

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

Updated 6th January 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. **It has been reviewed in the light of the new national lockdown, which legally came into force on 6th January 2021. The new variant of Covid-19 is believed to be significantly more transmissible than the original strain, reviewed measures take this into account**

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. However, the needs of the children at the school mean that a far higher ratio of staff are required: class teams can consist of up to seven adults. This density of staffing, where staff often have to work close to each other in order to provide specialist support, that means they can pose a significant risk to each other.

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, updated on 30th December 2020 and the [Guidance for full opening: special schools and other specialist settings, Updated 31st December 2021](#)

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, will not attend school and advised to be tested as soon as possible • The Headteacher to be alerted to the result of the test immediately received – reporting number and procedures is shared with staff and parents. • If positive test result is received, those identified as close and proximity contacts of the person will self-isolate for 10 days following Risk Assessment with the London Coronavirus Reporting Call & Lewisham Public Health. • Prior to receipt of the test result the class and zone still operate. • Lewisham Covid-19 Standard Operating Procedure (SOP) to be followed. <ul style="list-style-type: none"> • The London Coronavirus Reporting Centre/ Public Health England to be contacted for further guidance when required. • 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. • Staff arranging visits of contractors and other visitors to school to ensure that they are clear that they must not attend if unwell in any way • Contractors will not visit school during child contact times, except in emergency or by special arrangement 	

ASPECT	RESPONDING TO CHILDREN AND STAFF WHO BECOME UNWELL AT SCHOOL	
Responsible Person	Headteacher	
ACTIONS TO MITIGATE HARM		
<ul style="list-style-type: none"> • If anyone becomes unwell (staff or student) with a new, continuous cough, loss of taste/smell and/or a high temperature in school, 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 • 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. In most cases this will be the Parents' room. 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). • Full emergency PPE kits are kept in the Parents' Room: masks/visors/aprons • 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, loss of taste/smell and/or a high temperature, they do not need to go home unless they develop symptoms themselves 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. • Staff who become unwell, with symptoms that could indicate they have Covid 19, at school will inform a member of the Senior Leadership team and follow all advice given with regard to: homeward travel; undertaking a PCR test; self-isolating and cooperating with school risk assessment to identify contacts in the event of a positive PCR test. 		
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	Weekly
Procedure to follow if it is suspected a child or member of staff is symptomatic to be written up and placed in class information folder. Procedure to be included in beginning of term briefing	Member of SLT	In place

ASPECT		MEMBERS OF STAFF WHO MAY BE ASYMPTOMATIC	
Responsible Person	Headteacher		
ACTIONS TO MITIGATE HARM			
<ul style="list-style-type: none"> Working with Public Health, Lewisham, following risk assessment, training and observed practice, the school will offer regular Lateral Flow Device (LFD) testing to staff who wish to participate from 4/1/21 			
Additional Actions		Responsibility	Date of Completion
<p>If a staff member undertakes a lateral flow device test (LFD) in school and receives a positive result they must follow all guidance for self isolating, obtaining a confirmatory PCR test and work with SLT to risk assess who they have had contact with.</p>		All staff	From 4/1/21

ASPECT		PUPIL OR STAFF MEMBER CONTACTED BY NHS TEST AND TRACE AS A CONTACT	
Responsible Person	All		
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
<p>If a staff member undertakes a lateral flow device test (LFD) in school and receives a positive result they must follow all guidance for self isolating and work with SLT to risk assess who they have had contact with.</p>		All staff	From 4/1/21
<p>If a staff member receives a positive LFD test result the LFD Positive Result SOP will be strictly followed.</p>		LFD testing team	From 4/1/21
<p>Parents & staff 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</p>		Headteacher	Reminder 11/01/21

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	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

ASPECT	ENSURING GOOD RESPIRATORY HYGIENE	
Responsible Person	Facilities Manager/ Headteacher	
ACTIONS TO MITIGATE HARM		

- 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

ASPECT	CLEANING
Responsible Person	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. 	Facilities Manager	As required

ASPECT	USE OF PPE
Responsible Person	Facilities Manager/ Headteacher
Actions to mitigate harm	

- 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)
- External staff delivering therapy/healthcare/specialist teaching will wear PPE when in contact with classes as determined by their organisation’s guidance and protocols

Additional Actions	Responsibility	Date of Completion
Children who have highly specialised needs (e.g. AGP) that require the use of additional PPE will have clear risk assessments, procedures for use of the items and staff training will be provided.	Headteacher & NHS staff	
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.	Headteacher	11/11/20

ASPECT	STAFFING
Responsible Person	Headteacher

Actions to mitigate harm
<ul style="list-style-type: none"> • Audit staff availability for work and conduct and review 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. Child contact staff will work within a zone and wherever possible should limit their interactions to only those children and adults within their class team, particularly when inside. Staff should not be having what could be defined as ‘contact’ with those who are not in their class team. REFER TO APPENDIX 1 FOR DEFINITION OF A CONTACT • However, it must be recognised that in some circumstances this is not possible, for example where staff are required to provide emergency cover, such as in the case of a team member being sent home due to illness This will be done where it is felt that the needs of the pupils outweigh the possible risk of infection. In situations where this occurs the member of staff joining a team will not carry out activities involving close contact with another adult, e.g. toileting or transfers. They will exercise strict social distance between themselves and other members of the team.

- From 4th January 2021, until further notice, provision of face to face learning experiences across the school such as music or MOVE, will not be delivered. Staff who provide this will find alternative approaches such as instructing class teams/ Zoom interactions, etc.
- Should it be necessary to move a staff member across zones, wherever possible a gap between working days will be put in place and a lateral flow test offered prior to commencing work in the new zone.. Cross zone working will only occur as a last resort and once implemented every effort will be made to keep that person in one place until a suitable contact break can be arranged.
- Wherever possible pupils are taught in their usual class groups. If this is not the case they will be placed in classes where there is at least one known adult or a thorough hand-over will be done between class teams.
- **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 & External Specialist Teachers** – Government Guidance states that therapists are able to move between schools, it is advised that they minimise contact with other staff. During the course of the lockdown that commenced 6th January 2021, therapists will not work directly with children in classrooms, unless there is an urgent need such as outstanding assessment or a safety issue. Should this be the case staffing numbers in the room will be altered to ensure there are no more than 3 adults in the room.

Additional Actions	Responsibility	Date of Completion
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	
Any staff working across zones to complete Movement Around School record sheet each day	SLT	06/11/20 & ongoing
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 Revised 11/1/21
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 (If appropriate, although this will be severely minimised).	SBM	07/09/20 Revised 11/1/21
All therapy, nursing or medical staff will complete Movement Around School recording sheet at the end of their visit. Medical staff to follow Medicals in School Policy.	Headteacher	Revised 11/1/21

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		
<ul style="list-style-type: none"> • 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 6th January until 20th February 2021. If CEV staff choose to come to school their risk assessment must address minimising their risk of exposure while undertaking their job role and ensure that they fully recognise the risks of being in school • 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	6/1/21

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

ACTIONS TO MITIGATE HARM		
<ul style="list-style-type: none"> • During January and February 2021, CEV pupils, in line with the government guidance, should not be in school. However some parents may wish their children to be in school, a collaborative risk assessment will be completed for these children. If in school CEV pupils should be assisted to socially distance where possible and applicable and all appropriate measures put into place. • Clinically vulnerable children may be in school during this time if this is what parents wish, if parents prefer their child to stay at home during the lockdown this is permitted. • Where necessary parents 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	Reviewed 11/1/21
Every child has Home Learning Plan discussed and agreed with their family	Class teacher	

ASPECT	HOUSEHOLD MEMBERS OF PUPILS AND STAFF WHO ARE CLINICALLY EXTREMELY VULNERABLE (CEV) (PREVIOUSLY SHIELDED) OR CLINICALLY VULNERABLE
Responsible Person	All
ACTIONS TO MITIGATE HARM	
<ul style="list-style-type: none"> • 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. 	

ASPECT	CLASSROOM/GENERAL ACTIVITIES	
Responsible Person	Headteacher	
ACTIONS TO MITIGATE HARM		
<ul style="list-style-type: none"> • Maximum 3 staff and 4 pupils to a class until at least 21st February 21. Staff to work on a rota to minimise the number of adults in a room at any one time. • Classes to operate as bubbles. • Consistent groups of pupils and related staff will be identified, to minimise the numbers of people each individual has contact 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. • The vast majority of staff will remain with a single class. If there need to be changes to this, gaps between moving from one class to another will be rota'd and lateral flow testing offered before starting in the new class group. If immediate, emergency moves need to be made for safety reasons, these staff will be briefed to be particularly careful to optimise their social distancing where possible, not to take part in activities requiring them to be in close physical contact with other adults (e.g. personal care), minimise their close contact with others and use other controls when they need to be close. • Classes to eat in classrooms or in dining room one class at a time. • 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	Reviewed 11/1/21
Classes to take own resources to use in sensory rooms – no sharing of small equipment	Teachers	Reminded 11/1/21
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	Ongoing

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, and class groups are bubbles, 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	Reminder to staff 11/1/21
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
SLT who move around school throughout the day to undertake daily lateral flow testing	SLT	6/1/21

Aspect		
LUNCH		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> Lunch to be served to classes who should not interact with another cohort. Most 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

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. <p>Where indoor spaces are used:</p> <ul style="list-style-type: none"> Activities to be timetabled, with one zone using spaces 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-PESSPA-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>	Teachers	04/09/20 & ongoing

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) <p>- Children arriving and leaving on school buses:</p> <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. <ul style="list-style-type: none"> For children being brought to school by parents/carers: 		

<ul style="list-style-type: none"> ○ No more than 2 parents/carers to enter school with their child at a time and to wait in reception (on opposite sides) until their child is collected by a member of the class team. ○ 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
<p>Families, admin team and class teams to be extremely clear on the procedures for arrival and departure:</p> <ul style="list-style-type: none"> -letter to parents - protocol for staff – in staff files 	SLT	15/1/21

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. Until 21 February therapist and external specialist teachers will not work in classrooms, unless there is an urgent need – e.g. statutory assessment, safety issue. Essential visits to be pre-planned and agreed by Headteacher. • Wherever possible, visits/meetings to be conducted by telephone, video conferencing etc. • Therapy Room can be booked, providing no more than two adults in the room at one time. If there is a need for 3 adults visits must be agreed by headteacher. 		
Additional Actions	Responsibility	Date of Completion
Agreement on visit protocols with external professionals, such as paediatricians, SaLT etc.	Headteacher	15/1/21
Covid 19 Medicals in School Policy & Procedures strictly adhered to	Headteacher	Reviewed 11/1/21
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 PPE as mandated by their agency on site and follow public health guidance on their use	External staff members	Reviewed 11/1/21
All visits from external staff to be booked and placed on weekly school calendar	SBM	Ongoing
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) will not have workspaces I school until at least 21/2/21	Headteacher	Review 2/2/21

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. – meetings in school will only be agreed if there are exceptional circumstances • Essential other meetings to be conducted with social distancing and hygiene in place. 		
Additional Actions	Responsibility	Date of Completion
If parents have to come into school for meetings face covering to be worn and strict social distancing will be planned for.	Admin Team	11/1/21
All visits from external professionals to be booked and placed on weekly school calendar	SBM	07/09/20
During the period 6 January – 21st February parents will only come into school when dropping/collecting their child or if they have an essential, pre-booked meeting	Headteacher	Review 21/2/21

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
Thermometers readily available and in working order. Weekly testing, spare batteries in stock.	Facilities Manager	02/09/20 and weekly thereafter.
Aspect		
CLEANING		
Responsible Person	Facilities Manager	
Actions to mitigate harm		
<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.. 		

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. 	

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 to avoid car sharing in all but exceptional circumstances. If there is no other option to consider safest possible procedures, e.g. seating in car, use of face masks, open windows etc	Individual staff members	11/1/21

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"> • Music and creative activities will only occur in class groupings and be led by class staff. • Musical distancing (e.g. 2 metres to be applied) • Small groups – maximum 4 • 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 – activities only take place in class groups. • 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. • Staff to be vigilant about maintaining distance from each other even if they have to be close to the child 		
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	To be reviewed by 15.1.21
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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 wear 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
Risk assessments and RSPs to be developed with class teams and signed by all members to say they have read and understood them	SLT	
Aspect		
EDUCATIONAL VISITS (DOMESTIC, NON-RESIDENTIAL)		
Responsible Person	Headteacher	
Actions to mitigate harm		
<ul style="list-style-type: none"> No educational visits to take place 		

Appendix 1: What is meant by a contact – taken from [Guidance for Contacts of People with Confirmed Coronavirus \(Covid-19\) Infection who do not Live with the Person](#) updated 18/12/21

A contact is a person who has been close to someone who has tested positive for COVID-19 with a [polymerase chain reaction \(PCR\) test](#). You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.

A contact can be:

- anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

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!