

<b>RISK ASSESSMENT FOR:</b>	<b>Covid-19: schools open</b>	
<b>Establishment:</b> Park House School and Tram House School	<b>Assessment by:</b> Kieran Bird	<b>Date:</b> September 2020
Review date: January 2020	<b>Approval:</b> AS (Director of Services)	<b>Date:</b> 07.01.21
Review date: February 2020	<b>Review date:</b> 01.09.2021	

**N.B. this is a working document and will be added to and is not exclusive of all measures in place**

Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Normal control measures	Additional control measures	Action completed by who, date
<b>Social distancing</b>	Pupils and staff	Spread of coronavirus	<ul style="list-style-type: none"> <li>• Clear distancing between work areas</li> <li>• Ensuring that we have the maximum space possible in each classroom by adjusting the classroom layout if necessary</li> <li>• Allowing those who do not need to be in a service to work remotely to keep</li> </ul>	<ul style="list-style-type: none"> <li>• Timetable specific rooms</li> <li>• Stagger start and end of the day – (this is done with the arrival of transport). Door duty staff to be mindful of the number of pupils being called so that communal areas do not get congested</li> </ul>	<b>SLT</b>

			<p>occupancy levels down to the minimum possible</p> <ul style="list-style-type: none"> <li>• Limiting visitors on site – before visitors arrive, they must ensure a contact number is given. Temperature will be taken and a log of visitors kept securely to ensure GDPR compliance. On arrival visitors will be given a form to complete with clear guidance on the Covid procedures within the service.</li> <li>• Posters in common areas reinforcing social distancing, prevention of crowding, max occupancy rules in staff rooms, admin offices, reception, kitchens, meeting rooms etc</li> <li>• Ensure that where possible we have one-way flows signposted/ marked for stairs and shared spaces</li> <li>• Visors will be permitted, but use is discretionary. Visors will be allocated to those staff that wish to use them. Staff will be responsible for the upkeep and cleansing of</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate social distancing guidelines followed if accessing the community</li> <li>• Actively manage the handover of pupils/students from and to parents and transport escorts, restricting parents to minimal access to our sites for drop off and collection - Door duty staff to sign in the pupils</li> </ul> <p>Lateral Flow Testing happening twice a week- with a maximum of 3 days between each test. Those who present a positive result, will be sent home, begin 10 days isolation and book a formal test. Staff at TH and PH will each get an individual box of LFTs to take home and do on Sunday evenings and Wednesday evenings from 8<sup>th</sup> March. Staff must notify their line manager if they are positive. Please see Lateral Flow Test Protocol for more information.</p>	
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			<p>visors. Masks can be used during whole service training, this is discretionary. Masks to be worn by students if they want to or are advised to. Masks to be worn by staff if there is a local breakout and in accordance to government guidance. Masks to be worn by staff at the point of unsanitary behaviour.</p> <ul style="list-style-type: none"> <li>• Masks to be worn by visitors to the school in the reception areas of the schools.</li> </ul>		
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Normal control measures	Additional control measures	Action completed by who, date
Contaminated areas/soft furnishings/resources	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• Removing intricate items and soft furnishings that are difficult to keep clean</li> <li>• Increase the frequency of cleaning all rooms and shared spaces at the end of the day and also during the day by the engagement of daytime cleaners.</li> <li>• All staff and pupils to sanitise hands at beginning and end of day. Tutors and staff should supervise the</li> </ul>	<ul style="list-style-type: none"> <li>• No soft toys to be available, unless it's a necessity for a pupil, control measures in place by ensuring that toy is isolated for that pupil</li> <li>• Toys that have been in pupils' mouths - to be placed in the sink each evening and cleaned with Milton</li> <li>• Toys to be cleaned after use using antibacterial wipes or spray</li> </ul>	SLT

			washing of hands during the day and will be provided with hand sanitiser for personal use	<ul style="list-style-type: none"> <li>• PH: Softplay balls to be removed from the soft play area.</li> <li>• Before entering soft play or sensory rooms all staff and pupils to wash or sanitise hands</li> <li>• Canvas reinforcer bags to be carried by staff and not pupils. Staff to be responsible for bag and to wash in the washing machine if contaminated</li> <li>• Seat covers to be purchased for soft furnishings and washed if contaminated</li> <li>• Pupils to have individual cushions if needed to support behaviour/seizures</li> </ul>	
<b>Hazard/Risk</b>	<b>Who is at risk?</b>	<b>How can the hazards cause harm?</b>	<b>Normal control measures</b>	<b>Additional control measures</b>	<b>Action completed by who, date</b>
<b>Pupil or staff become ill whilst on site</b>	Staff pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• Identified area for pupils/staff to isolate if needed.</li> <li>• If a pupil shows signs and symptom – to be taken to a room where they can isolate.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase the frequency of cleaning all rooms and shared spaces at the end of the day and also during the day by the engagement of daytime cleaners</li> </ul>	<b>SLT</b>

			<ul style="list-style-type: none"> <li>• Staff supporting students to be given appropriate PPE including mask/shield/apron and gloves. Pupils parents to be called</li> <li>• If a staff member is showing signs and symptoms they are to be isolated and provided with PPE in a bid to minimise them spreading the virus</li> <li>• Rooms to be well ventilated – windows open</li> <li>• Flow chart for procedures for illness to be shared with all staff and teams, to be presented in key areas and all staff to understand the procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Identified isolation space – PH/TH medical rooms WH staff office. STC- staff office</li> <li>• Deep clean if isolation spaces are used</li> <li>• SLT to phone DfE coronavirus helpline to discuss next steps</li> <li>• <b>Contact Public Health England for advice and guidance- 08000468687 *</b></li> <li>• <u>Closure of Public Health England (PHE)</u></li> <li>• On 1 October 2021, Public Health England (PHE) will close. Departments within PHE will be transferring into new and existing organisations, including UKHSA, DHSC and NHS organisations.</li> <li>•</li> </ul>	
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Normal control measures	Additional control measures	Action completed by who, date
<b>School building is conducive to the spread of Coronavirus</b>	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• Ventilate school buildings windows and doors open, where it is safe to do so</li> <li>• Identified isolation rooms</li> <li>• Increase the frequency of cleaning all rooms and shared spaces at the end of</li> </ul>	<ul style="list-style-type: none"> <li>• Identified isolation space – PH/TH medical rooms . WH staff office. STC – staff office</li> <li>• Onsite person to be identified to staff for replenishing of soap, handtowels and cleaning sprays in all toilets</li> </ul>	<b>SLT</b>

			the day and also during the day by the engagement of all staff.	<p>and communal areas, e.g. staff rooms.</p> <ul style="list-style-type: none"> <li>• Regular review by site managers of toilets and communal areas to ensure supply of soaps, handtowels and cleaning sprays are available.</li> <li>• SLT and Middle Leaders to lead on spot-checks and reporting when supplies are running low.</li> </ul>	
<b>Pupils behaviours</b>	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• Behaviour plans followed</li> <li>• Individual risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Use of PPE in the form of masks/shields/aprons/gloves to be used by staff when precursor behaviours are exhibited or behaviours such as spitting/smearing/urinating etc are in effect.</li> <li>• Pupils who have such behaviours in their topographies to be identified</li> <li>• Staff to carry equipment in their reinforcer bags</li> <li>• On call to be used to support and guide</li> <li>• Risk assessments to reviewed</li> </ul>	<b>SLT</b>

Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Normal control measures	Additional control measures	Action completed by who, date
<b>Fire Alarm</b>	Staff Pupils	Fire	<ul style="list-style-type: none"> <li>• If the fire alarm sounds, then all small groups must make their way out to the fire assembly point</li> <li>• To minimise contact, small groups will exit through their fire exit door and line up as per normal fire alarm procedure.</li> <li>• Pupils should still be encouraged to maintain a distance between each other</li> <li>• The adult must lead the line</li> </ul>	<ul style="list-style-type: none"> <li>• Park House to evacuate to the secondary meeting point (Spencer Park) if it is not possible to socially distance.</li> </ul>	<b>SLT</b>
<b>Hand over from transport to school staff</b>	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• All pupils temperature to be checked on arrival at school, if a high temperature (above 37.8 degrees) is observed then the procedure for if pupils becoming ill on site to be followed.</li> <li>• For school staff to maintain a minimum of 1 m distance from those dropping pupils at school. There should be no physical contact between</li> </ul>	<ul style="list-style-type: none"> <li>• Escorts and drivers to stay in their vehicle whenever possible, if toilet required to use Shower Block at PH and Reception disabled toilet at TH</li> <li>• If a pupil has a temperature of 37.8 degrees they must be isolated in the stated area with their staff member wearing PPE, if after 30minutes the temperature is below 37.8 then they leave</li> </ul>	<b>SLT</b>

			<p>school staff and transport staff.</p> <ul style="list-style-type: none"> <li>• No escorts or drivers to handle the clipboard for signing in. A member of staff on door duty to sign in all pupils.</li> <li>• Staff, unless to support with significant behaviours, should not enter the vehicles that the pupils are on and must wear a mask.</li> <li>• Should significant behaviours occur on transport, staff need to wear a face covering upon entering the vehicle.</li> <li>• All members of staff on door duty need to have a face covering on their person in case of needing to enter the bus or transport.</li> <li>• Door Duty staff to have a spare disposable clean face mask to give to a staff member in the event of an emergency</li> <li>• On entering the building, ensure that there is capacity to transition pupils safely,</li> </ul>	<p>this area and the staff member can remove their PPE. If the temperature remains above 37.8 degrees the family will be contacted and told collect their child and to either isolate or take a PCR test.</p>	
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			<p>maintaining the 1m minimal guidance.</p> <ul style="list-style-type: none"> <li>• Ensure that reception area is not congested and there is a free flow as much as possible from the entrance into the main body of the building.</li> <li>• All class registers to be taken in class and returned to reception upon completion in case of a fire alarm/ drill.</li> </ul>		
<b>Principles for staff</b>	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• <b>Principles for staff in place:</b></li> <li>• Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager), and access a test as soon as possible.</li> <li>• Upon arrival at school your temperature will be taken by your line manager. Should your temperature exceed 37.8 degrees, you will self-isolate in the medical room of the school for 20 minutes. If a high temperature is recorded staff are to be asked to not touch anything</li> </ul>		<b>SLT</b>

			<p>and to go directly to the medical room. If isolating staff must wear mask when having temperature checked. After 30 minutes your temperature will be rechecked and if it is still over 37.8 degrees, you will return home and asked to complete a lateral flow test at home. Any area that the staff member has visited or contacted must be deep cleaned. Upon arrival at home, you must organise an NHS self- testing kit for Covid19. Should you not be able to source this yourself you will be provided with a home testing kit from BeyondAutism. Your temperatures will not be recorded.</p> <ul style="list-style-type: none"> <li>• Clean your hands more often than usual - 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.</li> <li>• Use the 'catch it, bin it, kill it' approach.</li> </ul>		
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			<ul style="list-style-type: none"><li>• Avoid touching your mouth, nose and eyes.</li><li>• Clean frequently touched surfaces often using standard products, such as detergents and bleach.</li><li>• Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).</li><li>• Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.</li><li>• Prevent your class from sharing equipment and resources (like toys).</li><li>• Keep your classroom door and windows open if possible for air flow.</li></ul>		
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			<ul style="list-style-type: none"> <li>• Limit the number of children from your class using the toilet at any one time.</li> <li>• Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.</li> <li>• Read the school's updated behaviour policy and confirm that you understand how your role is impacted</li> </ul>		
<b>Hazard/Risk</b>	<b>Who is at risk?</b>	<b>How can the hazards cause harm?</b>	<ul style="list-style-type: none"> <li>• <b>Normal control measures</b></li> </ul>	<b>Additional control measures</b>	<b>Action completed by who, date</b>
<b>Use of agency staff</b>	Staff Pupils	Spread of coronavirus	<ul style="list-style-type: none"> <li>• <b>As above</b></li> <li>• Plus have signed the track and trace declaration form available at reception</li> <li>• Read, understood and signed this risk assessment on arrival at the school</li> </ul>	Lateral Flow Testing to be carried out twice a week, with a maximum of 3 days in between. Staff who report a negative test remain on site and continue tasks. Those who present a positive result, will be sent home, begin 10 days isolation and book a formal test. Please see Lateral Flow Test Protocol for more information.	<b>SLT</b>
<b>Mini Bus</b>	Staff Pupils	Spread of Coronavirus	<ul style="list-style-type: none"> <li>• Staff can choose to wear masks on the mini bus if they choose to</li> <li>• All staff and pupils to wash hands with anti bac before</li> </ul>	If pupils are displaying unsanitary behaviour prior to leaving on the mini bus, pupils behaviour plan to be put in place – if behaviour is not deescalating staff to dynamically risk assess and decide whether pupils are	<b>SLT</b>

			<p>entering and once exiting the bus</p> <ul style="list-style-type: none"> <li>• Staff member to wipe down areas with anti bac wipes/spray before staff entering and once exiting the vehicle</li> </ul>	<p>safe to travel – if in the event pupils cannot leave on the mini bus, parents are to be informed of the decision and alternative activity to be put in place.</p>	
<p>Offsite activities – including but not limited to – swimming, work experience, local area</p>	<p>Staff Pupils</p>	<p>Spread of Coronavirus</p>	<ul style="list-style-type: none"> <li>• Swimming – can happen follow risk assessment of venue, one class at a time and whole swimming baths per group including, own changing areas -</li> <li>• Work experience, adhering to risk assessment of venue – pupil/student behaviour plan. Travel to venue staff to wear masks on public transport – pupils/students to if they are able to.</li> <li>• Local area – pupils can go to park if walking distance in whole groups. Maintaining social distancing and at times of the day that they are less busy. Staff/pupils to clean play equipment before and after use, using anti bac spray/wipes. Pupils going to shops/cafes/libraries to adhere to social distancing,</li> </ul>	<p>If pupils are displaying unsanitary behaviour prior to leaving, pupils behaviour plan to be put in place – if behaviour is not deescalating staff to dynamically risk assess and decide whether pupils are safe to go offsite– if in the event pupils cannot leave on parents are to be informed of the decision and alternative activity to be put in place.</p> <p>Limited offsite activities – due to national lockdown. Pupils will still be able to do essential trips e.g. to shops if essential to their learning.</p>	<p>SLT</p>

			to venture to them at non peak times, to walk to venues – staff to wear masks if expected and to carry exempt cards for pupils/students who are unable to wear masks. Staff to take anti bac with them and wash hands every 30 minutes.		
Visitors on site	Staff Pupils Visitors	Spread of Coronavirus	<ul style="list-style-type: none"> <li>• Prior to visitors arriving they must send forward a contact number to ensure we can safely Track and Trace</li> <li>• On arrival visitors to sign a declaration about their health and to show understanding of our procedures. Including washing hands with antibac.</li> <li>• Visitors temperature will be taken and if it is above 37.8 degrees they will be asked to leave and recommended to follow the governments guidance on self-isolation</li> <li>• Limited number of visitors on site at any one time – no groups larger than 3 (including BeyondAutism</li> </ul>	<ul style="list-style-type: none"> <li>• Informal assessments of pupils can take place – with one parent/carer and child on site.</li> <li>• Lateral Flow Test for all visitors, if they are to stay on the premises or spend longer than 15 minutes in a space, less than 1 meter distance from others, or if they require physical contact with anybody. We will ask visitors if they have completed a lateral flow test 1 -2 days prior to visiting and if they have not then we will ask them to complete one. Visitors who report a negative test remain on site and continue tasks. Those who present a positive result, will be sent home, begin 10 days isolation and book a formal test. Please see Lateral Flow Test Protocol for more information.</li> </ul>	

			<p>staff) to be walking around the school.</p> <ul style="list-style-type: none"> <li>• Visitors not to enter rooms if the maximum number of people are in that room already – observe from outside. The maximum capacity will be displayed on the outside of the room.</li> <li>• Maintenance visitors to complete work before or after school where possible and to adhere to the risk measures above.</li> </ul>		
Lateral Flow Devices	<p>Staff Pupil Visitors <b>Stock levels (invalid test)</b></p>	<p>Spread of coronavirus through asymptomatic infection</p> <p><b>Business interruption due to diminished availability of Lateral flow tests</b></p>	<ul style="list-style-type: none"> <li>• Stock take to be taken weekly at the end of each week</li> <li>• Recorded on stock take form and centralised spreadsheet</li> <li>• directly to line managers. Line managers update centralised LRD tracker.</li> <li>• It is not compulsory for staff to complete a test – although it is recommended – those who refuse to have it recorded as such on the tracker.</li> </ul>	<p>Staff who report a negative test remain on site and continue tasks. Those who present a positive result, will be sent home, begin 10 days isolation and book a formal test. Please see Lateral Flow Test Protocol for more information.</p>	SLT/Site managers

			<ul style="list-style-type: none"> <li>• If a staff member produces an invalid test, they must retest – if they agree to it.</li> <li>• Cleaning equipment and PPE provided</li> </ul>		
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<b>DATE OF REVIEW:</b> <i>Record actual date of review</i>	<b>COMMENTS:</b> <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>
<b>DATE OF REVIEW:</b> January 5th	<b>COMMENTS:</b> Please see text in Red for additional control measures.
<b>DATE OF REVIEW:</b> September 2021	<b>COMMENTS:</b> Removed rota system Updated the LFT testing procedure.