



## **Covid-19: School Operational Risk Assessment – March 2021**

This Risk Assessment sets out the actions taken to increase the safety of staff and pupils whilst they are on the school site. It is informed by the guidance provided by the Department of Education in the documents:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

This risk assessment will be updated in line with changes to the guidance provided by the Department for Education (DfE) and Public Health England (PHE)

This risk assessment does not comment on the level of risk, but rather how the school has implemented the protective measures recommended by Government.

Advice line as of 18<sup>th</sup> September: DfE 0800 046 8687 Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. PHE will deal with more complex Special School settings 0344 2253861

### **Main messages to remember at all times:**

There may be situations that are not covered in this RA and therefore the document remains dynamic.

Anyone with symptoms, or if a pupil discloses anything or is displaying symptoms, a staff member should inform SLT as soon as possible.

Symptoms include one or more of the following:

- **a high temperature**
- **a new, continuous cough (a new cough, coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours. If you usually have a cough it is worse than usual)**
- **a loss of, or change to, your sense of smell or taste**

If staff members feel at all unwell, they should alert SLT and they will be advised of next steps.

More detail is available online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

## March 9: COVID-19 info: Vaccinations eligibility, bookings, cases, guidance, testing & tracing

<https://www.oxfordhealth.nhs.uk/news/coronavirus-covid-19/#:~:text=Anyone%20who%20has%20symptoms%20of,at%20gov.uk%2Fcoronavirus.>

### Lateral Flow Tests

These tests are being offered to staff and pupils of secondary age pupils twice weekly. If a positive result is reported following a lateral flow test, the staff member or pupils will be asked to isolate as per guidelines. Discussions with staff members are key to maintain safety for all staff and pupils.

### What to do following a test for COVID – 19

If the individual tests negative they can return to school.

However, in the event of positive test result, they must self-isolate at home and follow the guidance available online:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### Cleaning and handwashing

Regular hand washing for at least 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. Also ensure the practice of good respiratory hygiene by promoting the 'Catch it, Bin it, Kill it' approach.

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

The spread of the virus can also be reduced by regular cleaning of frequently touched surfaces, such as door handles, handrails, table-tops, play equipment and toys using standard products, including detergent; this is especially important following a confirmed case.

The risk assessment is set into the following 12 key areas:

- Section One School remaining open for all pupils
- Section Two School remaining open for all staff
- Section Three Infection control and prevention including cleaning
- Section Four Activities impacted on by the 2 metre socially distancing rule
- Section Five Shielding
- Section Six Fire and Visitor management
- Section Seven Transport, pickups and drop offs
- Section Eight Teaching resources
- Section Nine Safeguarding
- Section Ten Admin, Site and Finance
- Section Eleven Governance

- Section Twelve Further Lockdown

Area of Review Section One	Risk identified and management alerts	Actions taken to eliminate reduce or manage	Key person and review process
<p><b>School remaining open to all pupils</b></p>	<p><b>Emotional distress of pupils</b></p> <p><b>Anxiety of parents about children returning to school</b></p> <p><b>Pupils who may still be at home feeling left out</b></p> <p><b>Risk of children becoming unwell</b></p> <p><b>Risk of pupils spreading the virus</b></p> <p><b>Pupils falling behind academically</b></p> <p><b>Pupils not attaining their accredited courses</b></p>	<p><b><u>Curriculum and associated activities</u></b></p> <ul style="list-style-type: none"> <li>From March 8<sup>th</sup>, all pupils to be returned to ‘pre lockdown’ classes. New children to be in school on an induction timetable as arranged with parents and staff by HoAT.</li> <li>Elements of the restorative Curriculum to support mental health and well-being. <a href="https://www.fitzwaryn.oxon.sch.uk/page/?title=Home+Learning&amp;pid=53">https://www.fitzwaryn.oxon.sch.uk/page/?title=Home+Learning&amp;pid=53</a></li> <li>Staff will determine on a day by day basis the extent to which it is either possible, or in the interests of the pupils, to provide educational activities or more formal lessons based on the needs of the class group.</li> <li>Staff to use interventions – ELSA support, Drawing and Talking therapy where necessary.</li> <li>PHSE heavy based curriculum on feelings and why some staff may be wearing PPE, changes to activities, timetables and why some areas we now use differently.</li> <li>Ways of connecting the two groups of home and school (if relevant) children to be explored.</li> <li>Curriculum outline to be made clear to staff, pupils and parents.</li> <li>Equipment appropriately cleaned after use including child specific equipment (standing frames etc)</li> <li>Unnecessary equipment to be removed from classrooms and stored appropriately.</li> <li>No F2F assemblies until further notice, to be conducted on Teams – daily acts of collective worship to be timetabled.</li> <li>No choir to meet in person until further notice – continuation of virtual choir for the foreseeable.</li> </ul>	<p>HT</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

		<p><b><u>Accreditation</u></b></p> <ul style="list-style-type: none"> <li>• HoAT to liaise with accrediting bodies to ensure pathway is clear to attaining accreditation.</li> </ul> <p><b><u>Timetabling and Groupings</u></b></p> <ul style="list-style-type: none"> <li>• Familiar staff if possible.</li> <li>• Class ‘bubbles’ to be in place with limited interaction from outside each ‘bubble’ reducing larger groups mixing.</li> <li>• Teachers to flag any child who is anxious regarding return through the current alert system.</li> <li>• DSL flag to anyone in distress that comes on our radar via external agencies.</li> </ul> <p><b><u>Sharing information</u></b></p> <ul style="list-style-type: none"> <li>• Information to parents to include: <ul style="list-style-type: none"> <li>– Instructions re lunch boxes and water bottles the only equipment needed in school</li> <li>– Luggage restricted to one book bag and home/school liaison book</li> <li>– Instructions re clothing washing over night</li> <li>– Instructions re the home provision of material facemasks.</li> <li>– No toys to be brought in from home – if they do they are to be kept in bags.</li> </ul> </li> </ul> <p><b><u>Children’s Health</u></b></p> <ul style="list-style-type: none"> <li>• All concerns about a child’s health, however small must be shared with a member of SLT and advice sought from the School Nurses if appropriate. All children presenting as being unwell including other than COVID 19 symptoms will be asked to go home.</li> <li>• Parents informed via newsletters that pupils should not attend school if they are unwell for any reason.</li> <li>• Thermometers to be available in school.</li> <li>• Pupils Year 7 and above to receive lateral flow tests at home twice weekly – a positive test will mean self-isolation and closure of bubbles and must be reported to PHE/LA.</li> </ul>	
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		<p>If a child is showing symptoms of COVID 19 or it is deemed in their best interests to self-isolate:</p> <ul style="list-style-type: none"> <li>- SLT to be called/contacted <u>immediately</u></li> <li>- Parents should be rung to collect their child <u>immediately</u>.</li> <li>- The child should be taken by the shortest route to an unused room – SLT to direct. Lower School – Music/Meetings Room/Medical room. Upper School – Sensory Theatre. Senior School – Middle Classroom. Sixth Form – Spruce. If weather fine, the outside space can also be used as long as there is nobody else around.</li> <li>- One pupil per isolation room at any one time.</li> <li>- The supporting staff member should try and maintain 2m distance at all times from the child.</li> <li>- Staff member supporting the child wears the appropriate PPE - Covid-19 response packs made available containing four fluid resistant face masks, two pairs of medium gloves, two pairs of large gloves, four disposable aprons and two pairs of protective goggles, will be stored in strategic locations to ensure ease of access.</li> <li>- Room to be closed off (signs available) and cleaned once the pupil has been collected.</li> <li>- Parents of the child in question must be informed of arrangements available for testing.</li> <li>- Home testing kits available for children</li> <li>- Staff members supporting to be alerted to testing procedures.</li> </ul>	
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Area of Review Section Two	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
<p><b>School remaining open to all staff</b></p>	<p><b>Emotional distress of adults including anxiety</b></p> <p><b>Communication is compromised and not all staff feel well informed</b></p> <p><b>Information on safety may feel the approach is not safe for some staff</b></p> <p><b>Insufficient/Inappropriate use of PPE</b></p> <p><b>Staff levels become critical due to absence</b></p> <p><b>Staff dealing with Behavioural issues</b></p> <p><b>Insufficient/Crowded Staff Welfare facilities</b></p> <p><b>Risk of someone becoming unwell at school</b></p>	<p><b><u>Staff Health and Well Being</u></b></p> <ul style="list-style-type: none"> <li>• Sharing of support helplines frequently – employee assistance and line manager/ colleague. Numbers to be made available.</li> <li>• Members of SLT on site daily with numbers of SLT to be contacted out of hours.</li> <li>• Some teaching staff time to work from home if required.</li> <li>• Individual circumstances to be taken into consideration.</li> <li>• All staff expected to work contracted hours to ensure flexibility. Staff supervision to be in place for incidents and welfare.</li> <li>• Staff to be encouraged to remain on school site during the day and not visit other places e.g. shops unless in an emergency.</li> <li>• Staff to be advised about regulations on public transport.</li> <li>• Staff not to share lifts to and from school.</li> <li>• Well-being initiatives to be circulated to all staff regularly.</li> <li>• Agreements for staff working off site and those shielded if appropriate.</li> <li>• Additional Risk Assessments written for particularly challenging children.</li> <li>• Staff tea and coffee stations throughout the school and several places for staff to have lunch in their bubbles including sensory garden, or in their cars or at alternate chairs in staffroom (6 max in staff room at any one time)</li> <li>• Staff encouraged to raise any issues as soon as they become apparent if worried about themselves in anyway.</li> <li>• Staff wellbeing ‘events’ to be planned within guidelines.</li> <li>• Staff must not present themselves to work if they are at all unwell. Staff members must ring DH using the normal absence procedures.</li> </ul>	<p>HT</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

		<ul style="list-style-type: none"> <li>• Winter Flu vaccinations offered to all staff.</li> <li>• COVID vaccinations offered to all staff from Feb 2021.</li> <li>• Twice weekly lateral flow tests available to all staff from January 2021. Twice weekly home testing to take place from 15<sup>th</sup> March.</li> </ul> <p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>• All staff must log onto their school email accounts daily.</li> <li>• Regular communications from SLT.</li> <li>• Teams meetings to continue and be held virtually where possible:</li> </ul> <p>SLT Teacher meetings TAs</p> <p><b><u>PPE</u></b></p> <ul style="list-style-type: none"> <li>• Staff will use routine PPE as usual for intimate care. Separate RA detailed as addendum. This will be supplemented by single use Fluid Resistant face masks and visors for personal care that requires sustained close contact or involves pupils with poor saliva control. (Masks, Gloves, Visors, aprons and pocket hand sanitisers to be made available)</li> <li>• Staff to wear facemasks in school when not in class. Face masks available to staff should they wish to use them in class in addition (personal choice)</li> <li>• PPE will be sourced through our normal suppliers and through the OCC Emergency PPE facility if required.</li> <li>• Covid-19 response packs, containing four fluid resistant face masks, two pairs of medium gloves, two pairs of large gloves, four disposable aprons and two face visors, will be stored in strategic locations to ensure ease of access.</li> <li>• Staff will be requested to familiarise themselves with the information in document “Donning and Doffing Standard Personal Protective Equipment (PPE)” Appendix 2</li> <li>• Staff have the option to change outer clothes and shower using staff facilities prior to departure.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Some additional clothing to be purchased for staff when working with pupils who have poor saliva control.</li> <li>• Staff should also read the sections on social distancing and teaching resources.</li> </ul> <p><b><u>Viability of school remaining open should staff levels become too low</u></b></p> <ul style="list-style-type: none"> <li>• School closure to some children if staff levels become low and the health and safety of pupils and staff are compromised.</li> <li>• All staff, to have the option of a meeting with SLT to discuss any issues they may have with working contracted hours.</li> <li>• Staffing levels and absence to be kept under constant review and any absences that are self-certified to be followed up with a supportive phone call from leadership.</li> </ul> <p><b><u>Entry and Exit points for staff</u></b></p> <ul style="list-style-type: none"> <li>• All staff to enter, sign in and exit, sign out of the individual buildings and not the front entrance to ease traffic. Visitors only to use front entrance.</li> <li>• Using hand sanitizer and hand washing regime on entry and departure.</li> </ul> <p><b><u>Movement around school of staff</u></b></p> <ul style="list-style-type: none"> <li>• Very limited movement around school.</li> <li>• Staff will be advised to maximise the use of space both within the classroom and in other areas of the school to minimise sustained close contact.</li> </ul> <p><b>Any onset of symptoms from a staff member, please alert SLT ASAP - they will be asked to leave the premises or wait in isolation until collected, this may be the medical room or one of the isolation rooms determined for use with pupils.</b></p> <p><b>Areas to be cleaned after use and SLT to decide next steps like above for child (ref advice from PHE)</b></p>	
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Area of Review Section 3	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
<p><b>Infection control and prevention including cleaning</b></p>	<p><b>Risk of infection spreading due to people with symptoms being in school</b></p> <p><b>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</b></p>	<p><b><u>Managing symptoms of COVID 19 – please see above plus:</u></b></p> <ul style="list-style-type: none"> <li>• Families and staff informed of isolation protocol should they or one of their household become unwell with Covid-19 symptoms (see flow chart from PHE)</li> <li>• Information to be gathered from other agencies e.g. social care.</li> <li>• Transport services informed of any child who should be self-isolating and the duration for which they should not be attending school.</li> <li>• If a child presents at school whilst they should be self-isolating, then they will be treated as if they became unwell whilst in school and isolated from the school community by staff wearing appropriate PPE whilst awaiting their collection.</li> </ul> <p><b><u>Movement around school</u></b></p> <ul style="list-style-type: none"> <li>• Routines established in every class to follow social distancing guidelines.</li> <li>• All staff and children remain in ‘bubbles’ as far as possible.</li> <li>• Lunches to be held in classrooms to avoid movement around school.</li> </ul> <p><b><u>Room Use</u></b></p> <ul style="list-style-type: none"> <li>• Well ventilated rooms to be always used.</li> <li>• Outside areas to be encouraged to be used as frequently as possible.</li> <li>• Separated playtimes to be adhered to.</li> <li>• Some specialist rooms e.g. sensory room and soft play room to be restricted to small groups or individuals. Some rooms to be out of bounds for ‘normal’ use until safe working practices can be implemented.</li> </ul>	<p>COO and HLTA for daily operations</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

		<p><b><u>Hand and respiratory hygiene</u></b></p> <ul style="list-style-type: none"> <li>• Hand soap and hand sanitiser deployed to every classroom and at other key locations such as reception.</li> <li>• Staff and pupils to wash hands more often than usual – posters to be displayed in all areas of the school as reminders.</li> <li>• Staff to be provided with small bottle of individual hand sanitizer to keep for personal use when away from other dispensers e.g. on the playground.</li> <li>• Staff and pupils reminded not to touch face, eyes, mouth nose.</li> <li>• Pupils directly instructed to wash hands throughout the day, at key routine periods and in response to pupil specific need, such as having coughed into their hand.</li> <li>• Videos shown to pupils about handwashing if available and appropriate.</li> <li>• Good hygiene routines for parents to follow with children at home who have been into school – including advice regarding regular washing of clothes.</li> <li>• Posters displaying guidelines for hand washing in key areas - Staff reminded via briefings/meetings/emails.</li> <li>• Tissues and waste disposed in current hygiene bins. Extra pedal provided for disposal of tissues in all areas so not transporting used tissues across areas of the school.</li> </ul> <p><b><u>Physical contact</u></b></p> <ul style="list-style-type: none"> <li>• Staff to be reminded to avoid physical contact – e.g. handshakes. When transferring equipment, gloves to be used or hands washed/sanitized before and after touching equipment.</li> </ul> <p><b><u>Supplies</u></b></p> <ul style="list-style-type: none"> <li>• Site and admin staff to manage stocks of antibac and PPE and proactively refill key points.</li> <li>• Additional hygiene collections to be acted upon if required.</li> <li>• Maintain routine cleaning by contractors, school staff to follow a class cleaning schedule – daily/weekly.</li> </ul>	
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		<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Cleaning equipment in all rooms – staff to be given own gloves and equipment.</li> <li>• Regularly used objects and surfaces to be cleaned more often including photocopier.</li> <li>• Anti-bac wipes located in all classrooms and key locations for frequent through day use.</li> <li>• Clinell wipes to be in classrooms for use on children’s equipment e.g. standing frames.</li> <li>• All classrooms and other areas cleaned daily by contract cleaners and additional deep clean during the day.</li> </ul> <p><b><u>Use of toilets</u></b></p> <ul style="list-style-type: none"> <li>• Separate toilets to be allocated to staff, children and visitors – labelled accordingly. Toilets to be as near to the class base as possible to eliminate movement around school.</li> <li>• Class teachers to manage trips to toilets and wipe surfaces before and after use – please see RA attached for use of toilets.</li> </ul> <p><b><u>Office spaces</u></b></p> <ul style="list-style-type: none"> <li>• Shared office spaces to be avoided. If an office space is to be used, 2m distance to be maintained or back-to-back working, ensure thorough cleaning procedures are in place.</li> </ul>	
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Area of Review Section 4	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
<p><b>Activities impacted on by the 2 metre socially distancing rule</b></p>	<p><b>Lack of social distancing achieved leading to spread of infection</b></p> <p><b>Children’s mental health is damaged by the need to follow this rule</b></p> <p><b>Excessive movement around school means that more people will be meeting each other</b></p>	<p><b><u>Social Distancing and movement around school</u></b></p> <ul style="list-style-type: none"> <li>• Parents and staff informed that social distancing cannot be guaranteed.</li> <li>• All classrooms have direct access to outside space that can be used frequently to create more space.</li> <li>• Rules for using corridors and shared spaces to be indicated – a ‘keep left’ rule and ‘give way’ in certain areas.</li> <li>• Movement round school to be restricted – emergency buttons and internal phones to be used to call staff if necessary.</li> <li>• Timetables for breaks and lunches in place to minimise the interactions of children and staff.</li> <li>• In class routines to be established with distance maintained as much as possible – e.g. lining up with distances maintained.</li> <li>• Staff supervision of pupils throughout the day.</li> <li>• Lunches eaten in classrooms.</li> <li>• When eating, children to be spread out in classrooms. Tables to be cleaned before and after eating.</li> <li>• Meals brought to the door - limit resources to those that can be washed easily.</li> <li>• Shared teaching spaces should not be used e.g. Cookery/D and T unless a RA and plan have been drawn up.</li> <li>• Use of outside space will be limited to small groups at any one time.</li> <li>• No large gatherings in the hall e.g. assemblies.</li> <li>• Pupils should not be moving around the school unsupervised.</li> <li>• Social distancing rules to be applied in classrooms as far as possible e.g. lining up if necessary. If using desks, children to use individual desks/chairs or widely spaced positions.</li> <li>• No outings on school minibuses – unless in an emergency and social distancing can be established. SLT permissions only for trips.</li> </ul>	<p>HT</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

		<ul style="list-style-type: none"> <li>• Children who require RPI to have their behaviour plans amended. Extra risk assessments to be written. PPE available.</li> <li>• Children with poor saliva control to be assessed and a risk assessment/management plan to be written. PPE available for staff who require it.</li> <li>• Face to face interactions to be avoided when supporting children – side by side support given where possible.</li> </ul>	
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Area of Review Section 5	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Shielding	<p><b>Shielded and clinically vulnerable children and young people become unwell</b></p> <p><b>Shielded and clinically vulnerable adults become unwell</b></p>	<ul style="list-style-type: none"> <li>• Copies of shielding letters to be requested from families and staff.</li> <li>• Weekly liaison with school nurses about specific groups of children if necessary.</li> <li>• Families of pupils who are defined as ‘clinically extremely vulnerable’ or ‘clinically vulnerable’ to be identified.</li> <li>• Staff who are defined as clinically extremely vulnerable will be informed that they should not attend school, support to work from home.</li> <li>• Staff who are defined as ‘clinically vulnerable’ or ‘clinically extremely vulnerable’ will be risk assessed and Occupational Health appointments to be made if appropriate.</li> <li>• Alternatively, tasks that mean that staff in this category would be able to stay away from others at 2ms would be drawn up. To be discussed case by case.</li> <li>• Showering at the end of the day offered to staff.</li> <li>• Families of pupils who reside with someone who is defined as ‘clinically extremely vulnerable’ will be identified and supported on an individual basis.</li> </ul>	<p>COO</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

Area of Review Section 6	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
<p><b>Fire Management</b></p> <p><b>Visitor management</b></p>	<p><b>Changes to timetables and room usage means that fire evacuation risks are higher than usual</b></p> <p><b>Visitors to school bring the virus in. Increased footfall from visitors means that staff and children become anxious</b></p>	<ul style="list-style-type: none"> <li>• Fire Drill to be carried out as routine</li> <li>• Visitors to be kept to a minimum. Non-essential visitors will not be permitted to enter school. Meetings to be carried out via video/teleconferencing facilities.</li> <li>• Meetings on school site to be risk assessed dynamically by SLT. Any meetings to be in a large room, well ventilated – hand sanitizer, wipes, tissues, and bins to be available, numbers to be limited.</li> <li>• Meetings to be cancelled if isolation rooms have been used which limits the amount of available space in the school.</li> <li>• Information to be checked regarding visitor health on entry to school (added to sign in app)</li> <li>• All contact details of visitors to be kept. Follow up with visitors should there be an issue raised during or after their visit.</li> <li>• All visitors to follow conduct ‘rules’ around school – signage to help them understand.</li> <li>• Hand sanitizer to be placed in all entrances for visitors to use on entry and exit. Hand washing facilities to be made available.</li> <li>• Deliveries to be handled safely, following social distancing guidelines.</li> <li>• Office staff to use the glass screen to communicate with anyone coming to the front entrance.</li> <li>• Office staff to be issued PPE.</li> <li>• Signpost cleaning staff to areas that need more regular cleaning, where there has been a child/member of staff in isolation or have more occupancy.</li> <li>• Therapists to consider being on site at different times to each other so the room does not get overcrowded. The use of the</li> </ul>	<p>COO</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

		<p>music/cookery room/D and T room to be timetabled so that they can overspill when necessary.</p> <ul style="list-style-type: none"> <li>• Contractors to work in school when children and staff are not in unless for emergency work. Site Manager to oversee contractors and ensure social distancing and contractor waste disposal.</li> <li>• All areas where contractors and visitors haven been must be cleaned down after use.</li> <li>• Minimise social contact with parents at drop off and collection points of the day. No gathering of parents to be allowed. Only one person at drop off and pick up times to be allowed.</li> </ul>	
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Area of Review Section 7	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Transport, pickups and drop offs	<p>Failure of transport to pick children up on the required dates</p> <p>Transport is not safe</p> <p>Increased footfall in car park at drop off and pick up times</p>	<p><b><u>Weekly organisation of routes on SEN transport</u></b></p> <ul style="list-style-type: none"> <li>• Weekly updates on children to be transported into school to be given to SEN transport.</li> </ul> <p><b><u>Infection Control</u></b></p> <ul style="list-style-type: none"> <li>• Transport services have put in place their own protocols to minimise sustained close contact.</li> <li>• Families will be welcomed to bring their children to school where possible and a system will be instigated to minimise additional interactions with staff and children. Only one parent to drop off or pick up at any one time to minimise footfall on school premises.</li> <li>• No families will be able to enter the school building unless for a prearranged meeting, which will be conducted under socially distanced conditions.</li> <li>• Information to parents to include: Children not to bring in excess baggage and toys in from home One parent to pick up/drop off – not to speak to staff at beginning and end of the day Siblings not to enter school site Communication with parents via email and phone, not face to face</li> </ul> <p><b><u>DROP OFF AND COLLECTION ARRANGEMENTS</u></b></p>	<p>AHT</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

		<p><b><u>Drop Off Arrangements</u></b></p> <p><u>General</u></p> <ul style="list-style-type: none"> <li>- All pupils, transport staff and parents to stay in their vehicles until instructed to do otherwise by school staff.</li> <li>- Vehicles to be unloaded one at a time. Staff will collect pupils from the vehicles.</li> <li>- Those on foot to ensure they do not arrive before 8.55 and to maintain social distance when moving around the school site.</li> </ul> <p><u>Staff</u></p> <p>Those based in Maple, Beech, Cedar, Hazel to wait in the Pupil Entrance. Those based in Ash, Willow, Rowan, Pine to wait in the Sensory Theatre Entrance. Those based in Chestnut and Holly to wait in the Senior School Entrance. Those based in the Student Centre to wait in the Student Centre Entrance.</p> <p>Vehicles will be unloaded one at a time. Car park staff will determine the order. Staff to collect pupils from each vehicle when instructed to do so, staff to be ready to come out promptly to ensure pupils do not have to wait longer than necessary in vehicles.</p> <p><b><u>Collection Arrangements</u></b></p> <p><u>General</u></p> <ul style="list-style-type: none"> <li>- All transport staff and parents to stay in their vehicles.</li> <li>- Pupils to be brought out by staff to vehicles.</li> <li>- Those on foot to maintain social distancing by the relevant entrance.</li> <li>- Car park staff will indicate when it is safe for all vehicles to leave.</li> </ul> <p>Please ensure all pupils are escorted to their vehicles as quickly as possible before staff return to the school site. Please make dynamic risk assessments to avoid any unnecessary congestion i.e. wait inside for a minute if it reduces crowding at a specific vehicle.</p>	
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Area of review Section 8	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Teaching resources	Infection spreads due to multiple use of equipment	<p><b><u>Management of Resources</u></b></p> <ul style="list-style-type: none"> <li>• All pupil belongings to be wiped down on arrival by staff wearing masks and gloves.</li> <li>• Outside equipment should be wiped or sprayed with anti-bac spray prior to use and between use by more than one child.</li> <li>• Equipment that has been used should also be sprayed or wiped at the end of the school day.</li> <li>• Staff advised to minimise the storage of resources and equipment within the classroom to maximise available floor space and circulation space.</li> <li>• Staff advised to remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), unless they have a specific, emotional, behavioural, therapeutic or educational purpose for either an individual child or children within the group.</li> <li>• Hard toys will be washed regularly.</li> <li>• Reduced play equipment – taken out from class and then returned. If shared resources are to be used, ensure wiped down after use before the next group of children uses them.</li> <li>• Resources to be controlled – e.g. tubs of resources for maths to be washed at the end of the day and in between groups.</li> <li>• Resources from other areas to be wiped before and after use e.g. laptops and ipads</li> <li>• Outside equipment, including bikes should be wiped or sprayed with anti-bac spray prior to use and between use by more than one child.</li> <li>• Horticulture area equipment cleaned after use.</li> </ul>	<p>HoAT</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

Area of review Section 9	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Safeguarding	Usual safeguarding procedures are not adhered to  Increase in DV and mental health issues due to COVID situation	<ul style="list-style-type: none"> <li>• DSL on site always.</li> <li>• Normal procedures used to alert safeguarding incidents used – CPOMS.</li> <li>• Strong links to Social Care maintained.</li> <li>• Staff to have completed relevant courses.</li> <li>• Effective communication between key staff and SLT.</li> <li>• Safeguarding as standing agenda items on meetings.</li> <li>• Visitor management system in place.</li> </ul>	DSL  Reviewed following an incident or when further guidance is issued by the government.

Area of review Section 10	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Admin, Site and Finance	Admin, Site and Finance functions are not continued due to staff illness and absence	<ul style="list-style-type: none"> <li>• Regular contact is maintained to monitor health and well-being.</li> <li>• If necessary, working from home can be reinstated.</li> <li>• Across Trust working means that one school can support the other if admin/site function fails.</li> </ul>	COO Reviewed following an incident or when further guidance is issued by the government.

Area of review Section 11	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Governance	Governance matters are not sufficiently supported for statutory duties to be carried out	<ul style="list-style-type: none"> <li>• Members and Directors to be informed if governance is not at a sufficient standard.</li> <li>• Regular communication between HT and CofG to be in place.</li> <li>• Regular welfare checks by CofG.</li> <li>• Guidance from NGA and other agencies to be reviewed and advice taken into consideration.</li> <li>• Governor meetings to continue virtually for the foreseeable future.</li> <li>• Governance visits to school to be managed within the visitor management procedures.</li> </ul>	HT/CoG  Reviewed following an incident or when further guidance is issued by the government.

		<ul style="list-style-type: none"> <li>Joint working across the trust schools to be in place should governance levels fall into a critical category.</li> </ul>	
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Area of review Section 12	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Lockdown – nationally or locally	<b>School is closed or partially closed due to national or local guidelines</b>	<ul style="list-style-type: none"> <li>Once a local or national lockdown has been announced, SLT will communicate plans to all stakeholders.</li> <li>Revert to remote learning with staff working from home (systems already in place for this to be successful)</li> <li>Support for families in place.</li> <li>Skeleton staff in school following government guidance where necessary.</li> <li>DSL will determine any safeguarding issues that need to be addressed and liaise with social care where necessary.</li> </ul>	HT  Reviewed following an incident or when further guidance is issued by the government.

***Any concerns to be raised with SLT immediately.***

Dynamic RA to be in place

Reviewed regularly especially following any COVID 19 outbreaks or release of further government/LA guidelines

**Original: 1<sup>st</sup> September 2020**

**Reviewed: 8<sup>th</sup> March 2021**



# Guide to donning and doffing standard Personal Protective Equipment (PPE) for health and social care settings

## Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.  

- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.  

- 3 Put on your eye protection if there is a risk of splashing.  

- 4 Put on non-sterile nitrile gloves.  

- 5 You are now ready to enter the patient area.  


## Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.  

- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.  

- 3 Snap or unfasten apron ties the neck and allow to fall forward.  

- 4 Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.  

- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.  

- 6 Remove surgical mask.  

- 7 Now wash your hands with soap and water.  


Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

If you require the PPE for aerosol generating procedures (AGPs) please visit:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)