



<b>RISK ASSESSMENT FOR:</b> <b>School activities during COVID 19 outbreak.</b> During this evolving situation please monitor and follow government guidance given in the web links provided 		 <b>The Collett School 631</b>
<b>Establishment:</b> The Collett School	<b>Assessment includes contributions from several members of staff.</b> Whole school meeting 2.3hrs 1/6/20 Union school reps additional comments and amendments SHA updates 3/6/20 SHA AC review 4/6/20 SHA update 6/6/20 PS with AC,CS Update	<b>Date:</b> 18 May 2020, 1 June 2020, 3 June 2020 4 June 2020 11 June 2020
<b>Risk assessment number/ref:</b> <b>RA 06/06/2020</b>	<b>Manager Approval:</b> Stephen Hoult-Allen	<b>Date:</b> <b>6 June 2020</b>

The Government requires schools to increase their intake of children from 1<sup>st</sup> June, dependent on their 5 key tests being met. There continues to be considerable differences of opinion about whether schools should take more pupils with the risks this presents to children and adults. 'Track and Trace' is not implemented widely enough and this a key aspect of the government's scientific advice. As such, the status of school opening remains fragile.

Collett and St Luke's have around 10-12% of pupils on site and have done since Lockdown. The number of children accessing the provisions has steadily increased as a result of more vulnerable children and key workers' children accessing the provision – identified on an individual basis.

To date, children and adults accessing the school sites at Collett and St Luke's have not shown signs of Covid-19 since 22<sup>nd</sup> March 2020. However, we are aware that four members of Collett staff have been seriously ill (hospitalised) with Covid-19; two of whom have now returned to work on the school site.

Our schools' intentions, in following the Government instructions to invite more pupils to attend the provisions, will be to extend the existing criteria of most vulnerable groups and key workers' children. Special schools are not required to provide provision for R, Yr1, Yr6 children and face-to-face contact with Yr10 and Yr12 students as mainstream schools are expected to.

Our schools will seek to follow instruction and guidance from the Government, Hertfordshire Local Authority and the staff unions. Where instruction and advice are conflicting/ incompatible, the Executive Headteacher will need to make decisions that try to find a balance and are in the interests of the child. This risk assessment takes into account the Risk Assessment guidance of HCC, Unison, NASUWT, NAHT, NEU and GMB.

Risk assessments required under health and safety legislation are subject to staff consultation. As such, at this time, this risk assessment document is presented to staff for comment with the intention of making aspects more specific and holistic as an informed, helpful source of information and instruction.

We do not have the full picture of the science regarding transmission of Covid-19 between children and children to adults as information sources present contradictory and inconsistent information. The Federation of schools understands that social distancing should be followed where possible, though for the **vast majority of our pupils**, we know this is **impossible** to maintain.

As such, we will be working on the premise of **reducing the risks** of transmission of Covid-19:

- Signage is increased across the schools to remind everyone of the need to 'stay alert' regarding the transmission of Covid-19
- Adults will seek to maintain social distancing where possible
- Adults will seek to support children to social distance where possible
- School arrangements will identify 'bubbles' – groups of pupils and adults that do not interact with other groups - to avoid extensive contact with more people than necessary
- All adults and children will support each other to regularly wash our hands, avoid touching our faces and use sanitiser where washing is not easily accessible
- Adults will use fluid-preventing PPE where necessary – dealing with ill children, accidents including first aid, intimate care
- Adults will keep surfaces clean (and support children to do this) where possible – reducing sharing of equipment, removing unnecessary equipment and hard to clean items (soft toys etc.) from the classrooms

28/5/20 Additional notes and comments made by NASUWT school reps

1/6/20 Whole School Staff invited to share risk assessment for comprehension, challenge, update, ensure relevance to individual's circumstances

3/6/20 Additional updates SHA

4/6/20 Review SHA AC

5/6/20 Additional updates SHA

11/6/20 Additional updates PS with AC/CS

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors	Staff, Students / pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>All staff have self-declared whether they have underlying health conditions or not – their situation discussed with the Head of School prior to March 23<sup>rd</sup> 2020.</li> <li>Some staff instructed to work at home in light of the government guidance on staff with underlying health needs rather than work on the school site with children offered a place on the childcare provision from 24<sup>th</sup> March 2020</li> <li>Some staff took up the request to work on site during the Easter holiday and all the bank holidays. There was additional pay for those NJC Paid staff and careful consideration given to them about the risks of additional contact with children and staff.</li> <li>The option of taking unpaid leave was offered to all staff, where there would be no pay as there would not be an expectation to work at home. This was not recommended to staff and no staff took up the option.</li> <li>Over time, more colleagues have opted to return to the school as part of a rota system of adults working with children. Some staff have been asked to return, where they have not indicated underlying health needs.</li> <li>Risk assessments of children are normally undertaken and the school has good records of children's health. Parents of children with particularly vulnerable health needs tended to opt to remove their child before the closure of schools in March.</li> <li>PPE is provided for staff use in school. It should not be removed from the school's premises</li> <li>Staff are allowed to wear their own PPE masks if they would prefer to. The gloves, aprons and visors used should be the ones provided by the school.</li> </ul>	Conversations with staff about their intention to return to work (health/ unions/ new risk assessments (20/5/20).	SHA PS MS	22/5/20	24/3/20  3/6/20 SHA

		<p><b>Ensure Clinically Extremely Vulnerable (shielding) persons are following their specific medical advice given in the letter they received from the NHS.</b></p> <ul style="list-style-type: none"> <li>• The Exec Head and/or Heads of Schools have advised those staff to remain out of the building and continue working from home.</li> <li>• Pupils with shielding letters have been informed not to return to school and where the school is made aware of other children, the same advice will be given until the Government advises otherwise.</li> <li>• None of these shielding staff have requested to work in the buildings (the DfE guidance states it is their choice with risk management in place – some unions may give different guidance)</li> </ul>		SHA, MS	Ongoing	10-14/5/20
		<ul style="list-style-type: none"> <li>• Both staff and pupils <u>who live in a household</u> with someone who is Clinically Extremely Vulnerable have also been asked to provide evidence of their situation and have consequently been asked to work / learn at home.</li> </ul>	Keep in touch.	SHA, MS		10-14/5/20

		<p>Staff/ children who are Clinically Vulnerable are now able to work on site (DfE guidance) <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p><i>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <u>Staying at home and away from others (social distancing) guidance</u> have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.</i></p> <p><i>If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home (The Federation understands that having more pupils on site will require teachers and TAs on site to work with them), they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</i></p> <p><i>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</i></p> <ul style="list-style-type: none"> <li>• An individual risk assessment for staff regarding returning to work in this time of Covid-19 produced by HCC will support those <u>not able</u> to return to work to evidence this and ensure where they can be in work that specific risks are talked through with them.</li> <li>• Occupational Health Professionals can be asked to undertake a review of individuals' circumstances, though demand for their services is currently very high: <u>individuals' referrals will be undertaken by the school – further information on Occupational Health is accessible through The Grid</u></li> <li>• In considering if these staff are able to work from home (supporting remote education etc.) we know that more children on site will require more teachers and TAs on site to work with them to maintain appropriate ratios. As such, it will not be feasible to allow staff to elect to work from home <u>unless their health prevents him/her working on site</u></li> <li>• Staff self-declarations indicated some staff did not want to work in the building</li> </ul>	<p>Need to clarify with staff as some confusion has arisen regarding 12 weeks' Clinically Extremely Vulnerable (shielding) period and Clinically Vulnerable adults</p> <p>The school is yet to receive clarity about pay for staff not returning to work and procedures – HCC and Unions; legality situation</p> <p>Release Risk Assessment to all staff and advise colleagues about a likely return to work from 1 June 2020</p>	<p>SHA</p> <p>SHA</p> <p>SHA</p>	<p>ASAP</p> <p>21/5/20</p>	<p>12/5/20</p> <p>Colleagues advised to get Fitness for Work if they feel they shouldn't be in workplace.</p>
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		<ul style="list-style-type: none"> <li>Some staff members' individual circumstances have changed during recent weeks and as such, have come onto building-based rotas – increasing the amount of adults who can work on site</li> <li>All teachers have been in very regular contact with pupils – providing remote learning activities</li> </ul> <p><i>See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</i></p>				
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		<p><b>Existing individual Health care plans in place for pupils reviewed.</b></p> <ul style="list-style-type: none"> <li>• All pupils have been risk assessed in regard to safeguarding and behavioural concerns, which is standard school practice (Pre March 2020)</li> <li>• Safeguarding policy and behaviour policies reviewed in the light of Covid-19 and impact of lockdown and are published on the school's website</li> <li>• All pupils' risk assessments were reviewed by JP, PS, BL, SHA, Teachers, HoDs) (22/3/20)</li> <li>• Compilation of reviewed risk assessments created to give departmental and school overviews (23/3/20)</li> <li>• Compilation risk assessment review benchmarked against Key Workers, Vulnerable Pupils and those at risk of child protection (no children on CP register (23/3/20)</li> <li>• Risk Assessment Chart reviewed with information from teachers and professionals regarding safeguarding matters and changes to situations on a daily basis (Ongoing)</li> <li>• The schools' behaviour policy has been reviewed in the context of Covid-19 to ensure existing measure including the ability to exclude pupils</li> <li>• All pupils joining the school subsequently have had HCC individual risk assessments undertaken before offer of a place has been given (since 3/5/20) A copy of the format provided by HCC is an appendix of this risk assessment</li> <li>• All pupils being considered of offering a place – all will be risk assessed against HCC Individual Risk Assessment (ongoing)</li> <li>• Children with behaviours that are wholly unsuitable to being in school at this time (e.g. those known to spit/ require regular restrictive interventions) will be considered through risk assessments with stringent understanding of the dangers they present to adults and children.</li> <li>• Children with medicines in school procedures are retained as is current practice</li> <li>• A first aider is on site – for details see first aid in this document</li> <li>• DSL or deputy DSL is on site or, contactable quickly through mobile phone</li> </ul>		JC, JP, HoDs, Teachers		22/3/20
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		<ul style="list-style-type: none"> <li>• Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</li> <li>• Prior to Lockdown and, with children and staff accessing school buildings subsequently – letters, emails, texts.</li> </ul>		JC, SHA, JP, Teachers, HoDs		Prior to Lockdown, ongoing.
Suspected case	Staff,	<p>See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</a></p> <p><b>Procedure: Suspected case of Covid-19:</b> If a person displays symptoms of coronavirus : high temperature (37.8 or more) or a new continuous cough, loss of smell, loss of taste, rash, sickness or diarrhoea (government approved symptoms) staff have been informed they need to:</p> <p><b>Procedures: Staff falling ill with Covid Symptoms</b></p> <ul style="list-style-type: none"> <li>• For clarity – this can be falling ill with Covid-19 symptoms during school hours and, outside of school hours. The member of staff needs to ensure the Head of School/ SLT is notified without delay. As such, the Head of School/SLT will make contact with others to advise the bubble the adult works in, will be closed until further notice.</li> <li>• Ensure Head of School/SLT is notified (continuation of normal policy)</li> <li>• Staff member to leave premises and go home immediately.</li> <li>• Adult should book a Covid-19 test for him/herself and his/her family</li> <li>• Close the area of the school the adult has been working in for cleaning – the ‘bubble’ (SHA until cleaning contractors have had further training)</li> <li>• Ensure all areas the adult has worked in/occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected using PPE and disposing of in a bag that is kept outside before putting in external bins for 72hrs (see PHE cleaning advice_ <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>)</li> <li>• All children and other adults in that bubble to be sent home.</li> </ul>	Staff coming back onto	MS, SHA, JP	When	Complete
whilst working on site	Students / pupils / wider contacts  Spread of		site need full debriefing of protocols for sick children and adults		staff return to work	3/6/20  1/6/20 colleagues on site.







		<p>for use in Reception. We have more on order, though are awaiting stock.</p> <ul style="list-style-type: none"> <li>• Temperatures tested for each child and adult should they feel unwell (any reason) upon entering school (daily use). Follow procedures for suspected Covid-19</li> </ul> <p><b>Masks</b></p> <ul style="list-style-type: none"> <li>• 4/6/20 the government has made the wearing of masks mandatory on public transport. There is suggestion that masks will need to be worn in shops etc. from 15/6/20 when further easing of the lockdown takes place.</li> <li>• Children accessing County Transport must now wear a mask if they are able to (young children and those not able to understand the purpose of wearing masks should not wear them.)</li> <li>• Adults working in school should consider wearing masks where this is felt to support your health, being aware that this <i>may</i> be an instruction in due course.</li> <li>• Masks do not have to be surgical grade but can be those made at home or purchased. When in school, you can use the provided PPE but remembering school PPE cannot be taken off site.</li> </ul>				
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		<ul style="list-style-type: none"> <li>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care <b>are</b> to wear a fluid resistant surgical mask, disposable apron and gloves and are <b>strongly advised to wear a visor – marked with the adult's name and cleaned after use</b> (in changing areas and medical room)</li> <li>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice_ <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>)</li> </ul>				
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing;</p> <p>Effective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Maintenance of Social Distancing</b></p> <ul style="list-style-type: none"> <li>Adults are being asked to remember social distancing to reduce risks of transmission of Covid-19</li> <li>As far as is reasonable, pupils are reminded to social distance – pupils in our special schools cannot readily socially distance as a result of their low cognitive abilities, though routines can support their understanding. Staff and parents are aware of this</li> <li>As far as is reasonable – markings in the school will remind adults and children to try to maintain 2 metre social distancing</li> <li>We are limiting the number of persons in each room/area to follow social distancing guidance. Based on the size of each room we have a maximum of 10 people in a group (<b>total of adults and children</b>). (DfE advice states primary aged children cannot be expected to remain 2 m apart; for secondary schools rearranging classrooms with sitting positions 2m apart is recommended).</li> <li>Marked out areas help pupils visualize and maintain 2m distancing.</li> <li>Barriers hired to mark out areas for different groups' use of <b>external</b> areas</li> <li>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. These present a higher risk should a fire evacuation be needed. However staff are versed in closing windows and doors and EVAC procedures are well rehearsed. <b>Some windows are high and or take time to wind closed. Should a fire alarm sound, then the priority is to remove the children and adults safely and closing the door. Windows if easy and quick to close, should be closed, though not if this reduces the time of exiting the class by more than 15 seconds.</b></li> <li><del>We have considered timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible.</del></li> </ul>	<p>2m distance squares and linear markings in corridors introduced and/ or maintained. <b>One way corridor to staff toilets introduced.</b></p> <p>Reminders to adults in meetings and correspondence.</p> <p>Staff to be reminded that when parking, they should exercise responsibility and caution.</p> <p>Advise parents of the offer of a place subject to Government 5 key tests from <b>28 June 2020</b></p> <p>Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.</p>	<p>Premises staff</p> <p>PS, SHA, All staff</p> <p>PS</p>	<p>Ongoing</p> <p>Ongoing.</p> <p>22/5/20</p>	

		<p>Communal areas will not be used from 8<sup>th</sup> June as a result of the social distancing required.</p> <ul style="list-style-type: none"> <li>Staff to follow social distancing guidance in offices/staff rooms. Staff avoid offices / rooms where 2m distancing cannot be maintained.</li> <li>Pupil and adult breaks to be staggered. Determined by the teacher of the bubble in conjunction with the needs of their Bubble and other Bubbles</li> </ul> <p><b>Meetings / 1-2-1's / training</b></p> <ul style="list-style-type: none"> <li>Face to face meetings are limited to those which are essential e.g. essential repairs, police and where Microsoft Teams meetings cannot be undertaken in situations crucial to a child's needs</li> </ul> <p><b>Offices / IT suites etc</b></p> <ul style="list-style-type: none"> <li>Workstations acceptable distance apart (2m) and where not, changed to avoid facing each other</li> </ul> <p><b>Stairs / corridors</b></p> <ul style="list-style-type: none"> <li>Minimise transitions as far as possible to ensure brief contact with staggered breaks and limited changes</li> <li>One-way system (where possible e.g. multiple routes / stairs) planned for each group</li> <li>Top 'Office' corridor will be on-way, entering via reception and exiting out onto the playground at the kitchen end.</li> <li>Staggered use and numbers using circulation spaces at the same time.</li> <li>Avoiding multiple groups queuing in same shared areas/narrow corridors etc.</li> </ul> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>Restrict the number of people using toilet facilities at any one time</li> <li>Cleaning toilet areas – handles, seats, cubicle handles, taps three times each day.</li> <li>Women's toilets will have a sign on the door to indicate whether or not in use. One member of staff in at a time.</li> <li>Paper towels and antibacterial wipes/spray available to clean toilets before and after use.</li> <li>Toilets for students to be gender neutral for sole use by individual bubbles.</li> </ul>	<p>Teachers further consider what is 'unnecessary' equipment that can be removed from classrooms.</p> <p>Regular reminders</p> <p>Re-plan lessons / activities to avoid shared resources. Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Remind returning staff</p>	By 5/6/20	
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		<p><b>Break / Playgrounds</b></p> <ul style="list-style-type: none"> <li>• Avoid any group activities that require pupils to be in close physical contact with each other.</li> <li>• Limit numbers zone areas and stagger breaks.</li> <li>• Increased supervision to aid enforcement of social distancing as far as is reasonable.</li> <li>• Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously</li> </ul> <p><b>Reduction in contact situations.</b></p> <ul style="list-style-type: none"> <li>• Cancelled contact-likely events:</li> <li>• No assemblies</li> <li>• No school trips</li> <li>• No Parents' evenings nor social events</li> <li>• No school fair/ sports day/ performance/</li> <li>• Year 11 Prom postponed to Autumn Term</li> <li>• No unessential visitors</li> <li>• Visitors who do need to come in will be required to sanitise hands upon arrival and maintain distancing, avoiding access to bubble areas wherever possible</li> <li>• Extra curricular clubs suspended until the Autumn Term</li> <li>• Hiring and lettings suspended</li> <li>• Planned works/improvements to the buildings allowed where controls are as robust as the school's and social distancing can be maintained.</li> <li>• Staff use electronic device to register attendance – rather than paper</li> <li>• Homework and books are not sent home to reduce transference of the virus on paper</li> <li>• The School Office will be a bubble and as such, entry to colleagues is not permitted</li> </ul> <p><b>Phased return from June 1<sup>st</sup></b></p> <p>Identify likely numbers of pupils returning and staff resource.</p> <ul style="list-style-type: none"> <li>• Correspondence with our partners and information sources has been used to navigate a course for keeping school open and looking to expand the opening of the school. This has included the Chair of Governors, other governors, other Headteachers of mainstream and</li> </ul>	<p>Bubble leaders to liaise with each other in these circumstances</p> <p>Bubble leaders to ensure this is undertaken with provided classroom spray/cloths or wipes.</p>			
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		<p>special schools, the Local Authority, union representatives, our school improvement partner, staff in school, staff out of school buildings alongside government advice and direction has taken place to include stakeholders in discussions and development of planning for pupils and staff working in school.</p> <ul style="list-style-type: none"> <li>• Parents have completed a Survey Monkey to ascertain demand (14/5/20). Survey returns are around 70% for each school in the federation and broadly indicate a third of parents would like their child to access school soon, a third would consider sometime this term and around a third prefer to wait until September</li> <li>• Parents have been advised of the situation and preparation for planning for an increase in numbers of children returning.</li> <li>• Staff are given advice by their Unions (where a member of these) about potential expansion of opening of the school</li> <li>• Staff advised by school to gain certification <b>or doctor's note</b> if they feel they should not be in school as a result of their clinically vulnerable/ clinically extremely vulnerable situation (12/5/20). <b>Colleagues have been asked to complete Individual Risk Assessments to discuss with the Exec Head where additional measures need to be put in place to support a return to the school building.</b></li> <li>• Decisions on staffing levels made dependent on numbers / needs of pupils present in school. <b>Where possible, bubbles will create a rota for attendance on the premises and when not, staff will be able to work at home.</b></li> <li>• Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</li> <li>• Options such as supply staff <b>(or staff from other Bubbles)</b>, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</li> <li>• Pupils put into small, consistent groups (bubbles) and kept in that same group throughout the day with the same staff assigned to that group – recognising groups will occasionally have lessons with specific teachers for cookery, horticulture and animal care</li> <li>• Bubbles will take into account children's ages, abilities, needs, peer relationships</li> <li>• Pupils' behaviours and suitability will be stringently assessed through individual risk assessment procedures</li> <li>• Planning for 5 groups – identifying vulnerable groups and children of key workers as priority for additional pupils</li> </ul>				
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Hygiene	Staff, Students / pupils / wider contacts  Spread of COVID 19	<b>Hygiene Routines</b> <ul style="list-style-type: none"> <li>All adults and children should be required to wear clean clothes each day – uniform is not required in school presently – in order to reduce the potential for virus transmissions between settings</li> <li>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</li> <li>Bubble leaders to ensure hand washing techniques to be adopted as directed by NHS guidance: All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Communicated through posters and teaching, monitored by adults and further training where needed. Existing NHS/ School produced/ children-made posters need to be above all sinks – ensured by the Bubble group lead(s)</li> <li>Toilet facilities provided contain suitable levels of soap and paper towels/ drier and this is checked at least daily by premises and cleaning staff</li> <li>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.</li> <li>Tissues will be provided for classrooms and common areas. Premises staff and cleaning staff replenish as needed.</li> <li>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands – reminders by adults regularly.</li> <li>Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal. Lidded rubbish bins are on order for delivery as soon as possible are in bubble classrooms. In the Isolation rooms, a bin with double black bags are provided.</li> <li>Adequate supplies of soap, hand sanitiser and paper towels ordered and delivered - securely stored.</li> </ul>	Posters detailing hygiene rules to be checked throughout the week to ensure coverage of the site and good places to remind adults and children to maintain routines are communicated.			
First Aid			These peddle bins are expensive, though come with a 10 year guarantee for longevity. Cheaper bins were not available at the time of ordering.		4/6/20	



Intimate Care		<ul style="list-style-type: none"> <li>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>Cleaning liquids to be stored out of reach of children as per normal Health and Safety procedures</li> <li>All cleaning liquids used – including new brands of liquid used over recent weeks have COSHH certificates downloaded and on site.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</li> <li>Those administering first aid should wear PPE appropriate to the circumstances.</li> <li>Wash hands and ensure the affected area is cleaned upon completion.</li> <li>We will make arrangements for only one person being treated in the first aid room at a time and <del>allocate another room / the meeting room by Reception is to be used as an</del> area as a waiting/collection area when this is required. Isolation rooms are identified next to bubble rooms and can be used for first aid using the existing PPE equipment in the room.</li> <li>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space. However, shielded pupils are not admitted to school.</li> </ul> <p><b>Procedures: Intimate Care</b></p> <ul style="list-style-type: none"> <li>Staff undertaking intimate care will have read the policy and have undertaken peer training in this area.</li> <li>Additional PPE in place for intimate care risk assessed for each child - based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and visor where there is a risk of splashing to the eyes, coughing, spitting, vomiting)</li> </ul>				3/6/20  3/6/20
Access to & exit from site	Staff, Students / pupils / wider contacts  Spread of	<p><b>Staff and Pupils</b></p> <ul style="list-style-type: none"> <li>Introduced staggered start and finish times to reduce congestion and contact at all times as the school grows in number again. These are shared with parents: 8.30am Taxi and 9.00am parent drop off with timings shared with staff and allocation of staffing</li> </ul>	Communicate changes and allocated times to parents.  Parents to be informed about where to pick up			3/6/20  3/6/20

	COVID 19	<ul style="list-style-type: none"> <li>Monitoring site access points to facilitate social distancing – we have changed the number of access points to reduce congestion</li> <li>One-way traffic through external doors to avoid face to face passing in place where possible.</li> </ul>	children. (including only 1 parent to attend at drop off / collection)			
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		<ul style="list-style-type: none"> <li>On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in recep/n/staff rm</li> <li>Children Wash hands as soon as going into the classroom – some will have individual arrangements to use identified toilets to wash their hands/ use sanitiser depending on their needs</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Essential visitors are allowed onto the school site. Where interviews/ urgent meetings are required, this will be managed in an area of the school that reduces their onsite presence. For example, the Garage Room could be used without entering other parts of the school.</li> <li>Visitors in the building will be asked to wear masks from 8 June 2020 until further guidance says otherwise</li> <li>Governor meetings will be virtual meetings wherever possible</li> <li>Professional meetings will be virtual meetings wherever possible and where not possible will be staggered during the day</li> <li>Parents wanting meetings will be telephone wherever possible</li> <li>Parents' EHCP Review meetings will be undertaken via Microsoft Teams – no EHCP Reviews will take place in the building until further notice</li> <li>Parents collecting children will do so outside of the school buildings, in identified areas and at staggered times. Parents will not be invited to come into the school unless collecting a sick/hurt child/a child who is showing extreme anxiety/violent behaviour. Where possible, the child will be escorted to the front door to prevent parents unnecessarily entering the building.</li> <li>We ensure all visitors / building users are aware of expectations</li> <li>They follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</li> <li>Signage in reception regarding good hygiene in place</li> <li>Deliveries to be left in entrance/ outside entrance</li> <li>Staff unpacking deliveries will use sanitiser before and after unpacking</li> <li>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agreed approach to scheduled / ongoing building works.</li> </ul>	<p>Signs to show where to collect/drop off. Letters with instructions to individual families when offer of place made.</p> <p>TA interviews planned for end of June/ early July 2020 to use the Garage Room.</p>	8/6/20		
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		<ul style="list-style-type: none"> <li>Site inductions are to be carried out following social distancing principles (2m separation).</li> <li>We seek confirmation of the contractors method statement / risk assessment.</li> </ul> <p>Transition to school – new pupils</p> <ul style="list-style-type: none"> <li>Consideration given to new pupils joining the school – review in July, though contact to be made with new pupils’ families and consideration of a staggered September start to prevent additional and confusing changes for existing children and not being able to share clarity for new pupils in a changing school with new buildings over the summer etc.</li> </ul>				
Equipment use (toys, printers, workstations apparatus, machinery etc.)	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> <li>Children have their own water bottles in school to reduce contact with water fountains</li> <li>Water fountains to have wipes to use to clean taps</li> <li>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</li> <li>Doorhandles, toilet handles, taps and points of general contact cleaned during the course of the day by staff and cleaned with Milton fluid at the end of the school day by the cleaners.</li> <li>Staff asked to bring in water bottles to use and mugs for tea/coffee</li> </ul>	<p>Reminders to parents</p> <p>Check order status</p> <p>Teachers to Re-plan lessons / activities to avoid shared resources. Limit practical work in DT,</p>	3/6/20	ongoing	3/6/20

		<p>to avoid where possible transmission of viruses</p> <ul style="list-style-type: none"> <li>• Risk assessments of rooms not usually used for the pupils reviewed by the teacher of the group/ premises staff</li> </ul> <p><b>Activities and resources</b></p> <ul style="list-style-type: none"> <li>• Reminder of awareness of safe working at home for staff and pupils</li> <li>• Reminder of staff about safeguarding matters to consider and be alert to – ensuring colleagues send information about pupils’ use of ICT for safer online use. A second member of staff should ideally be on all Microsoft Team meetings for online teaching, so that any issues can be detected.</li> <li>• Further consideration given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment is cleaned after use.</li> <li>• All shared resources to cleaned after use (including computers, PE equipment etc), built into end of lesson activity routines.</li> <li>• Sensory rooms and ballpits out of action until the end of the year (at the earliest)</li> <li>• Gym equipment that cannot be cleaned easily (like the ropes) and as such are not to be used. Equipment from the gym (balls, bats etc.) can be used by a class for outdoor use – they need to be cleaned before and after use.</li> <li>• Anti-bacterial wipes are available in all IT rooms and teacher to ensure support staff etc. clean.</li> <li>• We try to avoid working with paper/other materials that are shared in a way that may aid transmission e.g. photocopying, work with shared pencils/ plasticine/ lego. Sharing of these resources is limited and this will continue to improve going forward – e.g. prevention of</li> </ul>	<p>science.</p> <p>Due 5/6/20</p>			
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		<p>access to equipment resources between bubbles groupings of children</p> <ul style="list-style-type: none"> <li>Equipment and resources are removed where cleaning is not effective (e.g. soft toys). These resources will be kept in locked outside storage/ locked internal cupboards where appropriate. Alternatively, they can be disinfected with Dettol/Milton sprays.</li> <li>Children's teaching will support their understanding of what should not be brought into school through social stories/ show &amp; tell etc.</li> <li>Children's parents and carers are informed about the types of toys not allowed into school and reasons why</li> </ul>	<p>Ensure these are locked away and not used by children.</p>			
<p>Dining Hall/ Lunch and Breaktimes</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Dining Hall</b></p> <ul style="list-style-type: none"> <li>We reinforce handwashing prior to eating food.</li> <li>Hand sanitiser are available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</li> <li>All persons should be kept as far apart as possible (2 metres) whilst eating</li> <li>Food operators continue to follow Food Standard Agency's (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</li> <li>Pupils enter dining room in their allocated groups</li> <li>Controlled queuing aids social distancing (2m markers on the ground)</li> <li>Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.</li> <li>Drinking water should be provided – using personal water bottles where possible</li> <li>All rubbish and waste put straight in the bin by the user and not left for someone else to clear up.</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles</li> </ul>	<p>Encourage parents to supply packed lunches and drinking bottles from home.</p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc. Staff going off site at break times (e.g. for a walk around/to smoke) should not go with staff from other bubbles or meet staff from other bubbles. When returning to the building, s/he must wash his/her hands. Staff members leaving site on breaks to go home must not be contact with any other people and must wash their hands upon return.</p> <p>Increase rigour of this</p>			

		<b>Break times</b> <ul style="list-style-type: none"> <li>• Play equipment is limited to the number of children using it. Any sharing of equipment should be minimal and cleaned between uses</li> <li>• Children wash their hands upon returning from playtime</li> </ul>	cleaning			
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Travel off site	Staff, Students / pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>• Travel is only required for essential purposes.</li> <li>• No offsite visits run.</li> <li>• Where travel is essential, use private single occupancy where possible.</li> </ul>				
Cleaning	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>A cleaning schedule is implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p><b>Cleaning protocol is as follows:</b></p> <ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day. The schools now use Milton Cleaning Fluid daily to kill viruses and germs</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</li> <li>• Only cleaning products supplied by the school / contract cleaners are to be used.</li> <li>• Thorough cleaning of rooms at the end of the day <b>would include tables, chairs and equipment used by the pupils and adults – wiping surfaces with the cleaning materials provided.</b></li> <li>• School has obtained the risk assessments from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</li> <li>• Cleaning records of areas should be used on a trial basis to ensure coverage of areas and evaluated for the additional work</li> </ul> <p><b>When cleaning a contaminated area</b> Cleaning staff or School staff to:</p> <ul style="list-style-type: none"> <li>• <b>The bubble and isolation room must be closed and the doors locked, with signage put up to prevent any unwitting access.</b></li> <li>• <b>Until further notice, SHA (or identified other person in agreement, will clean contaminated areas). There will be no instruction for another member of staff to do this.</b></li> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> </ul>	Extend to include more staff as number of people on site increases.			



		<ul style="list-style-type: none"> <li>• Fluid resistant surgical mask if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> <li>• PPE to be <b>double-bagged</b>, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>• Any cloths and mop heads used must be disposed of as single use items.</li> <li>• For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice the <u>COVID-19: cleaning of non-healthcare settings guidance</u> Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</li> <li>• External bins without lids – chase LA to replace the lids to the recycling bin and general rubbish bin.</li> <li>• Clarity that double bagged Covid-19 PPE used equipment will be placed in the bins should a collection not be due for 72hrs. Where a collection is due within 72hrs, such bags will be stored outside – behind the storage containers (near the kitchen) until 73hrs then placed in the normal rubbish container.</li> </ul>				
Lack of awareness of PHE / school controls	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> <li>• Posters displayed in the reception, welfare areas and in suitable places around site <b>including all the bubbles</b></li> <li>• Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</li> <li>• Clear briefing for staff regarding procedures and policies updates. <b>Heads of Departments to ensure staff leading bubbles (and thereby their teams) are regularly updated</b></li> </ul>				
Emergency procedures (Fire alarm activations etc)	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of</p>	<p><b>Procedures: Emergency Evacuations</b></p> <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p>				

	COVID 19	<ul style="list-style-type: none"> <li>• Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants</li> <li>• Staff will be instructed on their meeting places before a planned evacuation in June. This will be dependent on the site of the bubble and the staffing and children in that area. New fire evac procedures and registers will be in place for 8<sup>th</sup> April.</li> <li>• Staff will be informed on the procedures for a lockdown before a planned lockdown alarm is sounded in June</li> </ul>				
Deliveries & Waste collection.	Staff,	<p>Procedures: Deliveries and Collections</p> <ul style="list-style-type: none"> <li>• Do not approach delivery staff, allow packages to be left in school entrance.</li> </ul>				

	Students / pupils / wider contacts  Spread of COVID 19	<ul style="list-style-type: none"> <li>Hands are to be thoroughly washed after handling all deliveries or waste materials.</li> <li>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</li> </ul>				
Premises safety	Staff, Students / pupils  Wider safeguarding / safety risks	<ul style="list-style-type: none"> <li>We will ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</li> <li>We ensure all key services are operational</li> <li>We ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</li> </ul>				

## HCC Covid-19 SEND Risk Assessment for Pupils

<b>Pupil Name</b>					<b>Date of Birth</b>	Click or tap to enter a date.		
<b>Current/last school</b>					<b>Gender</b>	M/F/O.		
<b>The views of the child or young person have been considered</b>	Yes/No	<b>The views of the parents or carers have been considered</b>	Yes/No	<b>If a child in care (CIC), have the views of the social worker been considered</b>			Yes/No	
<b>Completed by</b>				<b>Role</b>				
<b>Contact Details</b>				<b>Date</b>	Click or tap to enter a date.			
<b>Part 1: The child or young person</b>						<b>N/A</b>	<b>Yes</b>	<b>No</b>
• is able to follow hygiene and social distancing practices at home								
• has health vulnerabilities and they are safer in the social distancing environment of their home								
• is medically vulnerable and requires equipment or services that can be moved from their educational setting into their home. This may include physiotherapy equipment, sensory equipment, online sessions with different types of therapists, phone support for parents in delivering interventions and in-person services, where necessary								
• additional health and care needs, such as personal care and mobility, can be met by the parents or carers, on a full-time basis for an extended period.								
• additional health and care needs, such as personal care and mobility, can be met by the parents or carers family, but this would not be sustainable on a full-time basis for an extended period.								
• is receiving personal care or healthcare at their school or college which cannot be replicated at home (this may include some pupils and students in residential settings) or provided by the parents or carers								
• has a condition that prevents or inhibits self-regulation and whose behaviours that can be safely supported or managed by parents or carers at home, but this would not be sustainable on a full-time basis for an extended period.								
• has a condition that prevents or inhibits self-regulation and whose behaviours cannot be safely supported or managed by parents or carers at home.								
• would face other risks out of school or college as a result of their behaviour. For example, a child or young person becoming involved in dangerous behaviour or situations, requiring support from a social worker or to support a care placement at risk of breakdown.								
<b>Part 2: Education Health &amp; Care (EHC) Plan</b>							<b>Yes</b>	<b>No</b>
The provision in the EHC Plan is being delivered at school?								
The provision in the EHC Plan is being delivered in a different way temporarily								

If yes, please provide an outline of the provision being delivered (e.g. resources to the home or online learning):			
There are elements of the provision in the EHC Plan that are not being delivered and have a significant impact on meeting the needs of the child or young person			
If yes, please provide specific details and list any actions taken to secure this provision:			
<b>Part 3: Risk assessment</b>		Yes	No
This child/young people will be safer at home and can have their health and care needs met by parents or carers.			
This child/young people will be safer at home and can have their health and care needs met by parents or carers for a period, but this will be monitored [specify frequency of monitoring required] .....			
The health and care needs of this child/young person will be better met in an education setting.			
If yes, is the child or young person attending school.			
If no, what action has been taken and what else is required in order to secure an offer for this child or young person.			
Is the young person or parents, carers or social worker in agreement with this risk assessment			
Are the parents or carers of the child/young person identified as critical workers in responding to COVID 19 and are unable to make alternative childcare arrangements, and therefore, the child or young person requires access to an educational setting.			
If yes, is the child or young person attending school.			
If no, what action has been taken and what else is required in order to secure an offer for this child or young person.			
<b>Risk assessment Outcome:</b>	<b>No Action Required</b>	<b>Review and Monitoring Required</b>	<b>Further Action Required</b>

### **Relevant links**

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>