



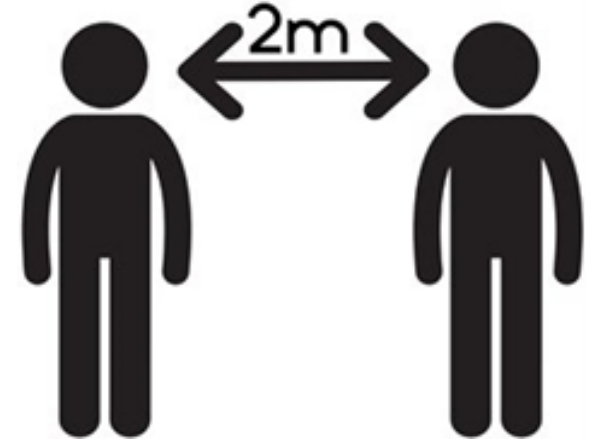
School Re-opening Risk Assessment

Staff Training
1st/2nd June 2020

Statements of fact

Our children will not be able to

- Socially distance
- Maintain hand hygiene
- Maintain respiratory hygiene
- Always manage their own behaviour
- Always manage their own intimate care



We will have to help them/supervise them/educate them

How can we make this as safe as possible?

School re-opening Risk Assessment

How will we keep staff aware and abreast

- Training 1st and 2nd June – re-induction
- Briefings – daily or weekly
- Regular emails from Sarah
- Opportunities for staff to comment on arrangements – make suggestions
- We will amend the Risk Assessment to take account of current and emerging realities – it is a live document

Dr Matt Butler, Consultant Geriatrician and General Physician at
Cambridge University Hospitals NHS Foundation Trust

https://youtu.be/K2bEm_NvIpc

- 16. transmission
- 21.06 – where to have your head
- 25.00 - cleaning
- 28 - sharing things
- 34.55 - cleaning products/detergents
- 37.19 – PPE, changing nappies
- 41.30 – cleaners
- 55.00 – gloves

Hand washing



- Staff and children will wash their hands on arrival.
- If there is no sink in a particular area, children will be supervised in using hand sanitiser, in classrooms and other learning environments.
- Children will be encouraged to wash their hands throughout the day.
- Frequent hand cleaning will be included as part of our normal routines. Class teachers will manage children using shared washing facilities.
- Children will be encouraged to wash their own hands, using handwashing songs. See guidance and resources available at: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

The building



- One-way system marked out on the carpet in reception area and along the corridor to the first set of double doors.
- 2m guidelines marked on the carpet in front of photocopiers in reception area and hall.
- 2m guidelines marked on carpet in staff room in front of sink, microwave and fridge.
- Classes will use their external doors to access playground areas.
- The two sets of double doors in the main corridor may be propped open at key points during the school day (at the beginning and end).

Social distancing in shared spaces

Staff room

- numbers will be limited to allow social distancing
- chairs moved apart, single occupancy of double seats; staff room extended into back meeting room to allow more space
- 2m rule observed at water heater, microwaves and fridge – markings on carpet
- tables limited to 1 person
- staff to bring own utensils – cup, cutlery, plate; no utensils to be left out on counter top, in sink or rack
- remove washing up rack



Social distancing in shared spaces

Communication Room and General Office

- 2m rule to apply to desks; screens between desks if necessary
- no sharing of desks or phones without disinfecting first
- expectation that admin staff who are based here will work from home where possible

Reviews Office

- limited to one person
- expectation of working from home
- no sharing of phone without disinfecting first

Social distancing in shared spaces

Reception area

- will be kept clear of gatherings
- 2m social distancing by staff when signing in and out
- one-way system marked on carpet
- staff working at reception desk will not be swapped/covered at lunch time
- only the receptionist will answer the main phone; other staff will answer phone via remote pick up (13) if required
- parents will not come in; they will wait outside or in the lobby and observe 2m rule if there are other people there as well
- children will not bring registers down or run errands
- there will be no work experience for older pupils

Social distancing in shared spaces

Photocopiers

- panels will be cleaned regularly throughout the day
- staff using photocopiers will observe 2 m rule – markings on carpet
- children will not use photocopiers



Toilets

- Classes 1 and 2 have their own toilets. Only one child at a time should use the toilet facilities in Early Years. It may be possible to allocate cubicles to individual pupils, depending on numbers.
- Classes 3 ,4, 5 and 6 each have their own toilet
- Classes 7 and 8 will use toilet on corridor between their classrooms
- Classes 9 and 10 will use toilets next to the Servery
- Class 11 will use disabled toilet in senior area
- Class 12 will use smaller toilet in senior area
- 6th form have their own toilets
- Children's toilets are generally single occupancy
- Staff toilets will be one out, one in for toilet block. Poster on door to advise

Named staff on site

- **First Aider** present on the school site. A Paediatric First Aider is only required if one pupil (JB) is in school.
- Arrangements for delivering first aid will remain the same, with staff wearing gloves and aprons.
- **Gail** will email if any equipment becomes unsafe to use ie hoists
- **Safeguarding** – DSL or DDSL – on site or contactable



Named staff on site



- **Fire Marshals**
- If there is a need to evacuate the school, the normal assembly point will be used, with social distancing followed as far as is possible.
- Gail will continue with the usual testing and monitoring regimes for fire detection, alarm systems and fire extinguishers.
- Gail will ensure that any interim arrangements, such as doors being propped open where necessary to reduce hand contact, are managed so that they do not compromise fire protection and security measures.

Classrooms and Corridors

- Each classroom area assessed to establish viable number of pupils based on its size and the profile of each potential pupil.
- Tables will be spread as far apart as possible.
- There will be careful supervision of pupils when they are accessing the area outside rooms 9 and 10, and the corridor in the senior area.
- Children will not use corridors on their own.
- One-way system marked out on the floor in the reception area and along the entrance corridor.
- Windows will be opened and doors propped, where it is safe to do so, bearing in mind fire safety, security and safeguarding.

Classrooms

- Children in one classroom will, as far as is possible, be kept separate from other children, at all times of the day.
- Children will be allocated to the same classroom every day and have the same members of staff working with them, wherever possible, in order to limit the number of contacts.
- We will do as much outdoor learning as we can

Beginning and End of the School Day

- Member of staff in car park area at drop off and collection times. Staff will be called to collect/bring children from/to vehicles as they arrive
- Parents will have staggered drop off and pick up times.
- Staff will meet all arrivals (school transport or family vehicles) in the car park and bring children into the school building.
- Parents who bring their own children to school will wait in the school car parking areas for staff to collect their children.
- Parents should get their own children out of the car and strap them in at home time.

Beginning and End of the School Day

- Early Years children can use side entrance, if required.
- Children in classes 9 and 10 can use the side entrance if there is congestion at the main entrance.
- Children and staff will use hand sanitiser before opening the main door into reception.
- Member of staff in the car park at home time. Classes will be informed when taxis arrive. Children will be delivered by staff to their taxi or family vehicle.
- School will close at 2.30 pm.
- School will be open Tuesday – Friday.

Playtimes

- Pupils will access playground areas via their classroom exit directly onto the playground/balcony rather than via the corridor/hall and shared doors.
- Playground times will be staggered.
- All playground areas will be used rather than just main playground.
- Assistant Head/Teachers to coordinate.

Lunch Times

- Devon Norse kitchen staff will deliver meals direct to classrooms.
- Children will eat lunch in their classrooms.
- Children will wash hands before eating.
- Children will not share utensils.
- Staff will be provided with meals which they will eat with the children in the classroom.

Visitors to the school building

- No parents or visitors in the school building, except by prior arrangement or invitation.
- Annual review meetings will happen remotely. Where face to face meetings are deemed essential, strict social distancing will be maintained.
- Visiting professionals will be limited to essential visits
- No work experience or student placements.

Visitors to the school building

- Limited number of contractors coming onto site – Statutory checks will go ahead. Other works will be considered on a “balance of risks” basis
- Deliveries to the school
 - catering deliveries will be left in the lobby at the front of the school for Handyman/staff to take down to kitchen/freezer area.
 - other deliveries will be left in the lobby area.

Cleaning and wiping down – reducing likelihood of contamination



- Unnecessary items will be removed from classrooms and other learning environments.
- Items such as play dough, sand, soft furnishings and toys will be removed from classrooms
- Regular wiping down of frequently touched surfaces during the day, including door handles, light switches, table surfaces, Inventory key pad, photocopier key pads, kitchen equipment.
- The front door handle will be cleaned after all children have arrived in the morning. A member of staff will be assigned to this task, if staffing allows. Otherwise, each classroom will manage their own cleaning routines.

Cleaning and wiping down – reducing likelihood of contamination



- Rooms not used on any particular day will be identified.
- School will finish at 2.30 pm to allow time to wipe down all surfaces and resources in the classroom. Normal soapy water should be used.
- Staff will carry alcohol wipes with them in bum bags so they can wipe contaminated surfaces immediately, if required.
- Government advice on cleaning will be followed if someone becomes ill with suspected COVID-19 at the setting:
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Cleaning shared spaces/shared equipment

- All the equipment in the two sensory rooms, rebound room, food tech room and other shared play equipment will be cleaned by staff between use by different groups.
- If this is not practical, these shared areas will not be used.
- If pupils who need access to these spaces for self-regulation are on site, these rooms will be reserved for them for the whole day. This will be managed by the Assistant Head.



Cleaning shared spaces/shared equipment

- The hydrotherapy pool will be prioritised for hydrotherapy sessions.
- The changing bed and hoist will be cleaned by staff before/after use by one pupil.
- Pupils who are swimming for exercise or wellbeing will get changed in one of the four possible changing areas in the swimming pool area. The Assistant Head will allocate specific rooms within the area to individual classes. Posters will be put up on each door to remind staff/pupils which space to use. spaces.



Shared resources, equipment, devices, vehicles



- Staff will not share stationery, phones or devices without prior cleaning
- Pupils will have their own pens, pencils, scissors etc and will not share equipment.
- Each child will be allocated their own box with their own games and resources in that they can access throughout the day.
- Pupils will have their own beakers and will not share within the classroom.
- Pupils will not use the photocopiers/printers. Staff will observe social distancing when waiting to use equipment.
- Photocopier and signing in keypads will be cleaned throughout the day.
- Gail will disinfect any walkie talkies or phones when they are borrowed/returned for charging.
- Handyman and/or vehicle users will disinfect door handles, steering wheel, gear stick, and any other hard surfaces before/after use.

Pupil Risk Assessments

- Centrally held Risk Assessment for all children will be maintained
- Teachers will update the pupil's IPRA to reflect temporary changes to a pupil's:
 - Behaviour Plan
 - Intimate Care Plan
 - Moving and Handling Plan
 - PEEP

Use of PPE – intimate care

- Pupils will continue to receive their care in the same way. Staff will follow the guidance in
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- It is safer to carry out personal care from the side or the top of a changing bed, rather than face on.
- It is safer if staff keep their heads above the height of the children in order to minimise likelihood of transmission.
- Where staff are working with pupils who are known to spit, goggles will be worn.

If a child becomes ill at school

- If a child becomes unwell with symptoms, they will be moved to nurse's room.
- A face mask will be worn by the supervising adult if a distance of 2m cannot be maintained.
- If contact with the child is necessary, then gloves, an apron and a face mask will 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 will also be worn.
- SLT will ensure that fluid resistant face masks are available in school and that a supply is maintained.
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

If a child becomes ill at school

- If a child is awaiting collection, they will be moved to the nurse's room where they can be isolated behind a closed door with appropriate adult supervision. Ideally, a window should be opened for ventilation. SLT will ensure suitable PPE (including fluid resistant face mask) is available in the nurse's room.

Off-site arrangements – local walks

Before the visit:

- Obtain the agreement to the visit with parent/carer
 - Agree time, length and location of visit with parent carer
 - Obtain SLT consent
 - Record details on CPOMS
 - A Covid-19 Going Out Form should be completed and authorised by SLT
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- Where staff know that they will be supporting the same pupil over a number of weeks, the Going Out Form can show the dates for all the planned trips

Off-site arrangements – local walks

- Normal going out ratios will apply, with a minimum of two members of staff
- Staff will:
 - have read the Behaviour Plan and Individual Pupil Risk Assessment for the pupil and be aware of all behaviour/medical/intimate care needs.
 - ensure that any rescue medication the pupil might need is handed to them by the parent/carer before the pupil is taken out.
 - ensure that they have contact details for the parent in case of emergency, as well as contact details for a named person in school.
 - take a mobile phone with them (ideally a school phone). Staff will share their contact details with the parent.
- The Mill Water SOP will apply

Off-site arrangements – local walks

- Normal vehicle checks should be carried out before a school vehicle is used.
- If staff are using their own vehicle, they must have had documents checked beforehand by Gail Evans, School Business Manager.
- Staff should ensure they sanitise school vehicle before/after use

Off-site arrangements – local walks

- Staff will:
 - wear ID badges at all times
 - follow social distancing protocols where other members of the public are concerned.
 - take all necessary measures to protect themselves whilst accompanying the pupil, which may involve holding hands or linking arms.
 - wear PPE as appropriate ie gloves, masks if recommended, washing hands, using hand gel, changing clothes at end of visit.
 - record details of their outing on CPOMS after the visit has concluded.
- Staff should be aware that the government has agreed that pupils with learning difficulties/autism can be taken out in the community by carers/helpers in case they are challenged, as per the following advice:

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>