for England.**

**As directed by the Government, Ripplevale School will encourage all students to return to school and participate in full time education as directed by the Government from 08.03.21. Ripplevale School will work with students and parents to promote attendance. Staff will be required to work at school unless they have a shielding letter, advising them to remain at home.**

Ripplevale School is a SEN School for boys aged 6 – 18 with ASD or ASD symptoms. The risk assessment for the students and staff implements measures to minimise risk while recognising that our ASD students may struggle to maintain social distancing, participate in wearing of masks and engage in rapid lateral flow testing and will also need more support than other students.

### **RISK**

There is a risk of infection and illness caused by Covid-19 with the school remaining open, to students and staff, with the continued presence of Covid-19 throughout England, although in decreasing numbers.

This Risk Assessment applies to students in all year groups attending school and all members of staff working at school.

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
15	As a SEN school there is an increased risk of students with ASD not adhering to social distancing			X

## CONTROL MEASURES

### REF 1 – School Environment

- **The expectation is that all students should attend school as per Government guidance. Only those members of staff who have shielding letters will remain at home and teach remotely.**
- Students should remain within their group bubbles as follows as much as possible, although it has been agreed that the whole school is to be viewed as one bubble.
  - Primary
  - Secondary
  - Post 16

This is to limit the risk of transmission of Covid-19 within the school environment wherever possible. It is accepted that the whole school is to be viewed as one bubble due to the nature of transport to and from school where students mix and also that teachers and HLTAs move between bubbles.
- Students in Secondary and Post 16 will move between classes for lessons.
- At the end of each lesson the LSA in class must wipe down the classroom thoroughly prior to the next set of students entering the classroom.
- 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 are to continue face to face however social distancing of 2 metres should continue to be observed.
- In Secondary and Post 16 students and staff should wear a face mask in communal areas and within the classroom when social distancing cannot be observed.
- Display posters to explain the social distancing charter for the children – to include lining up for classroom, toilet 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. LSAs must ensure students use sanitiser every time they enter or leave classroom.
- 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 isolate at home immediately and seek an NHS test.**

- **All students in Year 7 and above and staff members will participate in rapid lateral flow testing. Staff will carry out two tests per week at home. Students in Year 7 and above will receive three initial tests at school, followed by testing kits to take home to test twice a week at home. If students are unable to test at home the school will manage the tests at school in a designated area. If anyone receives a positive test they will be sent home immediately or remain at home to isolate. A follow up test from NHS will also be required to confirm rapid test result.**
- 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 apart from those who wish to access colour photocopier. Staff to ensure that photocopier is wiped down after use with antibacterial wipes.
- There should be very limited visitors to school. Visitors and parents will need to make an appointment if they wish to speak to staff and a Zoom chat will be organised if possible.
- Reception desk will have Perspex screen at front of desk to protect Receptionist.
- Staff room will be open but there will be a limited amount of 12 staff in there at any one time to ensure social distancing can be maintained.
- Offsite visits will not be permitted due to students mixing in minibus in close proximity.
- Communal areas in Post 16 may be used as they remain within bubble.
- Post 16 and Secondary students (Year 7 and above) must wear face masks in communal areas where it is difficult to social distance such as corridors. In Year 7 and above students should wear face masks in class when it is difficult to maintain social distancing. Primary students do not need to wear face masks. Face masks are available from school or personal face masks may be worn.
- All staff must wear face masks in communal areas, such as corridors where it is difficult to socially distance. In Year 7 and above staff should wear face masks in class when it is difficult to maintain social distancing. Face masks are available from school or personal face masks may be worn. Admin staff are not required to wear face masks in their own offices but should wear them in communal areas.
- Any planned cultural days or events will be cancelled.
- 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 and students entering school on a daily basis. Readings do not need to be recorded, only if they are high. The staff or student name should be ticked off when the temperature has been taken. No staff or student should go to class without temperature being taken. 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 Coronavirus Education Helpline and the process followed as directed.
- School meetings will be cancelled during this lockdown period and briefing notes sent to staff. Staff will have the opportunity to comment on notes via email.
- The CPR advice has changed due to Coronavirus. Mouth to mouth does not have to be undertaken on adults, just compressions. Compressions alone however, are not effective on children without breaths, so a mouth cover should be used and breaths and compressions should be administered on children. Please see the Covid-19 amendments to First Aid Policy.

**Ref 2 – Toilets and Personal Hygiene**

- A LSA must accompany every 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**

- 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. Staff and students in Year 7 and above to wear masks in school when it is difficult to maintain social distancing.
- In Secondary and Post 16 students will move from one classroom to another as per timetable. Students and LSAs to give the room a clean with sanitizing wipes after use of classroom.
- School lunches will be provided. There will be three sittings and social distancing will be maintained at all times. Only 4 students / staff at a table to maintain social distancing. Three dining rooms will be in use to separate students as much as possible. When queuing for lunch students must be reminded to maintain 2 metre distancing.
- Only one student at a time will be permitted to work in a corridor if necessary. Only one LSA to be with this student and social distancing should be observed.
- Post 16 students and Secondary students (Year 7 and above) must wear face masks in communal areas and class where it is difficult to social distance. Primary students do not need to wear face masks. Face masks are available from school or personal face masks may be worn.

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

- Wet breaks will be in tutor classrooms.
- Identified resource packs for each group for outside time.
- Staff to be vigilant during outside time to actively encourage social distancing.
- Staff will organise games for Primary, for outside time if necessary, to avoid close contact – tennis, catch, hopscotch, musical statues etc. PE co-ordinator to help set up.
- 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.
- Students to have their own individual bottles/cups of drinks 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.
- Students are limited to bringing in one toy for use in break and lunch periods only.
- Resources may not be shared within the class bubble.
- IT equipment must be wiped down after each use.
- Tables, door handles and other hard surfaces will sanitised by the LSAs 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 must wipe down photocopier after each use.
- **Year 7** - Sensory Room and Dark Den – to be used for students and will be sanitised after each use.

- **Secondary** – Dark Den to be used for students and will be sanitised after each use.
- 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 OT's at times when the weather is too extreme for outdoor PE.
- Limit use of general OT / gym equipment. OT and PE Co-ordinator to organise use of gym.
- PE co-ordinator to rotate use of outdoor equipment and staff to ensure equipment wiped down after each use.
- PE Co-ordinator to ensure that the group of students using Gym for PE is small enough to maintain social distancing when inside.
- 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.
- 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. They will be required to go home to self isolate and seek an NHS test. Social Stories and reminder prompts to be placed in classrooms.
- **All students in Year 7 and above and staff members will participate in rapid lateral flow testing. Students in Year 7 and above will receive three initial tests at school, followed by testing kits to take home to test twice a week at home. If students are unable to test at home the school will manage the tests at school in a designated area. If anyone receives a positive test they will be sent home immediately or remain at home to isolate. A follow up test from NHS will also be required to confirm rapid test result.**

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

- **It is the responsibility of the School to implement as many measures as possible to minimise risk to staff and it is the responsibility of staff to practice these measures for the safety of all within the school environment**
- Head of School has checked with all staff members if they are classed as clinically vulnerable and at higher risk. Those staff who have received shielding letters from NHS are remaining at home and working from home.
- All staff have been asked if they live with an extremely clinically vulnerable family member and if they have the Head of School has made special provision for those staff to work from home wherever possible.
- 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 will be open but there will be a limited amount of **12** staff in there at any one time to ensure social distancing can be maintained.
- Staff to maintain social distancing throughout break and lunch times.
- 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.
- The use of PPE equipment is detailed at end of the risk assessment.
- All staff must wear face masks in communal areas and in classes in Year 7 and above where it is difficult to socially distance. Face masks are available from school or personal face masks may be worn. Admin staff are not required to wear face masks in their own offices but should wear them in communal areas.
- Staff who are involved in rapid lateral flow testing have been given appropriate training and PPE equipment to conduct the tests safely.
- All staff have been given the option to have a vaccination against Covid-19 to seriously reduce the possibility of illness if they do contract Covid-19. The majority of staff have been vaccinated.
- **All staff members will participate in rapid lateral flow testing at home. If staff are unable to test at home the school will manage the tests at school in a designated area. If anyone receives a positive test they will be sent home immediately or remain at home to isolate. A follow up test from NHS will also be required to confirm rapid test result.**

#### Ref 8. Student Behaviour

- Behaviour policy has been updated.
- 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

- All LSAs and HLTAs will clean classrooms and communal areas if possible at the end of each day, once the students leave site.
- **It is LSAs responsibility to inform SLT if they have NOT cleaned their room**
- During the school day surfaces should be wiped with antibacterial wipes by teachers and LSAs, between class moves and 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.
- 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.
- Staff to inform caretaker if waste bins need emptying during the day.

#### 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, encouraging students to social distance.
- On entry to school teachers to ensure students hands to be sanitized and temperatures are taken and fall within the normal range. Senior Leaders to be contacted should any temperature be 38 degrees or above, in this case the student should not be allowed to enter the school
- At the end of the school day students are escorted to their designated area to wait for their taxis. Areas are designated to maintain the prescribed bubbles. Staff members marshal the taxi lines and when contacted by carpark marshals will escort their taxi line to the vehicle.
- 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 and if this is not possible face masks to be worn.

#### 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 have it dispensed by trained staff members and administered in their allocated bubble areas.
- Staff administering medication should wear face masks.
- 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 a mask 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 as appropriate.
- PPE packs are 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 and there are individual risk assessments for those staff deemed to be High Risk.
- Staff will observe the social distancing rules as much as possible as advised by Government.
- Staff should contact SLT immediately if they show symptoms of Covid-19 and isolate at home immediately and seek an NHS test.
- **All staff members will participate in rapid lateral flow testing at home. If anyone receives a positive test they must remain at home to isolate. A follow up test from NHS will also need to be taken to confirm rapid test result.**
- 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 should sign in and out when they leave the premises to adhere to fire protocols.
- 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 an approved space adhering to social distancing rules.

<p><b>Ref 13. Communication to staff / parents</b></p> <ul style="list-style-type: none"> <li>• SLT will update risk assessment in line with latest Government advice.</li> <li>• Risk assessment will be reviewed and updated regularly, if measures put in place are not working and as Government guidance alters.</li> <li>• Regular emails to staff informing them of changes to risk assessment.</li> <li>• It is responsibility of all staff to read and adhere to Risk Assessment. Staff will reply to risk assessment emails to say they have read and will comply with the measures outlined in the Risk Assessment.</li> <li>• Letters will be sent to parents advising them of control measures and parents / carers will be updated of any changes as guidance changes.</li> <li>• Parents to be informed regularly regarding changes to measures that have been implemented</li> </ul>						
<p><b>Ref 14. External Visitors</b></p> <ul style="list-style-type: none"> <li>• External visitors will be discouraged from coming into the school whilst students are present. Meetings should be held via Zoom if possible and visits planned for out of school times. <b>Essential visitors will be required to take a rapid test before entering school buildings.</b></li> <li>• Only essential maintenance jobs and statutory inspections will be carried out during the school day.</li> <li>• Where possible, contractors and professionals will carry out virtual meetings to avoid direct contact with school staff and students.</li> <li>• Parents/visitors wishing to meet with member of staff shall book appointment with reception and an appropriate meeting can be scheduled via Zoom.</li> </ul>						
<p><b>Ref 15. SEN school additional risks</b></p> <p><b>As a SEN school for students with ASD or ASD like symptoms it is acknowledged that students may have heightened anxiety due to Coronavirus and also find social distancing at all times extremely difficult to maintain.</b></p> <ul style="list-style-type: none"> <li>• The well being of the students should be promoted with a positive approach from all staff about Coronavirus.</li> <li>• Staff to work with families to promote good attendance</li> <li>• Staff to work with students to promote lateral flow testing at home and at school if this is not a possibility.</li> <li>• Any students who may appear to be struggling with anxiety should be offered support from either SLT or dedicated well being staff.</li> <li>• Students should be encouraged to wash and sanitize their hands every hour.</li> <li>• Students should only go to the toilet one at a time and with a member of staff to ensure hands are washed after and toilet is cleaned after use.</li> <li>• Staff should try to promote as normal a school day as possible to ensure continuity and routine for the students as this is a requisite for ASD students, whether remotely or at school.</li> <li>• Staff should try to maintain at least 1m distance from students and also encourage students to do the same.</li> <li>• Measures throughout this risk assessment should reduce the risk to the students and staff wherever possible.</li> </ul>						

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

<b>RESIDUAL ASSESSMENT OF OVERALL RISK</b>	LOW		MEDIUM	X	HIGH	
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<b>ADDITIONAL INFORMATION:</b>

**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.

**Links to relevant Government guidance**

Government guidance for special schools:

[Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)

Government advice on Covid-19 Spring 2021:

[COVID-19 RESPONSE – SPRING 2021 \(publishing.service.gov.uk\)](#)

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