

COVID-19 RISK ASSESSMENT

Risk assessment to minimise and manage the risk of infection at
Watergate Special School.

Created: 27 August 2020

Updated 6th November 2020



Background

This risk assessment will consider the risks, and strategies to minimise risk, to pupils, staff and others caused by the infection of a member of the school community attending school (e.g. pupils, staff, contractors, visitors and household members of pupils and staff) while the coronavirus leading to Covid-19 infection is in circulation in the general community in the UK. It is based on government guidance, which indicates that it cannot be a 'one-size-fits-all' approach.

Watergate School has drawn up this risk assessment, in consultation with union representatives and the Governing Body, to meet the needs of those who work, attend and visit the school.

Hazard

Coronavirus (SARS-CoV2, aka Covid-19): which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Risk Consequence

The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve and will not require further NHS treatment. While Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions who should follow the relevant government guidance.

- **Severity of Disease in Children**

There is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (covid-19)

- **The Age of Children**

There is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (covid-19)

- **Severity of Disease in Adults**

A small proportion of adults suffer a very serious or fatal illness, if infected. The likelihood of serious or fatal consequences is much greater for older people and those with underlying health conditions e.g. the clinically vulnerable and extremely clinical vulnerable for whom personal risk assessments should be completed (see also risk reference 1a below).

Likelihood is based on the likelihood of transmission, which may lead to one or multiple fatalities.

Premise – pupils at Watergate School have severe, multiple and complex learning difficulties. This means that, for a variety of reasons, their access to the wider community and interactions with others are severely restricted. Pupils attending Watergate School are likely to pose a lower risk to others than those children and adults who have more full and independent access to the wider community.

This risk assessment is based on the “Guidance for Full Opening of Schools”, published by the Department for Education on 2 July 2020, updated on 7 August 2020, last updated

on 5th November 2020 and available [HERE](#) (Due at the time of writing to be updated again to reflect the latest guidance on the use of face-coverings and updated guidance for special schools 5th November 2020).

Below is a general description of the provision all schools are expected to put in place as part of their mitigation against risk. This is followed by a more detailed description of the mitigation actions being taken by Watergate School.

A) Essential General Control Measures

applicable to all pupils, staff and others, in all schools, at all times

Procedures in place, including reminders to all adults and children via regular briefings, electronic communications, specific learning and poster displays to ensure:

- Pupils and staff stay at home if
 - Unwell with coronavirus (COVID-19) symptoms
or
 - In a household where somebody else is symptomatic
or
 - If instructed to do so by the NHS Test and Trace system or by a Public Health England, Lewisham Public Health or other health protection team officer

or
 - Where quarantine applies following travel abroad

- Pupils, staff and their households understand their obligation to be tested if displaying symptoms and follow NHS guidance.
- Frequent washing of hands with soap and water for 20 seconds and dry thoroughly using the correct hand washing technique. This includes on arrival at the setting, before and after eating, after breaks, after changing rooms and after sneezing or coughing
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- Not touch their mouth, eyes and nose.
- Follow the school's procedures for removing any face coverings used on the way to school or around school safely (not touching the front) and either putting them in a plastic bag, if reusable, or disposing in a bin (if disposable), then washing hands.
- Implement normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- Follow the school's procedures to minimise physical contact between individuals, particularly other team members, and maintain social distancing where possible.

B) School Infection Prevention Measures

All schools **must** have processes and facilities in place,

1. To minimise contact with persons unwell with coronavirus symptoms or who have somebody in their household with symptoms, including
 - a. Procedures to ensure staff and pupils in these situations do not attend school
 - b. Procedures to isolate and send home any pupil or staff who develop symptoms while at school
 - c. Procedures to support pupils and staff with engaging with NHS Test and Trace.
 - d. Procedures to contact the local health protection team if anybody who has attended school (staff, pupil, visitor or contractor) has tested positive and then follow Public Health's advice.
2. To enable thorough hand cleansing at appropriate times
 - a. Well maintained, regularly cleaned, hand washing facilities e.g. running water, soap and either electric dryers or disposable hand towels or (where running water not available) hand sanitiser stations stocked with suitable sanitiser available at appropriate locations.
 - b. Pupils and staff educated to cleanse their hands at appropriate times and appropriate supervision and assistance provided for children where needed.
 - c. Regular reminders of the required behaviours and staff leading by example.
3. Promote good respiratory hygiene by,
 - a. Ensuring tissues and bins with lids are available.
 - b. Bins regularly emptied and tissues re-stocked at appropriate intervals.
 - c. Appropriate education of "catch it, bin it, kill it" approach and support for pupils who need assistance e.g. EYFS and pupils with additional needs.
 - d. Arrangements to safely remove face coverings on arrival at school.
4. Enhanced cleaning – use the methods published in Public Health England's revised guidance on general cleaning in non-healthcare settings, found [HERE](#)
 - a. Identify rooms and facilities/areas used by different groups/cohorts e.g. toilets, dining halls, play areas,
 - b. Identify frequently touched surfaces (e.g. door handles, toilets, wash hand basins) that require enhanced "frequently touched surfaces" cleaning.

- c. Schedule frequent and enhanced cleaning for frequently touched areas and areas used by different groups/cohorts, ensuring suitable competent staff and supplies of standard cleaning products and materials are available
 - d. Where cleaning is not practical (e.g. books), arrangements should be put in place to store items out of reach/out of use, so that they are left unused and untouched for 48 hours for most materials and 72 hours for plastics.
5. Minimise contact between individuals and maintain social distancing wherever possible
- a. Identify appropriate cohorts or pods of consistent groups to minimise the contact between individuals, but still maintain the ability to teach a broad and balanced curriculum.
 - i. Inform/educate staff, pupils, parents/guardians/carers and others in the school community to explain how the cohorts/ work and why they must be maintained.
 - b. Set up facilities to maintain social distancing as far as practical (it is acknowledged that EYFS pupils and those with special needs are not expected to fully socially distance)
 - i. Staggered breaks and lunch times
 - ii. Minimise and manage corridor movements and circulations. This may involve one-way systems, corridors being marked with arrows to separate two-way flow, or a “traffic light” flow management system
 - c. Set up staff facilities to enable social distancing wherever possible, both in the classroom and nonteaching areas such as offices and welfare facilities/staff rooms.
 - i. In EYFS and classrooms for pupils with special educational needs, it is acknowledged that social distancing will not be possible with and among the pupils, so staff should interact with one cohort wherever possible. Any specialist staff working across more than one class/cohort should review their work practices to minimise direct contact with pupils.
 - d. Set up arrangements for pupils arriving and leaving school that keep cohorts/bubbles apart as far as practical, but also prevent gathering of parents and pupils at the school gates and minimise rush hour use of public transport.
 - i. Consider the school’s site and demography to decide how this can be best achieved. Options to consider can include,

- Staggered start and finish times (unless this leads to parents gathering outside the gates with siblings, which is not desirable). Staggering may assist in reducing congestion on public transport, however it will not work where pupils use school buses.
 - Using different entrances, so that cohorts arrive at different points and do not mix
- ii. Ensure pupils using school buses sit in their zone groups wherever possible.

C) Watergate School Specific Measures

ASPECT	MINIMISING CONTACT WITH THOSE WHO ARE UNWELL	
Responsible Person	Headteacher	
ACTIONS TO MITIGATE HARM		
<ul style="list-style-type: none"> • Parents/carers, pupils, staff, contractors and other visitors will be informed that nobody who is symptomatic or in a household where somebody else is symptomatic may attend school or enter the premises - they must all follow the government’s self-isolation, testing and tracing guidelines. • Parents given Covid-19 Home School Agreement to be read, signed and returned. • Parents/carers/staff/pupils/visitors etc will be reminded of this by notices at entrances, and communication sent home. • Any member of staff or pupil demonstrating symptoms should be tested as soon as possible. • The Headteacher of the school to be alerted to the result of the test immediately received. • If positive members of the zone self-isolate for 14 days following Risk Assessment with the London Coronavirus Reporting Call & Lewisham Public Health. • Prior to receipt of the test result the zone still operates. • Lewisham Covid-19 Standard Operating Procedure (SOP) to be followed. • The London Coronavirus Centre/ Public Health England to be contacted for further guidance. 		
Additional Actions	Responsibility	Date of Completion
Letters/emails/texts to parents and staff reminding them what to do if they or someone else in the house is unwell and why this is so important and stating that testing is an expectation. Letter to parents will prompt return of Covid-19 Home School Agreement	Headteacher	02/09/20 Reminder by 11/11/2020
Production of notices for entrances	Admin team	02/09/20
Staff arranging visits of contractors and other visitors to school to ensure that they are clear that they must not attend if unwell in anyway Contractors will not visit school during child contact times.	Admin team, Facilities Manager, SLT	02/09/20 and ongoing

ASPECT	RESPONDING TO CHILDREN AND STAFF WHO BECOME UNWELL AT SCHOOL
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Responsible Person	Headteacher
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ACTIONS TO MITIGATE HARM

- If anyone becomes unwell (staff or student) with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: Guidance for Households with Possible Coronavirus Infection found <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Full emergency PPE kits are kept in the Admin Office (to include FFP3 masks when they become available) & Parents Room
- If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and with appropriate adult supervision. Ideally, a window be opened for ventilation. Full PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- If a pupil becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home an FFP3, fluid- resistant surgical face mask should be worn by the supervising adult(s).
- If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: Cleaning of Non-healthcare Settings guidance.

Additional Actions	Responsibility	Date of Completion
Weekly check of full PPE kit kept for infection emergencies to be checked over weekly. Batteries of thermometers to be checked weekly	Facilities Manager	02/09/20 and weekly thereafter
Procedure to follow if it is suspected a child is symptomatic to be written up and placed in class information folder. Procedure to be included in beginning of term briefing	Member of SLT	02/09/20

ASPECT	Pupil or staff member contacted by NHS Test and Trace as a contact
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Responsible Person	All
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ACTIONS TO MITIGATE HARM

<ul style="list-style-type: none"> The person contacted should self-isolate in accordance with NHS Test and Trace instructions (if persons follow these instructions, the likelihood of transmission to others is minimised) 		
Additional Actions	Responsibility	Date of Completion
Parents & staff will be clearly informed of the procedure to follow, with regard to informing the school and following government guidance, if they are identified by Test and Trace as being someone who is a contact of a confirmed case of Covid-19	Headteacher	28/08/20 Reminder 11/11/20
Newsletters and staff briefings will remind staff and parents of their responsibility, with regard to informing the school and following government guidance should they be contacted by T&T	Headteacher	02/09/20 & ongoing
Contact should be maintained with the child's family/ Member of staff to provide any support/guidance/work required	Member of SLT with responsibility for the child's class or line management for the MoS	As required

ASPECT	HAND HYGIENE	
Responsible Person	Facilities Manager/ Headteacher	
ACTIONS TO MITIGATE HARM		
<ul style="list-style-type: none"> Ensure that there are ALWAYS sufficient supplies of sanitiser, toiletries and handwashing soap, toilet roll etc Promote government advice - cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Create systems, signs etc to encourage pupils and staff not to touch their mouth, eyes and nose Where a sink is not nearby hand sanitizer will be provided Hand soap/hot water will be readily available and 20 second wash and dry to be encouraged. Posters around the building on hand washing guidance from PHE. Staff to extend help to students who have trouble cleaning their hands independently. Visual handwashing sequences to be displayed for pupils to follow. Hand sanitiser dispensers will be mounted strategically in the corridors, and in classrooms at a high level for staff and also for staff to assist students in sanitising hands during the day. Children and staff to be encouraged not to touch mouth, eyes and nose. Posters around the building 		
Additional Actions	Responsibility	Date of Completion
Staff to ensure children wash hands on arrival to school.	Class teams	Daily

Hands, Face, Space posters in school	Facilities Team	11/11/20
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ASPECT	ENSURING GOOD RESPIRATORY HYGIENE
Responsible Person	Estates and Facilities Manager/ Headteacher

ACTIONS TO MITIGATE HARM	
<ul style="list-style-type: none"> • Ensuring good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste - promoting the 'catch it, bin it, kill it' approach • Windows to be kept open wherever possible to promote ventilation • Doors to be kept open where it is safe and reasonable to do so • Lidded bins in classrooms for the disposal of tissues/wipes etc. • Air conditioning systems been sanitised and serviced and confirmed that they are of a type which is safe to use. • Air conditioning systems in constant use in rooms without additional ventilation. 	

Additional Actions	Responsibility	Date of Completion
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ASPECT	CLEANING
Responsible Person	Estates and Facilities Manager
Actions to mitigate harm	

- Enhanced cleaning of toilet facilities
- Provide staff and parents with clear information about the cleaning that is taking place on a regular basis and after known/suspected infections according to guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> • Regular cleaning to World Health Organisation standards

Additionally:

- Surfaces that children touch during the day such as toys, books will be cleaned as often as possible throughout the day
- Surfaces that children/everyone touch during the day such as desks, chairs, light switches, door handles, toilets, etc. will be cleaned at the end of day under the standard COVID-19 cleaning SLA.
- Engage multiple suppliers and procure in advance so supplies won't run out. (Soaps, Paper Towels/Rolls, Tissues, Disinfectants, Hand Sanitisers, etc.)
- Periodic clearance of bins throughout the day if required
- Guidance provided re disposal of PPE

Additional Actions	Responsibility	Date of Completion
<ul style="list-style-type: none"> • Thorough cleaning commissioned after a known or suspected case of Covid-19 if appropriate. • Explore FOG cleaning or similar for Soft Play and other shared spaces 	Facilities Manager	02/09/2020

ASPECT	USE OF PPE
Responsible Person	Estates and Facilities Manager/ Headteacher
Actions to mitigate harm	
<ul style="list-style-type: none"> • The guidance says that PPE is only needed for pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way - see https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personalprotective-equipment-ppe • Where PPE is required, it will be provided to staff alongside guidance on its use • Minimise close contact time without negative impact on personal care. Where close contact is necessary, stand behind or beside the pupil, where practicable, rather than face-to-face • Staff may choose to wear face coverings in school, but must follow correct procedures, changing coverings on arrival, after taking breaks and when leaving school • Staff are discouraged from wearing gloves throughout the day as these do not provide an adequate substitute for good hand hygiene and may increase the risk of infection for them and for others. (This does not apply to single use of gloves for tasks as indicated) 	

Additional Actions	Responsibility	Date of Completion
<p>At times there is conflict between guidance provided to NHS staff and school staff regarding PPE for children with medical needs (NHS guidance dictates all should be treated as though they are infected.) It is important that school staff are adequately protected and that those coming into school follow school's guidance if it is appropriate to do so to avoid anxiety and conflict.</p>	<p>LA in consultation with NHS</p>	<p>Awaiting response</p>
<p>Children who have highly specialised needs that require the use of additional PPE will have clear risk assessments, procedures for use of the items and staff training will be provided.</p>	<p>Headteacher & NHS staff</p>	
<p>Face coverings to be worn by staff in high traffic areas at high traffic times e.g. on arrival and when leaving school, when in reception, on the stairs and in the Admin corridor.</p>	<p>Headteacher</p>	<p>11/11/20</p>

ASPECT	STAFFING
<p>Responsible Person</p>	<p>Headteacher</p>

Actions to mitigate harm

- Audit staff availability for work and conduct risk assessments where necessary
- Draw up staffing structure to best meet need, identifying 'zones' of children and staff where possible. Please note, according to Government Guidance a 'bubble' or 'zone' could be up to 250 children. At Watergate we will operate with 3 zones: Ladywell, Longhorn Corridor and Lacey Corridor. Wherever possible staff will work within a zone, however it must be recognised that in some circumstances this is not possible, for example where staff provide learning experiences across the school such as music or MOVE, teachers allocated to more than one class and. SLT who have to move across the site. Additionally, staff may be needed to provide cover for classes across zones. Cross zone working will be done where it is felt that the needs of the pupils outweigh the possible risk of infection
- Pupils are in classes where there is at least one known adult where possible, however staffing arrangements are unlikely to be as they have previously been at the start of a school year.
- **Agency supply staffing** – due to the additional risk posed by staff who may be working in a number of settings and who are not familiar with the school's control procedures the use of these staff will be avoided. Only long term agency staff to be used.
- **Therapy Staff** – Government Guidance states that therapists are able to move between schools, it is advised that they minimise contact with other staff.

Additional Actions	Responsibility	Date of Completion
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All staff to understand that staffing levels and arrangements will need to be flexible in order to meet the limitations and challenges of the current situation. They will be frequently be reviewed and changed/enhanced as is appropriate and possible	Headteacher	02/09/20
Review staff risk assessments as required,	SLT with line-management responsibility	
Staff working across zones to have addendums to their risk assessment with regard to physical interaction with pupils and contact with staff	SLT	04/09/20
Staff working across zones to complete Movement Around School record sheet each day	SLT	06/11/20 & ongoing
To discuss temp to perm contracts with agencies to fill vacancies but provide stability of staffing, N.B this is an option that can only be used as a last resort.	Headteacher & SBM	07/09/20
Agree working protocols with therapists and medical staff to ensure: uniformity of approach where possible; familiarity and agreement with school procedures and; strategies for minimising contact between them and other staff.	Headteacher	07/09/20
All therapy, nursing and medical staff will ensure that their visit is booked with a member of the admin team so appropriate working space can be allocated and staff informed of who will be in their class day.	SBM	07/09/20
All therapy, nursing or medical staff will complete Movement Around School recording sheet at the end of their visit. Medical staff to follow Medical in School Policy.	Headteacher	23/10/20 20/09/20

ASPECT	STAFF - CLINICALLY EXTREMELY VULNERABLE (CEV) (PREVIOUSLY SHIELDED) AND CLINICALLY VULNERABLE STAFF WORKING AT THE SCHOOL/SETTING
Responsible Person	Headteacher/ Line Managers

ACTIONS TO MITIGATE HARM

- A personal risk assessment should be completed for each staff member who is clinically extremely vulnerable, clinically vulnerable or in a group where there is a known higher risk (for example BAME). CEV staff should not be in the workplace from 5th November 20 until 2 December. If CEV staff choose to come to school their risk assessment must address minimising their risk of exposure while undertaking their job role.
- Review work methods to optimise social distancing, where practicable.
- Observe personal hygiene best practice.
- The guidance for extremely clinically vulnerable/shielding persons is available at <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> and for clinically vulnerable persons is <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-socialdistancing#clinically-vulnerable-people>

Additional Actions	Responsibility	Date of Completion
Review individual staff risk assessments using Lewisham updated document	SLT	13/11/20

ASPECT	PUPILS WHO ARE CLINICALLY EXTREMELY VULNERABLE (CEV) (PREVIOUSLY SHIELDED) OR CLINICALLY VULNERABLE
Responsible Person	Headteacher

ACTIONS TO MITIGATE HARM

- These pupils can be in school, in line with the government guidance, however some parents may seek medical advice. Pupils should be assisted to socially distance where possible and applicable.
- If a local rate of disease rises, clinically extremely vulnerable children may be advised to temporarily shield again, hence be temporarily absent from school.
- These children should take advice from their specialist health professional and, where applicable, the school should support the child in following this advice.
- Families can be referred to the Complex Needs Nursing Team, who will individually be able to discuss their concerns and risks.

Additional Actions	Responsibility	Date of Completion
Home learning packs and allocation of school resources to prioritise this group	SLT	14/09/20
Every child has Home Learning Plan discussed and agreed with their family		23/10/20

ASPECT	HOUSEHOLD MEMBERS OF PUPILS AND STAFF WHO ARE CLINICALLY EXTREMELY VULNERABLE (CEV) (PREVIOUSLY SHIELDED) OR CLINICALLY VULNERABLE
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Responsible Person	All
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ACTIONS TO MITIGATE HARM

- The staff and pupils living in households with cev persons should attend school as normal.
- These pupils and staff should follow the government advice about personal hygiene measures and social distancing as far as practical, both at school and in the home environment.
- Pupils and staff members should be supported by the school to follow personal hygiene and social distancing best practices, where possible.
- Families can be referred to the Complex Needs Nursing Team, who will individually be able to discuss their concerns and risks.

Additional Actions	Responsibility	Date of Completion
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ASPECT	CLASSROOM/GENERAL ACTIVITIES
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Responsible Person	Headteacher
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ACTIONS TO MITIGATE HARM

- Consistent groups of pupils and related staff will be identified wherever possible, to minimise the numbers of people each individual interacts with.
- Classes have additional teaching space allocated.
- It may not always be possible to isolate groups of pupils and staff and in these situations the whole school will be considered as a zone.
- There will be some staff who cannot remain with a single cohort, because they have another role in school. These staff will be briefed to be particularly careful to optimise their social distancing where possible, minimise their close contact with others and use other controls where they need to be close.
- Classes to eat in classrooms or in dining rooms with smaller groupings.
- No physical whole or half school assemblies.
- No large group playtimes – timetabled use shared play areas.
- Remove surplus soft furnishings, books, soft toys and toys that are hard to clean – equipment to be used and cleaned on a rota
- Reduce the quantity of freely available resources and equipment in classrooms – resources to be used in rotation.
- Parents to be requested to not allow their children to bring toys, books or any other non-essential items to school.
- Pupils may require direct physical intervention from staff, due to young age or learning difficulties. This should be managed as carefully as possible using available best practice guidance. Staff to observe frequent hand hygiene to minimise risk and to avoid touching face with hands.

Additional Actions	Responsibility	Date of Completion
Timetable for use of central play areas, adventure play area and sensory garden	SLT	04/09/20
Classes to take own resources to use in sensory rooms – no sharing of small equipment	Teachers	07/09/20
Teachers to plan group activities carefully and make full use of additional teaching space and outdoor areas. Avoid whole class activities where pupils and staff are in very close proximity.	Teachers	07/09/20
Individual risk assessment for staff who work across zones	SLT	23/10/20

ASPECT	Playground activities (Outdoor transmission likelihood believed to be much lower than indoors.)	
Responsible Person	Headteacher	
ACTIONS TO MITIGATE HARM		
<ul style="list-style-type: none"> Staggered breaks and lunch times to ensure pupils and staff cohorts do not mix in the playground (if two or more cohorts are playing at the same time, each cohort should be in a separate area of the playground and using different equipment). Play equipment should be cleaned regularly, equipment should be wiped down between each group. Hand washing before and after each break and/or use of play equipment. 		
Additional Actions	Responsibility	Date of Completion
Timetable for breaks and lunchtimes	SLT	04/09/20

Aspect		
Corridors/movements to other rooms, etc.		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> Corridor movements will be reduced to only those journeys which are essential, to prevent mixing of groups On the stairs, staff, parents and visitors to follow the guidance displayed, i.e. only one set of people on the stairs at a time, others should wait either at the bottom or the top as appropriate, stairs are clear. Interaction between cohorts and staff should be avoided where possible or limited to as short a period as possible (e.g. crossing briefly in corridors, upper foyer or playgrounds). Floor markings to demonstrate walk on the left in corridors. 		
Additional Actions	Responsibility	Date of Completion
Whilst the school is divided into zones staff should severely limit interactions between class groups (both staff and pupils) other than when in the outdoor play areas. i.e. no borrowing of resources, use of rooms that have not been allocated to a class group, etc.	SLT	

Staff to wear face coverings at beginning and end of school day when in high traffic areas: corridors, stairs, reception & at lockers.	SLT	11/11/20
Completion of Movement Around School forms by staff working across zones each day.	SLT	06/11/20

Aspect		
LUNCH		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> Lunch to be served to zones who should not interact with another cohort. Some classes to be served lunch in their classroom to reduce the number of pupils and staff in the dinner hall. Tables are high touch surfaces and must be cleaned between each cohort usage (and there should be no shared items (e.g. water jugs, condiments) on tables. Meals to be served to children on plates – no self-service School kitchens must operate in line with the government guidance for food businesses on coronavirus/COVID-19 - https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 		
Additional Actions	Responsibility	Date of Completion
Clear plan and protocol for cleaning of tables between groups at lunchtime both in classrooms and in the hall as appropriate.	Senior MMS	04/09/20
Tables will be set up for each class group using the dining room, even though they will not all be in the room at the same time, i.e. no double use of tables		

Aspect		
PHYSICAL ACTIVITIES		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> Outdoor learning, sports and physical education should be prioritised, where possible. The hall can be used where outdoor facilities are not available (outdoor activities are lower risk than indoor activities) – one class at a time. <p>Where indoor spaces are used:</p> <ul style="list-style-type: none"> Activities to be timetabled, with one zone using the hall per day Meticulous hand and respiratory hygiene must be practised Meticulous cleaning of indoor sports facilities between groups is required See the Association of Physical Education’s guidance https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19Interpreting-the-Government-Guidance-in-a-PESPA-Context-FINAL.pdf 		
Additional Actions	Responsibility	Date of Completion
<p>Outdoor learning activities to be a part of daily planning for all class groups.</p> <p>Teachers to make full use of individual class outdoor areas throughout the day.</p>	<p>Teachers</p>	<p>04/09/20 & ongoing</p>

Aspect		
ARRIVAL/DEPARTURE		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> Pupil arrival and departure arrangements to be managed to minimise interactions between other cohorts and other persons (other parents, visitors, etc) Children arriving and leaving on school buses: <ul style="list-style-type: none"> Ambulant Longhorn children to be taken off buses first, when this is complete SLT member informs Lacey staff who come for their children. Staff & pupils exit and enter classroom via their external class door. When all ambulant Longhorn and Lacey pupils are off buses pupils in wheelchairs are In the afternoon pupils in wheelchairs, then Longhorn pupils, then Lacey to be put on buses. Member of SLT to inform Longhorn and Lacey teams when it is time for their pupils to board. For children being brought to school by parents/carers: 		

<ul style="list-style-type: none"> ○ No more than 3 parents/carers to enter school with their child at a time and to be directed upstairs to wait (socially distanced in the Upper Foyer). ○ Once they are in a further 3 families can be admitted to wait in reception – one on either side of the area ○ Families waiting outside to remain in cars or wait within marked yellow area, observing distancing guidance ○ Family members to wear masks if they enter school. ○ Reception staff manage the arrival and departure, calling class teams to collect children as they arrive. ○ Reverse procedure at the end of the day. 		
Additional Actions	Responsibility	Date of Completion
Families, admin team and class teams to be extremely clear on the procedures for arrival and departure: -letter to parents - protocol for staff – in staff files	SLT	02/09/20

Aspect		
MAINTENANCE AND CONTRACTOR VISITS		
Responsible Person	Estates and Facilities Manager	
Actions to mitigate harm		
<ul style="list-style-type: none"> • Contractors to be advised of school’s policies on or before arrival. Their telephone number should be recorded with the other visitor/contractor details, in case NHS Test and Trace need to contact them. • Contractors not to mix with any cohort of pupils or with their staff, and their arrival time to be pre-agreed. • Consider emergency works procedure; classroom activities may need to cease and relocate to an alternative space. • Contractors must provide RAMS for all activities on site bearing in mind Covid-19 risk. Where possible, visits should happen outside of school hours. 		
Additional Actions	Responsibility	Date of Completion
All external visits are put onto the school weekly calendar	Facilities Manager	04/09/20
All contractor visits happen out of child contact times (unless an emergency occurs)	Facilities Manager	06/11/20

Aspect		
EXTERNAL PROFESSIONALS WHO WORK WITH CHILDREN		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> • Medical, Nursing and Therapy Staff – Government Guidance states that therapists are able to move between schools, it is advised that they minimise contact with other staff. • Wherever possible, visits/meetings to be conducted by telephone, video conferencing etc. • Essential other visits to be conducted with social distancing and hygiene in place. 		
Additional Actions	Responsibility	Date of Completion
Agreement on visit protocols with external professionals who may hold meetings and clinics, such as paediatricians, SaLT etc.	Headteacher	07/09/20
Covid 19 Medicals in School Policy & Procedures strictly adhered to	Headteacher	20/09/20
Risk assessments will be completed with external professionals who will be conducting meetings/clinics on-site	Headteacher	07/09/20 and ongoing
External staff who are working in more than one setting will wear a face covering when on site and follow public health guidance on their use	External staff members	07/09/20
All visits from external staff to be booked and placed on weekly school calendar	SBM	07/09/20
External staff will complete Movement Around School record sheets at the end of their visit	Headteacher	06/11/20
External staff allocated appropriate workspace if they are in school for extended periods (e.g. SaLT)	Headteacher	23/10/20

Aspect		
MEETINGS WITH EXTERNAL STAFF, PARENTS ETC		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> • Wherever possible, all meetings to be conducted by telephone, video conferencing etc. • Essential other meetings to be conducted with social distancing and hygiene in place. • Where visitors attend site, their telephone number should be recorded with the other visitor details, in case NHS Test and Trace need to contact them. 		
Additional Actions	Responsibility	Date of Completion
Where parents come into school for meetings face covering to be worn	Admin Team	07/09/20 & ongoing
All visits from external professionals to be booked and placed on weekly school calendar	SBM	07/09/20
During the period 5 November 20 – 2 December 20 parents will only come into school when dropping/collecting their child or if they have a pre-booked meeting	Headteacher	05/10/20

Aspect		
FIRST AID/ILL HEALTH (OTHER THAN COVID-19 SYMPTOMS)		
Responsible Person	Headteacher/Line Managers	
Actions to mitigate harm		
<ul style="list-style-type: none"> • Further guidance issued to first aiders on providing general first aid, CPR and resuscitation – see https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ • All first aiders to always err on the side of caution when called to attend to ill children, to take child's temperature and consider the possibility of Covid-19 		
Additional Actions	Responsibility	Date of Completion

<p>Thermometers readily available and in working order. Weekly testing, spare batteries in stock.</p>	<p>Facilities Manager</p>	<p>02/09/20 and weekly thereafter.</p>
<p style="text-align: center;">Aspect</p>		
<p>CLEANING</p>		
<p>Responsible Person</p>	<p>Facilities Manager</p>	
<p style="text-align: center;">Actions to mitigate harm</p>		
<ul style="list-style-type: none"> • Cleaning will be done in line with guidance in https://www.gov.uk/government/publications/guidance-for-full-opening-specialschools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-healthadvice-to-minimise-coronavirus-covid-19-risks • Thorough cleaning to be done while pupils not in classrooms by cleaning staff. • Routine wipe-downs to be done during the course of the day, by class teams as usual. • Cups, cutlery, crockery, chewies, etc. to be cleaned in Milton or put in dishwasher by class teams, at the end of each day • PPE for cleaning in line with COSHH/cleaning risk assessment, including of metal/hard surfaces and toilet facilities. Normal cleaning materials (e.g. detergents and bleach) to be used except when a case of Covid-19 is suspected – then follow https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Instruction provided on how to use PPE correctly including hand hygiene. • Frequently touched surfaces cleaned frequently throughout the day – additional cleaning team on duty to do this (external contractor, but regular staff). • Cleaning staff collect and dispose of waste bags (including clinical waste) at the end of the school day • Bins will have lids and lids must be kept in place throughout the day.. 		
<p style="text-align: center;">Additional Actions</p>	<p style="text-align: center;">Responsibility</p>	<p style="text-align: center;">Date of Completion</p>
<p>Separate cleaning activities risk assessment must be completed by competent person and communicated to cleaning staff prior to cleaning activities.</p>	<p>Facilities Manager</p>	<p>02/09/20</p>

Aspect		
Staff welfare facilities		
Responsible Person	Headteacher/Facilities Manager	
Actions to mitigate harm		
<ul style="list-style-type: none"> • Additional staff rooms to be created to reduce staff proximity. Food tech room to be used as staff room for Longhorn Corridor. Lacey staff to use downstairs staff room or training room (classes designated to each room). • Prep room 1 to be booked for use of laminator • Prep Room 1 to be used by Lacey staff. Prep Room 2 – Longhorn staff. Where possible staff to use laptops in free spaces to do preparation work. • Staff to clean down all equipment before and after use. • Staff should not share cups, crockery and cutlery. • Allocation of toilets – to be discussed 		
Additional Actions	Responsibility	Date of Completion
Purchase of additional crockery & cutlery for staff rooms	Facilities Manager	05/11/20
Purchase of laminator and laminating pouches for Prep Room 2 if required.	Admin Team	02/09/20
Cleaning materials and instructions to be placed at all computer workstations	Facilities Manager	02/09/20
Arrangements for lockers of the two main-site teams to be separated.	Facilities Manager & SBM	07/09/20

Aspect		
STAFF TRAVEL TO/FROM SCHOOL		
Responsible Person	Individual staff members	
Actions to mitigate harm		
<p>a) by foot, bike or private car</p> <ul style="list-style-type: none"> Staff are advised to avoid public transport, where possible walking and other forms of travel should be encouraged. <p>b) by public transport</p> <ul style="list-style-type: none"> Face coverings to be worn on public transport, in line with government guidance. 		
Additional Actions	Responsibility	Date of Completions
Staff who use public transport to check their route and adjust timings, bearing in mind additional traffic and that buses/trains have greatly reduced capacity at the moment	Individual staff members	02/09/20
Staff who usually car share to consider safest possible procedures, e.g. seating in car, use of face masks, open windows etc	Individual staff members	02/09/20
Staff who drive to work to adjust journey timings due to increased traffic	Individual staff members	02/09/20
School to put suitable procedures /arrangements in place to support the hygienic removal of face coverings on arrival at school.	Facilities Manager	02/09/20

Aspect		
<p>CURRICULUM ACTIVITIES CREATING HIGH VELOCITY DROPLETS FROM MOUTH/NOSE E.G. SINGING</p> <p>Playing woodwind (oboe, clarinet, flute, recorder, etc.) or brass (trumpet, trombone, etc.) instruments Drama Singing and music are essential interactional tools for our children and should therefore continue wherever possible.</p>		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> • Musical distancing (e.g. 2 metres to be applied) • Small groups – maximum 8 • Pupils to be back-to-back or side-to-side (NOT facing) • Well ventilated rooms or outside. 		
Additional Actions	Responsibility	Date of Completion
Stringent cleaning regime for musical instruments	Teachers	

Aspect		
<p>CURRICULUM ACTIVITIES REQUIRING CLOSE PROXIMITY OR TOUCHING OF OTHER PERSONS, e.g. Dance, Drama, Swimming, Intensive Interaction</p> <p>These areas are of critical importance for the learning, communication and well-being of our children and should therefore continue whenever possible.</p>		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> • Consistent pupil groups maintained. • Equipment to be cleaned regularly. • Staff to consider body positioning, e.g. sideways on, proximal distance • Personal hygiene (handwashing) to be maintained. • No plays and concerts allowed until government guidance changes. 		
Additional Actions	Responsibility	Date of Completion
Each class to write their own risk assessment for swimming based on their cohort of children – in close liaison with SLT	Headteacher	01/10/20

Staff to be vigilant about maintaining distance from each other even if they have to be close to the child		
Aspect		
PROVISION OF PERSONAL CARE		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> - To always maintain the dignity and well-being of the child - To use PPE: gloves & aprons - If the activity is aerosol generating to use masks and goggles/visors as required. - When possible to stand behind child to change them. - To maintain a calm, low arousal environment (adapt as appropriate to the individual) so the child is happy to receive personal care - Where 2 members of staff are required to provide personal care staff to consider wearing face masks to protect themselves from each other. 		
Additional Actions	Responsibility	Date of Completion
Daily checks of PPE supplies	Facilities Manager	Ongoing

Aspect		
MANAGEMENT OF BEHAVIOURS OF CONCERN		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> - Individual risk assessments and Relational Support Plans for children who have particular behaviours of concern to be consistently followed - Maintain a low arousal environment, making only reasonable and manageable demands on the child. - Avoid physical intervention except in extreme circumstances where a child is at significant risk of hurting themselves or others. ALWAYS a last resort. 		
Additional Actions	Responsibility	Date of Completion

<p>Risk assessments and RSPs to be developed with class teams and signed by all members to say they have read and understood them</p>	<p>SLT</p>	
<p>Aspect</p>		
<p>EDUCATIONAL VISITS (DOMESTIC, NON-RESIDENTIAL)</p>		
<p>Responsible Person</p>	<p>Headteacher</p>	
<p>Actions to mitigate harm</p>		
<ul style="list-style-type: none"> Guidance dated 2 July 2020 advises against residential domestic trips. However, non-residential (non-overnight) domestic educational visits can be resumed in the autumn term (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools). 		
<p>Additional Actions</p>	<p>Responsibility</p>	<p>Date of Completion</p>
<p>Educational visits will not take place before October half term. The situation will then be reviewed. In the first instance only visits to outdoor spaces where there is no interaction with other members of the community will be considered.</p>	<p>SLT</p>	<p>23/10/20</p>
<p>When agreed that educational visits will re-commence these trips will be risk assessed in the normal way. The risk assessments will include consideration of,</p> <ul style="list-style-type: none"> Maintaining consistent groups (cohorts/zones) of pupils COVID-secure arrangements at the destination. <p>- Public transport not to be used.</p>	<p>SLT</p>	<p>01/01/21</p>

Future local or whole area lockdowns

We recognise that it is possible that we will have future lockdowns. These might include locking down a class, zone, a site or the school. We are already working really hard to make sure we are ready for this.

All lockdown decisions will be made in conjunction with the London Coronavirus Centre/Public Health England.

If lockdown occurs we will provide online and work pack learning activities for all pupils. This will be matched as closely as possible to the school curriculum. Staff will continue to work on making provision for pupils remotely and through work packs.

In recognition that a future lockdown is very likely the school will all be developing and preparing online learning, personalised Home Learning Plans, and work pack learning activities which match the curriculum offer and can be initiated immediately.

We will also be having further discussions with the Local Authority to look to address the digital equity issue prior to a future lockdown.

Questions

If you have any questions linked to this risk assessment please raise these with your line manager, a member of SLT or the Headteacher.

These are really challenging times and we are incredibly proud of the response our staff have made to the present situation and our pupils and family's willingness to work with us. Thank you!