**RISK ASSESSMENT**

**RESPONSE TO FULL SCHOOL OPENING DURING PANDEMIC 2020**

1. Objectives are to continue to support and protect our staff and pupils by ensuring through observation of appropriate health and safety guidelines – including adhering to social distancing
2. To do everything possible to minimise the number of contacts between children and staff while delivering a broad, ambitious and balanced curriculum
3. Reduce risk to the lowest reasonably practical level by continuing to implement proportionate control measures
4. To provide an education to all our pupils that is based on a curriculum that is ambitious, broad and balanced where it is safe to do so.

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|  | **Risk** | **Recommended measures/in place** | **Additional measures to support** | **Who** | **Ability to Implement** |
| **A.** | **PUPILS** | | | | |
|  | **Vulnerable pupils with underlying medical conditions at increased risk who are attending school** | School staff, supported by school Nurse to phone parents of pupils in vulnerable category and discuss risk. – see separate risk assessment  School Nurse and school staff to write individual RA’s for all pupils with a HCPlan and advise parents accordingly  All staff to be aware of the pupils with individual health needs and RA  RA kept in school office with pupils HCplan  Family workers to offer additional support to families who are experiencing anxiety regarding returning their child to school | DSL informed of concerns through recording on ‘My Concern’. | School Nurse  All professionals |  |
|  | **Parents identify health risk for pupils and request to keep at home – e.g. Racheal P/Eva** | All pupils expected into school therefore a RA written with school nurse and parent  Family worker/School nurse/clinical psychologist to support parents with anxiety  School staff trained on RA requirements  Parents advised to contact their child’s medical practitioner to ascertain safety of returning their child to school | School Nurse to make weekly calls to offer advice/support to parents when required  Advice from practitioner will inform individual RA and whether the child’s non-attendance is authorised or not. Non-authorised attendance will trigger intervention by the school MDT to support parental compliance |  |
|  | **Children out of routine** | Create new routines as closely replicating the old routines as possible:  Pupils to wear school uniform  Pupils to attend assembly twice a week via zoom, and once a week in the hall on a rota basis  Lunch-time in the hall within a bubble – see timings in organisational overview  Avoid adding new routines as this creates unpredictability for pupils increasing anxiety and greater risk of challenging behaviour.  Pupils working with familiar adults wherever possible  Pupils working on the recovery curriculum for the first week (Tuesday 8th Sept Friday 11th). Stay with class teacher/TA for as much of the time as possible  Specialist teachers to undertake activities in pupils classroom for the first week  Self-calming techniques – training on Zones of regulation. Mindfulness. ‘Checking in’ time every morning and afternoon.  Yoga sessions  Practice new routines, normalise them as much as possible. | Learning activities – indoor/outdoor as much as possible  Use of the woodlands  Behaviour Support Plans (BSP) and Risk Assessments (RA) in place for individual pupils – include Covid 19 in individual RA  Quiet room used to support challenging behaviour. TT used as last resort.  Pupil sent home following a challenging behaviour incident.  Strategy meeting set up to decide on new BSP/RA before pupil allowed back to school  – staff to wear face masks when applying TT during physical intervention:  Face mask should be put on prior to TT intervention. Face mask carried in staff pocket or use emergency face mask from classroom packs  Members of staff undertaking first intervention relieved by second set of staff wearing gloves and masks to allow first set of staff to wash hands and put on gloves to support if required. They MUST not touch their mask or remove it until the intervention is over in case they are required to support    Immediately following incident, quiet room locked until deep clean is available. |  |  |
|  | **Transmission during social contact at the start of day** | **Pupils arriving with parent** arrive at 8.15 – 9.15 and enter building via main door  2 metre lines placed in front of the school for pupils to wait and queue. On arrival before 8.45, temperature taken and pupils directed to wash hands, pupils then go to the playground. Arrival after 8.45, pupils go to their classroom and are then directed to follow the procedure below supported by class TA:  Temperatures taken  Hands washing in designated toilets or hand gel used  **Independent Pupils arriving** between 8.15 and 8.45am enter the building via RK room, have their temperatures taken and wash their hands in the old toilet block and exit into the playground via the door next to the toilets.  Independent Pupils (with the exception of 3MB/3DN) arriving between 8.45 – 9.15 enter the building via their own classroom backdoor and are then directed to follow the procedure below supported by class TA:  Temperatures taken  Hands washing in designated toilets or hand gel used  Hands washed in designated handwashing areas  Pupils arriving with face masks will be asked to place these in a zip wallet and stored in their bag/classroom tray. They will be reminded to bring a second face covering for their return journey  **Pupils arriving on SEND transport** arrive at 8.45 and enter building via laundry room door into hall  On arrival pupils go to classroom and are then directed to follow the procedure below supported by class TA:  Temperatures taken  Hands washing in designated toilets or hand gel used  Breakfast club: breakfast club served from woodland café and pupils eat breakfast in barn area. (8.15 – 8.45)  Pupils not allowed to support with breakfast club  Breakfast club kept to toast and fruit served on a disposable napkin  For those pupils arriving in school after 8.45, toast and fruit will be served in classrooms. Each zone to identify a member of staff to deliver food to classrooms. This food prepared in the three identified staff tea points:  Social dining room; KS4  Office kitchen old building – KS3 (1)  SOS old room – KS3(2) | One way system implemented and pupils and staff trained on system  Members of staff taking temperatures at the start of the day MUST wash/hand gel their hands directly afterwards  Use chalk spray for arrows in corridor and outside  Pupils reminded about good hygiene  Posters up in key areas to remind pupils and staff about good hygiene and social distancing  3MB/3DN Independent Pupils arriving between 8.45 – 9.15 enter the building via front door and go directly to their classroom to follow the morning protocol  Pupils taught and reminded about safe removal and storage of face covering.  Pupils taught and reminded about the safe washing of face coverings |  |  |
|  | **Transmission during social contact at the end of the day** | Pupils collected by parents congregate in the café area and exit via the main door when their parent arrives  Parents to line up along the ramp and once they get to the main door their child will be called. Exit with child via steps  Pupils on transport – meet in hall and exit via laundry room door –  Independent students exit via their classroom backdoor and leave site via side gate near pedestrian crossing  All Staff supervise the exit of their pupils | 2 metre distance markers in car park and external routes to exits for parents and students  - This will be reviewed once the coach schedule has be published – classrooms may need to be used instead of the hall, as is the current practice. If this is the case, pupils will not be allowed to sit on the furniture or desks, but wait in line |  |  |
| **6** | **Transmission of infection and cross contamination during school day between pupils** | Max 60 pupils in 4 bubble groups - Bubbles created for KS3/4/5  Maintain consistent class groups  Vertical tutoring suspended to avoid unnecessary contact  Avoid face to face contact  Groups should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.  Minimise time spent within 1 metre of anyone  No whole school assemblies – one bubble assembly each week plus zoom assembly  Pupils to remain in their class base for the majority of lessons. Specialist teachers to go to the class base room unless RA states otherwise. If so, specialist teacher to collect pupils from class base room and take to specialist room  Seating pupils’ side by side and facing forwards, rather than face to face or side on.  Specialist areas: Curriculum leaders to write a RA for the use of their specialist area.  FT to use specialist room plus independent living and woodland classroom  Minimise contact and mixing of groups  4 bubbles accommodated in the following rooms:  KS3 (1): GR,MB,JV,FT – use toilets in new part of school, staff to use toilets in new part of school, tea point = old office area  KS3 (2): CO, DN, RK, SM – use KS3 toilets, staff to use disabled toilet in old finance area, tea point = SOS old office  KS4 use new toilets in old part of school, staff to use new disabled toilet in old part of school, tea point = social dining area  KS5 TBD  Break time = pupils rota in three zones:  Playground x 2  External KS3 area  Lunch time staggered – see organisational overview  Each pupil provided with a named zip bag with all necessary stationary. – Dawn B to organise in Sept. Pupils allowed to bring own pencil case but MUST remain in school and only for their own use    Rooms should be kept ventilated  Identified zone for each class group to work outside their allocated room  16 tables set out in the hall for lunchtime with 2 x pupil a table + 6 tables in the café = total of 44 settings  No jugs of water on table, water served by staff – one jug per staff member  No table clothes on table  Tables deep cleaned after each lunch serving and then stored for next day  Corridor doors/exit door to playground propped open. Doors to classrooms propped open whilst classroom in use. Corridor and classroom windows open for ventilation  Pupils to have a named cup or water bottle from home and kept in school for use in school filled from a central bottle by TA or teacher    Supply teachers will not be used as they do not know our pupils. Revert back to school cover policy.  Group will not be made bigger to accommodate staff shortage.  Stocks of soap to be checked, and replenished, before the start of every day.  Warm water to be available throughout the day, with checks by facilities staff to make sure that this remains the case.  Hand sanitiser (60% alcohol minimum) and tissues to be available in every classroom with stocks checked every day and at reception area.  Supervised hand washing for all children, for at least 20 seconds, to take place on arrival and before and after every break and lunchtime  + Regular supervised use of hand washing throughout the day  Disconnect hand dryers and replace with paper towels and bins  Anyone handling food must wash their hands before and after doing so.  Daily cleaning routine set up for each day according to need. Cleaning throughout the day  Tasty Tuesday postponed until further notice.  Books and other equipment used within a group bubble only and cleaned frequently  Outdoor equipment cleaned frequently – gym equipment only used by a group led by a teacher and not at break and lunch-time | Lunch time split into three sittings – see organisational overview  Café and hall used for lunch – benches removed and replaced with stackable chairs  Between each lunch sitting chairs changed and tables deep cleaned (pupils stack chairs as they exit, KS3/1/2 KS4 and collect a chair as they enter.  Pupil line up for collection of lunch using PE cones to demarcate 2m. *Main and pudding collected together.* One table at a time.  All staff and pupils encouraged to eat school lunch to avoid transmission from food packaging. However packed lunch permissible BUT no heating of food and food to be kept in school bag on peg in corridor.  Staff to eat/rest in their designated classroom or outside where possible.  No unnecessary coats/bags/pencil case/diaries to be brought to school. School diary kept in stationary bag  All low level surfaces in classrooms cleared  Wet play – remain with bubble class  Social distancing/handwashing posters prominently displayed at all entrances and around school  Staff on duty to supervise corridors and rest of the site to ensure social distancing is being maintained as much as possible  Pupils outdoor clothes/school bag kept on peg outside classrooms  Pupils not to use interactive white board  Pupil laptops wiped clean with bacterial wipes after use by a group – staff member responsible  One way circuits implemented around the school. Back stairs case up, main stair case – down  Where possible pupils to use the same desk, laptop and equipment each day    staff in charge of their group should make sure pupils are familiar with all the new procedures and the importance of maintaining social distancing around the school  Where possible, access rooms directly from outside where possible  Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time - TA rota  Pupils and staff must clean hands-on arrival, before and after eating, and after sneezing or coughing, skin friendly cleaning wipes can be used as an alternative  Pupils must be taught and encouraged not to touch their mouth, eyes and nose  Pupils taught and reminded to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)  TA’s to support young people who have trouble cleaning their hands independently  Bins for tissues are emptied throughout the day |  |  |
| **7** | **Transmission of infection and cross contamination during school day between pupils and staff** | Public health advice – ideally adults should maintain 1+ metre distance from each other, and from children  Staff can work across different groups in order to deliver the school timetable, but they should keep their distance from pupils and other staff as much as they can.  Pupils taught where possible, to maintain distance and not touch staff and their peers.  Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone  Staff issued with a visor  Staff issued with two reusable face masks  Staff issued with an emergency PPE equipment for each classroom  Increase in cleaning during the day  Hand driers disconnected  No fans to be used in hot weather or air conditioning  If an infection occurs within the school, head to contact Public Health England Team immediately for advice.  DfE guidance states that uniforms won't need to be cleaned any more than usual, or with methods different from normal however advice to parents, particularly to families in multi-generational households that clean uniform should be worn everyday | Daily training of Y/P on hygiene and social distancing for school and being in their community  Daily cleaning routine set up by Premises Manager to capture daily requirements in response to the curriculum delivery  Hourly cleaning of staff toilets and all touch points  Pupils who have complex needs or who need close contact care, these pupils’ educational and care support should be provided as normal – staff MUST wash their hands after close contact  All staff and pupils to continue to be ‘alert’ to the fact that infected children and adult can be asymptomatic  School to adhere to the local test, track and isolate strategy.  SLT to get updates from local public health authorities on real-time local data of infection rates and make decision about school remaining open or partly closing in the light of this information    Provide pupils with clean school uniform if necessary |  |  |
| **9** | **Deterioration of Pupils mental health and behaviour- increase in challenging behaviour** | Additional staffing to support reintegration back to school to re-establish routine allocating 1:1 where needed  Quick and easy referral system to Margarida for advice and support  Activities to support a recovery curriculum identified by therapists and key staff see link:  Daily ‘checking in’ with pupils on how they are feeling  Social stories written for pupils requiring support returning to school  Use of time out room if needed  Use of TT if required and then develop a BSP/RA for the child’s reintegration back to school – see above  Devise individual and creative programmes to support pupils return to school e.g. attend for a hour with Mum, come for lunch etc.  Staff to maintain their own boundaries with regards to regulating their emotions – staff to keep anxieties ‘out of ear shot’ from pupils | Staff to undertake the following training:  Barry Carpenter – recovery curriculum  <https://www.youtube.com/watch?time_continue=618&v=Bvx0-mjT9Tc&feature=emb_logo>  **Preparing Autistic & SEND Children for going back to school**  https://www.schudio.tv/courses/take/preparing-autistic-send-children-for-going-back-to-school/lessons/12474355-considering-the-child-s-lockdown-experience  Assistant heads/therapists focusing on mental health advice and guidance for all staff to support pupils on a daily basis. |  |  |
| **B.** | **PARENTS** | | | | |
| **1** | **Parents become ill and unable to look after own child at home** | Partnership with LA services  School and social care:   * Monitoring impact single parents – higher risks of isolation * Monitoring impact on parents who display symptoms   Parents have access to social care emergency duty number 0208 8257000 (out of hours)  Parents advised to call 111 or GP for advice and hospital if respiratory difficulties | MDT contact with parents – co-ordinated approach – nursing/therapy/social care/family workers and teachers | Family Worker  DSL  Teachers |  |
| **2** | **Parents providing additional points of transmission** | Reduce parents’ and sibling access to the school site  Parents only allowed into the building when invited to do so  Parents discouraged from gathering at the school entrance whilst picking up their child  Only one parent to collect/drop  Annual Reviews and other important meetings via telephone/or other platform if possible | Parents park car away from site and walk pupils to front of school and staff collect children from car park  2 meter space markers for parents who need to wait with children outside of school  Signage to remind all parents  Staff and parents vigilant and work together to protect school community  Car park marshal  Both vehicle gates open am/pm to prevent pinch point at pedestrian gate | Parents/staff |  |
| **3** | **Contamination during travelling to school** | Parents and students are encouraged to walk or cycle to school where possible or use private vehicles  Families to wear masks on PT and remove safely before child enters school building. Parent to take child’s mask home with them  Pupils travelling independently to school on PT to wear a mask that will need to be placed in a zip bag on entry to the school following PPE guidance. Pupil will need to bring a second mask to school for their return journey. | Advise parents in a letter  Class teachers to model and remind pupils of the safe removal and storage of masks on a daily basis.  Class staff to supervise were possible the removal and storage of masks |  |  |
| **C** | **STAFF** | | | | |
| **1** | **Transmission of infection and cross contamination during school day between staff** | Maintaining social distance  Staff to wash hands and have temperature taken on arrival  Staff toilets cleaned hourly  Staff encouraged to eat a school meal to avoid unnecessary packaging entering the building  Face masks and visors supplied  Staff advised not to bring unnecessary bags etc. into school  3 tea points established, social dining room, SOS old room and admin area  Before school - dedicated staff showers – boys and girls showers  Gel at entry and exit  Wash hands signs at entry and exit for all staff and visitors  Antibacterial spray and cloths at key areas with high traffic e.g. reception phone - keypad  Antibacterial spray in all rooms/classes/outdoor play area  Social distancing for meetings in hall | Staff to eat lunch in their own classroom  Staff absent MUST contact Vikki by 8am so that the rota can be adjusted to ensure sufficient staffing  Daily zoom briefing with staff via the school assembly system  See advice to staff travelling by PT below (C3)  Cleaning clothes to be returned to laundry bag in reception at the end of the day for cleaning. Staff to collect fresh cloth in morning. |  |  |
| **2** | **Member of school community tests positive to COVID -19** | Staff working in school to be asked to download the track and trace app once it become available  Names and contact details of all visitors kept for trace and track purposes  What to do if there is a suspected/confirmed COVID case – flow chart  <https://www.egfl.org.uk/sites/default/files/Main/What%20to%20do%20if%20there%20is%20a%20suspected%20or%20confirmed%20case%20of%20COVID-19%20in%20school%2016%20June.pdf>  All pupils and staff who have come into contact with that member of staff/pupil are asked to ‘self-isolate’ and get tested if, they develop the symptoms.  <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do>  Parents of pupils directly affected informed by telephone and asked to collect their child.  School community informed by text to parents and email to staff and at briefing  Head to contact the following:  Public Health England London Coronavirus Response Cell (LCRC) on 0300 3030 0450  Inform Ealing Council (contact Steven Dunham: [dunhams@ealing.gov.uk](mailto:dunhams@ealing.gov.uk) or 07940 546 263 and Raj Chowdhury: [chowdhuryr@ealing.gov.uk](mailto:chowdhuryr@ealing.gov.uk) or 07568130165 for advice  Inform the Council’s public health team ([publichealth@ealing.gov.uk](mailto:publichealth@ealing.gov.uk))  Public Health England will work with the school to: undertake a risk assessment, identify and notify close contacts (e.g. students and staff within the relevant ‘bubble’) of the need to follow guidance for contacts of people with possible or confirmed coronavirus who do not live with the person including isolation for 14 days, and identify any further actions needed  Deep cleaning of affected area before pupils and staff return – see below  If required, staff member or pupil, taken home in school mini-bus – mini bus then deep cleaned | RA - on a voluntary basis - staff who have increased risk factors (also incl. age, gender, low income, underlying health condition)  To avoid school closure due to SLT members having to self-isolate, SLT members will be split between the bubbles  Premises Team to ensure that they maintain social distancing whilst working and do not undertake any premises related work that cannot sustain this advise | School Nurse |  |
| **3** | **Contamination/transmission during traveling to work on public transport** | Govt advice currently whilst travelling on PT is to observe social distancing rules and wear a face mask.  Further advice to staff travelling by PT:  Carry hand sanitiser and sanitise hands once off transport.  On entry to school remove mask and clothing and store in a plastic bag.  Wash hands and change into replacement clothing.  Depart in clothing worn while​ in school, taking plastic bag with arrival mask and clothing.  Wear a clean change of clothing the following day.  Staff and pupils MUST follow the advice about the use of face masks See B3 above | Staff to maintain social distancing on public transport. Any concerns to disembark and inform school of approximate time of arrival.  Staff to have a shower/change clothes on arrival to school if social distancing not possible on route  Stagger commute/review hours to support travel outside peak time for individual staff members if possible  Consider alternative commute cycle, walk |  |  |
| **3** | **Staff anxiety about guidance and expectations of them** | Staff given link to Government and PHE links. Staff briefed to read official guidance.  Updates for education setting checked daily, printed and made available in hard copy  RA accessible on Y: drive and printed copy available  Updated RA circulated to staff at regular interval | Head to deliver three assemblies a week to all staff and pupils  Rolling programme of detailed discussion re aspects of RA (social distancing, PPE, reducing risk of transmission)  All staff work in partnership – share information to help keep safe.  Staff actively encouraged to use the work place options for support |  |  |
| **4** | **Inappropriate use of PPE** | PPE is not required beyond what staff would normally need for their work. PPE is only needed in a very small number of cases, including:  where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained  where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used  When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only PPE that would be worn as part of their normal care and treatment, should be worn.  Emergency PPE in all rooms   * Disposable gloves; * Disposable apron; * Fluid resistant (type IIR) surgical mask; * Eye protection where there is a risk of splashing of bodily fluids.   Training on use of PPE – PHE video and powerpoint for social care settings  School nurse on site for advice and support on Thursday morning and will advise on individual RA for pupils  Guidance accessible to all on EFfL website  First aid cabinets in playground stocked with PPE and small hand gels for emergencies  PPE should be disposed of in line with the guidance on cleaning in non-healthcare settings  [https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf) | Staff member adheres to guidance, training and risk assessment re PPE.  Personal care of pupils to be undertaken in the independent living classroom. PPE equipment stored there if required  Maintains 2 meters where possible  All PPE needs to be disposed of in line with PHE guidance – instructions provided for staff in key areas.  Cleaning of immediate area and area pupil has come into contact with during the day treated in line with PHE guidance  Alert premises staff to the use of the independent room for showering or personal care so cleaning can be undertaken immediately  Change of clothes available in school  Showers available in school for staff use only in the morning (boys and girls shower rooms)  Individual bags of PPE – mask, gloves (and apron) available in all classrooms and the emergency first aid cabinet in playground in case of an emergency  No sluicing of pupils’ soiled garment – bagged and sent home to parents  Regular reminders of guidance from Public Health  Gloves and aprons are single-use only, i.e. they should be changed after each episode of care and hands washed. Staff should take care not to touch the mask or their mouth, eyes or nose during sessional use of the mask.  Staff should wash their hands thoroughly after removal of PPE  Putting on PPE, training video:  <https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be>  Putting on PPE - poster: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf>  Taking off PPE poster:  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf> |  |  |
| **5** | **DSL and SLT reduction** | If the Head becomes incapacitated then DH will cover for the period that the Head is absent  1 DSL/member of SLT contracted to lead school – if Head & DH in self-isolation  Ken site: if JG & PP incapacitated – an SLT member from the main site will cover  If no SLT member available on site due to illness, self-isolation or shielding, school closed temporarily to all children with the exception of key workers/VERY vulnerable.- max 60 pupils. Middle managers to take lead. Also sufficient First Aider, DSL, cleaners and premises available |  | Head and F&P manager |  |
| **6** | **Staff mental health** | Website used to update well-being information compiled by school clinical psychologist. Includes information of counselling service - Work place options  LA well-being booklet – hard copy to all staff members | Pauline’s online keep fit sessions |  |  |
| **D** | **EXPOSURE/TRANSMITION** | | | | |
| **1** | **Pupil becomes sick in school – with suspected Covid symptoms** | Full PPE must be worn ONLY if social distancing cannot be maintained   * Disposable gloves; * Disposable apron * Fluid resistant surgical mask; * Visor   Emergency PPE packs in all rooms including laundry room  Pupil isolated immediately and arrangements made for them to go home safely – pupil to be isolated in the laundry room with windows and doors open for ventilation or the meeting room until after the coaches have arrive  Member of staff to maintain social distance and wash hand thoroughly after pupil leaves.  Premises team informed that the laundry room/meeting room has been used and closed until cleaning has been undertaken  See section C2 above - **Member of school community tests positive to COVID -19**  If parent unable to collect, school mini bus to be used to transport pupil home and cleaned in accordance with guidance after use | If PPE worn, Staff must put on, take off and dispose of PPE in accordance with the training – see above.  Staff to adhere to 2 meters’ safe distance wherever possible.  Do not touch face/if touch face then wash hands  If a pupil needs to go to the bathroom while waiting to be collected they should use the old finance disabled toilet (if they are isolated in the meeting room, they should use the disabled toilet next to that room) and this MUST then not be used until it has been cleaned and disinfected using standard cleaning products before used by anyone else. Inform a member of the premises staff  The pupil and their family must follow the stay at home guidance:  <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection>  <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/> | Individual staff member |  |
| **2** | **Pupils present with symptoms on school transport** | Parents informed weekly not to send pupils to school if symptomatic.  PAs informed that pupils presenting with symptoms must not travel to school.  Temperature check on arrival at school. TA checks the temperatures of all pupils as they get off the bus. Any pupil who has a temperature of 37.8 or above MAY need to return home on transport.  Pupil asked to remove excessive clothing to ensure that they have not become ‘overheated on the bus’ and temperature retaken 10 minutes later. If no improvement, pupil sent home on transport and parents informed.  SEND Transport risk assessment in place for Covid 19  See C2 above | If school staff needed to support the child, they must wear full PPE before getting on the bus  If social distancing has been maintained, the other pupils on the bus can attend school. | Staff and pupils on transport |  |
|  | **Confirmed case of COVID- 19 staff member or pupil** | The infected person MUST remain at home, self-isolating and following the Government guidance until they are fit to return to work.  Pupils/staff in the bubble and other staff know to have come into contact with the individual advised to self-isolate:  stay at home (self-isolate) for 14 days from the day they were last in contact with the person – it can take up to 14 days for symptoms to appear  they should not leave their home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home  do not have visitors, including friends and family – except for essential care  try to avoid contact with anyone they live with as much as possible  If symptoms start, get a test.  People they live with do not need to self-isolate if you do not have symptoms  See 2C above | <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>  <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/> |  |  |
| 3 | **Transmission from equipment** | ALL CLASSES to declutter all surfaces before the start of term.  All classes supplied with – antibacterial spray and a clean cloth each day, used cloth returned to laundry at the end of the day.  All classes supplied with sterilising solution/tablet and a basin  All areas cleaned on daily basis. Cleaners following advice from PHE  Sites and Premises managers check daily updates from DfE  Pupils to wash hands prior to using outdoor equipment  Pupils to wash hands after using outdoor equipment  Outdoor play equipment cleaned after each group and daily | Use of shared equipment kept to a minimum  Each class keep stock of sterilising solution/tablet  Equipment placed in box when Y/P finished using and treated at end of the day by class staff or left on a table in the middle of the room in the basin for cleaners  All equipment washed in sterilising solution at the end of each session/day  If Y/P mouths or spits on equipment, then must be cleaned or put in basin in cupboard until able to clean  Staff to spot clean individually.  If Y/P puts hands in mouth and onto surface, then must wipe down surface ASAP  Regular time outdoors activities built into school day  Personalised cups or water bottles for Y/P – stored in safe place to avoid sharing.  Dishwasher 60 degree wash of cups, plates, utensils etc shared by staff/pupils – KS3 (1) = dish washer in science room, KS3 (2) in staff room, KS4 dishwasher in FT room– cleaners to empty |  |  |
| 4 | **Higher risk for member of the school community**  Pupils, parents and staff from BAME backgrounds at higher risk from Covid 19  Pupils and parents living in multigenerational households at a higher risk from Covid 19 | Families from BAME (Black and Minority Ethnic) backgrounds and those from intergenerational households will be advised to:  Make an informed choice about sending their child to school taking into account local infection rates and the robustness of the schools risk assessment and implementation  Ensure their child showers/bathes and changes clothes on returning home from school. Clothes washed  Clean clothes every day coming to school  Reminder about the importance of good general hygiene  The need to TRY and maintain social distancing at home between Y/P and vulnerable adult  Keep rooms well ventilated  Avoid sharing items such as towels | Information shared with staff  RA (voluntary) staff from BAME backgrounds (increased risk factors also incl. age, gender, low income, underlying health condition)  Steps taken to minimise risk to all members of the community including those from BAME  Leaders keep up to date with research  % of pupils from BAME ???  Include a new category on the risk pupil assessment spreadsheet to include BAME and living in an intergenerational household |  |  |
| E | General issues: | | | |  |
| 1 | **Evacuation procedures** | Fire risk assessments in place – fire evacuation practice within first week  Fire drill practice regularly  Sufficient fire marshal for each zone  Muster area in MUGA | Social distancing markers in MUGA  Exit guidance for all rooms in use. |  |  |
| 2 | **Ensuring compliance of this risk assessment** | On a daily basis a nominated member of the SLT/Middle manager to undertake regular monitoring of the compliance with this RA on a daily basis and address any issues immediately |  |  |  |
| 3 | **Water safety etc.** | Ensure that all health and safety compliance checks have been undertaken and are up to date before opening in September:  [Managing school premises which are partially open, during the coronavirus outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)  Water fountains to be turned on - to ensure sufficient flow of water throughout the building - but taped off as out of use to pupils |  |  |  |
| 4 | **Environmental safety** | Additional cleaning introduced  Use standard cleaning products to clean frequently touched objects and surfaces, including:   * Bannisters * Classroom desks and tables * Bathroom facilities (including taps and flush buttons) * Door and window handles * Furniture * Light switches * Reception desks * Teaching and learning aids * Computer equipment (including keyboards and mouse) * Sports equipment * Toys * Telephones | If there’s been a suspected case in school, any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace  [implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) |  |  |