

Coronavirus (COVID-19): Risk Assessment Action Plan for 6th September 2021 following removal of all national statutory restrictions

Westfield School

Assessment conducted by: Nicki Gilbert	Job title: Head Teacher	Covered by this assessment: Period 02.09.21- 24.10.21
Date of assessment: 23.08.21	Date of next review: 24.10.21	Reviewed and updated:

The sole purpose of this risk assessment is to support school in reducing the risk of coronavirus transmission following the removal of all restrictions and the ability for overseas travel

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Increased risk of spread of virus following relaxed control measures and people traveling abroad or mixing in crowds.	M	<p>To ensure that no-one returns to school carrying the virus following unknown contact with a positive contact:</p> <ul style="list-style-type: none"> All eligible students have been provided with two LFT kits, and are requested to test on 2nd Sept, and 5th September, report result to Gov.uk, and forward the response e-mail to school to ensure accurate communication of negative result; no student will be permitted to access school if a positive result is received Any person returning from a destination deemed amber or red must follow all national timeframes for quarantine or isolation, and provide a negative LFT on two separate occasions prior to returning to work. All employees have been provided with LFT kits, and will undertake testing prior to their first day back in school, (either 2nd or 3rd September depending upon training being accessed) 99% of employees have been double vaccinated, so a negative LFT is all that is necessary to ensure they are fit to return to work. Unvaccinated employees will be required to self-isolate for 10 days; this will be treated as sick leave. <p>As a result, the risk of transmission of any virus is minimised</p>	L	M	Parents and admin staff	<p>06.09.21</p> <p>02.09.21</p>	
<p>High Risk groups are exposed to virus whilst at work</p> <ul style="list-style-type: none"> Clinically Vulnerable (CV) Clinically Extremely Vulnerable (CEV) Pregnant 	L	<ul style="list-style-type: none"> Staff are encouraged to wear face coverings in communal areas, or where social distancing is not possible when in proximity of any high-risk individual Staff identified as Clinically Extremely Vulnerable, or who were previously shielding should still minimise close contacts. Pregnant staff at or over 28 weeks can attend work. An individual risk assessment should be discussed with them, and appropriate controls agreed. This may include: 	L	L	individuals	06.09.21	

<ul style="list-style-type: none"> Black, Asian and Minority Ethnic (BAME) 		<ul style="list-style-type: none"> - Social distancing zone in class - Limiting travel between bubbles Newly pregnant staff MUST inform the headteacher of their condition prior to returning to work, and individual arrangements will be implemented in-line with national guidance <p>As a result, the risk towards any high-risk individual is minimised</p>					
<p>The school lapses in following national guidelines and advice, putting everyone at risk</p>	L	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Regular communication sent to staff and parents. Information on the school website is updated. Parents updated via telephone calls/email. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	L	NG	02.09.21	
<p>Poor communication with parents and other stakeholders</p>	L	<ul style="list-style-type: none"> All staff/ parents aware of current actions and requirements and reminded frequently using school communication systems Risk assessment shared with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	L	NG and teachers	02.09.21	

asymptomatic adults through testing regime		<ul style="list-style-type: none"> • Switch to blended learning for finite period to minimise impact • Parents forewarned of each possible scenario leading to short-term home learning requirement in order to prepare support bubbles • Following new guidance effective from 16.08.21, all staff who have been double vaccinated are able to continue working, reducing isolation requirement 					
Poor hygiene practice in school - general	M	<ul style="list-style-type: none"> • All areas with ventilation are kept well ventilated at all times • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, classrooms and other key locations for staff, pupils and visitors • Staggered lunchtimes for lower/upper school • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands • Pupils and staff do not share cutlery, cups or food. Staff encouraged to bring in their own cups and utensils 	L	L	Supervising teacher	03.09.21	

		<ul style="list-style-type: none"> • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. When possible door handles, doors and toilets are cleaned during the day after every visit to the toilet, and after every break • Class based stocks of cleaning equipment and PPE/ paper/hand towels are checked and refilled regularly after school by class based staff in preparation for the following day • Responsibility for the checking of cleaning stocks in subject specific rooms such as food tech is delegated to identified members of team <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	L	<ul style="list-style-type: none"> • Clear signage in place reminding staff of social distancing • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors • Areas touched to be wiped down • Restricted numbers of visitors, no shared access to foyer <p>As a result, reception staff are protected.</p>	<u>L</u>	<u>L</u>	<u>Admin assistant</u>	<u>02.09.21</u>	
Poor hygiene practice – specific – office spaces	L	<ul style="list-style-type: none"> • Start and end times for administrative staff are staggered to support social distancing- each member has their own work space • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Any equipment accessed by a different member of staff, eg telephone answered by a colleague, this will be thoroughly cleansed with an antibacterial wipe for the specified contact time 	<u>L</u>	<u>L</u>	<u>Each staff member</u>	<u>02.09.21</u>	

		As a result, office practice in office spaces limits the risk of the spread of any infection.					
Poor hygiene practice – specific - spread of potential infection at the start of the school day either with parents or allocated transport	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents and transport contractors about arrival and departure procedures, including safe drop-off and pick-up • Transport staff have received immunisation • Pupils to be supervised in accessing hand-washing facilities on arrival, supervised by a staff member: the staff member will then be responsible to wipe down the area afterwards, in shared toilet facilities (more than 1 class accessing facilities though out the day). • All staff to wash hands on arrival in school • Medication to be kept securely in sealed bags and deposited into a specified receptacle: staff to double sign, as opposed to escort signing and physically handing it over • Lockers, where used, will be divided into smaller units and located in separate areas to avoid any close contact of individuals • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. • ‘Catch it, bin it, kill it’ message reiterated frequently. • Lidded foot pedal bins in use wherever possible; if not, open bins, and nappy sacks for disposal of soiled tissues/wipes etc. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	L	L	NG	06.09.21	
Poor hygiene practice – specific – toilet/changing facilities	L	<ul style="list-style-type: none"> • Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron 	L	L	All staff	ongoing	

		<ul style="list-style-type: none"> • Individual health care plan for pupil with specific needs, and additional visors to be worn when involved in his support • All changing surfaces to be cleaned before and after each use • Pads/soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures as standard practice throughout school • Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
Poor hygiene practice – specific - end of the school day.	M	<ul style="list-style-type: none"> • Ensure all students wash their hands before leaving school. • Lockers, where used, will be divided into smaller units and located in separate areas to avoid any close contact of individuals • Issue information to parents and transport contractors about departure procedures, including safe pick-up • Inform pupils, contractors and parents of the allocated exit points and pick up points prior to return to school • Parents and contractors to remain in vehicles until alerted to disembark • Pupils arriving on foot accompanied by parents to EYFS base, will be directed to wait in designated area communicated to them prior to school opening and wait to be invited in by staff member. • Parents and pupils advised to continue mask wearing, and maintain social distancing when waiting. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	L	L	NG	06.09.21	
Ill health in school.	L/M	<ul style="list-style-type: none"> • Staff are aware of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high 	L	L	NG	02.09.21	

		<p>temperature, and loss of sense of taste or smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</p> <ul style="list-style-type: none"> • All staff have been offered and most accepted double vaccination. • Staff undertaking twice weekly LFD testing at home • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are aware of the procedure in school relating a pupil becoming unwell in school • Any pupil who displays signs of being unwell is immediately referred to Head teacher, who contacts parents immediately • Any staff member who displays signs of being unwell immediately refers themselves to Head Teacher and is sent home • Staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. • If parents are unable to collect, the school minibus will be used to transport pupil home, supported by staff in full PPE. Bus will then be thoroughly cleaned and staff members use school facilities to shower and change, or return home immediately and follow guidance to wash clothing and shower. • If the pupil needs to use the bathroom, they should use a separate bathroom which will be cleaned after use. This will depend upon which area of the school pupil is educated • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained 					
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		<ul style="list-style-type: none"> • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in personal care area if in Westfield site: Ryeland's kitchen if Robin or Sixth form where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • Staff and pupils in the same group as suspected case will be sent home and advised to self-isolate until test is returned as negative/positive. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H	<ul style="list-style-type: none"> • Identified entry/exit points for each class base to minimise mixing of group members. • Wherever and whenever possible, a one-way system is implemented in corridors requiring shared use. • Classrooms arranged so that pupils can remain 2 metres apart where practicable • Limited group work, unless students are able to sit 2m apart. • Regular reminders to students that they cannot hug or touch one another and provide reasoning and visual reinforcement to enhance understanding of the importance of social distancing. • Timetable reviewed and refreshed and programme communicated to teachers and staff 	L	L	NG	06.09.21	

		<ul style="list-style-type: none"> • Pupils continue to access reduced mixing throughout school day, and for lunchtime. Lunchtimes and breaktimes spent outside will be heavily supervised to reduce contact with other group members • Teachers provide individual work packs for home learners. • Home learners offered zoom calls sessions where appropriate. • Staff supervision in corridors when students are accessing lockers/ toilets / group room/ courtyard room • Communal teaching areas, including the Art Room, Library and Hall to be carefully timetabled to allow the area to be cleaned thoroughly after use. Class staff are responsible to cleaning any resources used within these spaces. • All areas adequately ventilated <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
A pupil is tested and has a confirmed case of coronavirus.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> • The rest of the class/group should be advised to follow current government advice- from August 16th • From the 16th August, children under 18 will no longer need to self-isolate if they are identified as a close contact of a positive case, but will be required to take a PCR test. • Pupils unable to take a PCR test will be required to isolate • Unvaccinated employees will be required to self-isolate for 10 days; this will be treated as sick leave. • The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<u>M</u>	<u>L</u>	<u>NG</u>	<u>06.09.21</u>	
Insufficient staff to run face-to-sessions for pupils.	L	<ul style="list-style-type: none"> • All staff double vaccinated, so should not need to isolate unless test positive 	<u>L</u>	<u>L</u>	<u>NG</u>	<u>06.09.21</u>	

		<ul style="list-style-type: none"> • Unvaccinated employees will be required to self-isolate for 10 days; this will be treated as sick leave. • Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Rota in place for cover in the instance that staff have to self-isolate. • Blended learning model implemented for a manageable combination of school/home-based learning • Parents contacted and request for possible home schooling to return short-term <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					
Pupil/ staff movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> • Wherever and whenever possible, a one-way system is implemented in corridors requiring shared use. • Ensure maximum ventilation in all possible areas • Students monitored and supported to transition between environments with minimal contact with shared surfaces – ie redirect from running hands along walls • Staggered breaktime and lunchtime • Use of staff eating areas to be carefully managed to enable correct social distancing and infection control measures • Supervised arrival and departure for each group/vehicle. Minimised shared space. • Most classes have access to outdoors without the need to traverse corridors. • Staff to ensure that corridors are clear before escorting students to the playground. • Students to have individual toy boxes and individual sand and water trays • Pupils to be supervised in washing hands before and after lunch • Adults helping students to feed who can't feed themselves will wear appropriate PPE (aprons, gloves, visors) 	<u>L</u>	<u>L</u>	<u>NG</u>	<u>06.09.21</u>	

		<ul style="list-style-type: none"> • Tables to be cleaned between learning and lunch sessions, due to using learning space for eating. • Catering staff used to support specified group- no shared responsibility. <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> • All unnecessary items to be removed from classrooms and learning environments and stored elsewhere • Natural ventilation maximised by opening windows • Students permitted to wear additional clothing to compensate for reduced temperature • All soft furnishings and items that are hard to clean to be removed from the area • Only 1 person allowed in break out rooms at a time when having choice or sensory. Any items used during choice will be cleaned immediately by staff. • Limited choice and sensory items each day to minimise what students are touching and to ensure each student has a different choice/sensory activity where possible. • Easy clean sensory items available in key areas to be wiped and cleaned in between use. Sign on door to identify cleaning stage. • Pupils to maintain seats during the day as far as possible • Use of Prowise board restricted, use of smart pen at all times and wiped before and after use. Limited students around the board at one time with distance maintained where practicable. • Use of class iPad timetabled and device wiped after each use. • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied at least twice daily in classrooms. 	<u>L</u>	<u>L</u>	<u>NG School business manager</u>	<u>02.09.21</u>	

	<ul style="list-style-type: none"> • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open where and when safe to do so • Provide individual equipment for each pupil in labelled receptacles, or on their table to avoid temptation for sharing • Specific lesson resources to be cleaned before allocation and after by class support staff • Pupils/staff to clean IT equipment (keyboards/ phones/ laptops) with anti-bacterial wipes before and after each use • All staff provided with individual stylus for contact with touch screens • If any aerosol particles come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Pupils prone to ‘mouthing’ objects heavily supervised; suitable safe and effective cleansing fluid utilised to sterilise object-clean replacement provided • Sensory break resources to be individualised and kept in student specific tray where practicable • Task boxes to be cleaned immediately after use and all task boxes and work systems to be wiped down at the end of the day • Antiviral viricide spray/liquid available to sterilise, • Individual chewables to be used with close supervision, cleaned throughout the day and at the end of the day and stored in a lidded, named box when not in use. • Sensory trays/items to be assigned to pupils and washed regularly. Individual sensory boxes to be made where necessary eg. dough for Dough Disco to be stored in sealed, named boxes and only used by named student. • Individual task boxes for identified pupils. Completed task to be put in individual pupils finished tray or named tray by their desk. • Home-school communication methods: 					
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		<p>KS2, 3 and 4: Home school diaries will be used for daily home and school communication. Diaries will come into school in a plastic wallet provided and put into designated box in the classroom. Designated TA will wear gloves, wipe down plastic wallets and read messages in diaries. Relay any messages to class teacher and write responses, then put back in the plastic wallet in designated box for the school day. At the end of the day any messages will be written in diaries by the same designated TA (wearing gloves), put back in plastic wallet and will then be put on pupils' desks to take home.</p> <ul style="list-style-type: none"> • KS1 and EYFS: as above, or computerised records to be kept and sent home weekly. No passing of paper between settings. • Sixth form: e-mails to be sent between home and school for all general info. Students with no internet access to receive written record of any notable events kept with meds folder. • Complex communication needs: e-mails to be sent to all parents except one, who shall receive calls. • For pupils who are brought to school by parents- verbal communication at an appropriate distance • Staff room and staff toilet area to be kept clean • Staff to use allocated lockers to store personal items/bags where possible • Staff to be reminded to adhere to social distancing • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must wash, dry and store their own clearly labelled cups, plates and utensils, using disposable towels. • All staff follow school specific guidance as produced by community and public health colleagues • Staff are only permitted to bring in essential items, e.g. lunch bag and keys. All other belongings must be kept at home, in locker or in staff cars. 					
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		As a result, the risk of infection to staff and pupils in classrooms is reduced.					
Off-site activities and Vocational learning leads to increased risk of coming into contact with the infection.	M	<ul style="list-style-type: none"> • Re-introduction of Swimming/ RDA/ hydrotherapy carefully managed; visit by lead adult prior to first session to clarify all infection control measures in place by provider. • If accessing indoor communal spaces, masks to be worn in shared areas, and accurate records kept of all individuals and areas accessed. • Parents given choice of whether child participates • Reduced work experience provisions due to setting restrictions • All post-16 learners who access off-site learning are now double vaccinated • Use of shops will follow all previous advice regarding wearing of masks etc. • Practical workshop – design and technology and associated health and safety in the work place. Use of the school workshop to make basic items such and learn to use tools safely. One member of staff and two students to observe social distancing, open windows and wear face masks/visors. <p>As a result, the risk of infection to staff and pupils in classrooms and using the community is reduced with students accessing a reduced practical vocational curriculum.</p>	L	M	<u>Nicki Gilbert/ Julie Newcombe</u>	<u>06.09.21</u>	<u>NG</u>
Poor pupil behaviour increases the risk of the spread of the infection	M	<ul style="list-style-type: none"> • Individual behaviour plans to be amended in line with current situation. • Class staff trained to effectively deescalate any escalations in behaviour to avoid the need for physical intervention. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	M	L	<u>teacher</u>	<u>06.09.21</u>	
Pupils with complex needs are not adequately prepared	H	<ul style="list-style-type: none"> • Specific arrangements for pupil transport have been risk assessed and agreed with local providers 	L	L	<u>Lead teacher</u>	<u>06.09.21</u>	

for a return to school or safely supported		<ul style="list-style-type: none"> Leaders and health care staff should review individual pupils' handling plans, including the use of PPE Additional advice and training provided in relation to moving and handling prior to return Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those pupils <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils do not receive appropriate support	H	<ul style="list-style-type: none"> Catch up funding allocated for additional play therapy sessions for key students <p>As a result, pupils displaying covid related anxiety are well supported.</p>	L	M	Val Jacks / NG/ Hatty Antink	06.09.21	NG
Emergency evacuation due to fire etc	L	<ul style="list-style-type: none"> Emergency evacuation procedures emphasise use of closest exit direct to exterior of building. Assembly point is outside and organised so that social distancing can be maintained Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. Consistent use of Paxton system for electronic sign-in. Reminders to staff to swipe card, even if entering with a colleague Teachers also to keep a manual record that they carry with them on hearing the alarm. <p>As a result, social distancing is maintained as much as possible, in the event of an emergency evacuation.</p>	L	L	School Business manager	06.09.21	
Risk of staff not having signed in due to reduced movement around site	H		M	M	Individual class teachers	Daily practice	NG
Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> All cleaning and associated health and safety compliance checks have been undertaken prior to opening 	L	L	NG and school business manager	06.09.21	

		<ul style="list-style-type: none"> • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity/intensity of cleaning • Whilst pupils are at breaktime/lunchtime, identified member of staff, specified on rota to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • Disposable wipes/sprays are next to photocopiers/printers etc • Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room,). <p>As a result, high standards of cleanliness are maintained in school.</p>					
SLAs involving staff working across multiple settings leads to increased risk of cross infection	M	<ul style="list-style-type: none"> • ICT technician to ring before visit to establish necessity, and to work remotely wherever possible • If visit is required, area to be cleared of all staff/pupils prior to entry to specified area; masks to be worn and usual sanitisation followed; all equipment handled/ touched to be fully sanitised afterwards • Business manager currently working across two settings to maintain presence on site, work remotely wherever possible, and reimbursement of any hours unable to be fulfilled provided to purchasing school. • Twice-weekly lateral flow testing occurring to detect any asymptomatic infection • Regular communication/reviews between settings to establish effectiveness. 	<u>L</u>	<u>L</u>	<u>NG</u>	<u>06.09.21</u>	<u>Govs</u>
Site security attendant or handy man, Contractors, deliveries, visiting specialist	M	<ul style="list-style-type: none"> • All contractors visitors scheduled for non-school time wherever possible • Days/ hours of work of handy man after school hours 	<u>L</u>	<u>L</u>	<u>School business manager</u>	<u>02.09.21</u>	<u>NG</u>

<p>professionals and visitors increase the risk of infection</p>		<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries, unless by prior arrangement • Surfaces to be cleaned after any deliveries have been made. • The introduction of 'occasional' staff to school, such as music therapist, play therapist, physio, SaLT etc will be carefully timetabled to minimise 'bubble' cross over. These professionals will maintain a Covid safe working distance with school staff and students wherever possible, and follow their own agency's guidelines. Professionals will plan for time between change of individual or group session in order to sanitise all used and to be used resources, as well as own hands. • Music Therapist to ensure strict social distancing measures. No sharing of musical equipment within groups and to be cleaned after use. • In the designated classrooms / areas where therapies are taking place there will be doors and windows open to provide good ventilation. Social distancing of 2 metres apart where possible. When leaving school, staff will wash hands. 					
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		<ul style="list-style-type: none"> • Where therapies take place in one designated area staff will take and collect pupils from the therapist. All above guidance within this risk assessment will be enforced, as well as a site-specific risk assessment from themselves being required. • Any intervention requiring proximity of less than 2 metres will require the wearing of agreed PPE. • There will be no sharing of resources, such as musical instruments, and the area will be thoroughly cleansed following the session. • Visitors and contractors will be required to wear a facemask. <p>As a result, site team and external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
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Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Guidance specific to specialist settings: <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>
- Guidance on Asymptomatic mass testing in specialist settings: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- 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>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>

- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
 - Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
 - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
 - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
 - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
 - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
 - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
 - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
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- Public health England <https://www.gov.uk/government/organisations/public-health-england>
 - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
 - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>