



COVID-19 RISK ASSESSMENT

School: Mabel Prichard School

Date of publication: 1 September 2020

Date of review: 11th September 2020

Review dates(unless needed sooner):

18th September 2020

25th September 2020

2nd October 2020

9th October 2020

15th October 2020

There are three aspects to Mabel Prichard School's Covid-19 Risk Assessment:

- 1.Reducing the risk of Covid-19 entering the school
- 2.Minimising the potential spread of Covid-19 across the school community
- 3.Safely responding to any suspected or confirmed cases onsite and in our community

Please follow the latest Government guidance: currently <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

1. Reducing the risk of coronavirus entering the school

There are three aspects to Mabel Prichard's Covid-19 Risk Assessment:

- 1.Reducing the risk of Covid-19 entering the school
- 2.Minimising the potential spread of Covid-19 across the school community
- 3.Safely responding to any suspected or confirmed cases

Issue/Hazard

Measures to minimise risk

Comments / further measures

School Specific Comments

Tell site users not to enter the site if they or a member of their household are displaying any symptoms of coronavirus or if they have tested positive in at least the last 10 days

Site users must follow Government guidance on self isolation and not attend school in accordance with guidance if they or a member of their household is displaying symptoms

Anyone with Covid 19 symptoms or has someone in their household with Covid 19 symptoms or have tested positive should not attend school and should self isolate	Follow Government guidance. Staff and pupils who may have symptoms of coronavirus will be requested to take a test and actively engage with NHS Test and Trace	Regular information to all staff reminding them to stay at home if they have symptoms. Information shared with visitors through entry sign.
Anyone with Covid 19 should not attend school and should follow Government guidance		NHS Test and Trace protocol shared with staff in staff protocol and letter sent to parents to reinforce message to pupils/visitors.
Avoid non-essential appointments and consider the use of technology for meetings e.g. video / teleconference facilities / Google Hangouts		Non essential meetings to be carried out through google meets. As interviews in a special school are essential face to face they will continue with rooms wiped down between each candidate and the minimum contact with students required to assess the candidate. Hot drinks will not be offered and candidates will be given bottled water to take off site with them when the interview is complete. Candidates will be on site for the minimum time period necessary.
Visitors such as therapists, clinicians etc should ensure they minimise contact and maintain as much distance as possible from other site users	Maintain social distancing where possible	Reception to brief all visitors on minimising contact and social distancing. All adults must observe the 2m rule wherever possible. No unplanned visitors will be allowed on site. All visitors to wear masks in school. Signs to be put at reception to inform and remind all visitors and visitors to be informed of this prior to coming on-site. Lanyards will not be used and stickers will be issued instead. Reception staff will sign all visitors and staff in. Logs will be kept of any breaches of 2m contact to aid contact tracing.
Signage for conduct while on site to be clearly visible and prominent on entry. Clear instructions that individuals who have any symptoms of Covid - 19 must not enter site must be prominent on entry. On arrival, site guidance on social distancing and hygiene should be explained to all visitors.	To include Covid 19 Education poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf and 'Staying Covid- 19 secure' poster. A record must be kept of all visitors.	Poster displayed in reception, sixth form and staff room. COVID-19 information to be taped to the desk next to each signing in book.
Sanitisation stations at entry point, all site users to sanitise on arrival as first action on site	Use of hand sanitiser for pupils with complex needs should be supervised due to risks of ingestion. Skin friendly skin cleaning wipes can be used as an alternative	Additional hand sanitiser stations in all meeting rooms, offices and shared areas. All other spaces have local access to sinks and hand washing facilities. Hand sanitiser is not permitted on lanyards as it can be taken and ingested by students and is not a regulated product.
Site users to wash hands thoroughly as soon as possible on arrival and more frequently than usual while on site - on arrival on site, when returning from breaks, after using toilet, when changing rooms, and before and after eating.	Wash hands thoroughly with running water and soap for 20 seconds and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered	All staff/visitors arriving in reception to use hand sanitiser at reception. Reception staff will sign visitors and staff in. All visitors to use the hand sanitiser provided before entering the building.

Site users	Site users (visitors, staff, pupils) bring Covid-19 on to school site	Regular sanitisation of surfaces in reception and entry points	Sanitiser and cleaning wipes available on reception	Hand sanitiser, wipes and cleaning spray available in Reception. Additional cleaning every two hours in the school day, completing the cleaning checklist.
		Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Provide ready access to tissues and foot operated bins.	Tissues and lidded pedal bins and posters in place across the site. Bins to be emptied at least daily.
		Personal parcels not to be delivered to school		Avoid personal packages being delivered to school - information added to staff protocol
		Minimise face to face transfer of deliveries	Deliveries to be left at door or gate	Delivery drivers to leave packages in reception lobby. Items to be left outside where possible. Posters in place to inform them.
		Signing in and out systems to ensure distancing from receptionist and/or office staff.	School to consider adding protective screen to reception desk, moving sign in book or clear system for receptionist to step back when others sign in. Keep record of visitors	Glass screen divides receptionist and visitors. Visitors to sign in having sanitised hands first.
		Minimise parent contact during drop off and collection of pupils	Parents to follow school specific instructions for these transitions (for example: pupils to wait in car for collection)	Parents have been advised to observe social distancing when collecting their children. Letter to reinforce this message wk. Aug 24th 2020. Posters on school doors reminding parents.
		Discourage parents from gathering at entrance gates or doors, or entering the site (unless they have a pre-arranged appointment, which should be conducted safely)		School staff managing taxi drop off and parents where needed.
		Meeting rooms to be well ventilated. Adults to observe distancing and good respiratory hygiene. Do not share equipment in meeting rooms	Sanitiser, cleaning wipes, tissues and bins to be available in meeting rooms. Open windows when possible.	Meetings to take place outside/online if possible. If meeting is absolutely necessary or urgent then the largest meeting room available will be used and participants will be seated apart. Sanitiser is available and the room will be cleaned after each use. All visitors attending the meeting must wash hands in advance at reception. Visitors to be provided with bottled water.
School vehicles to be wiped after every use: regular cleaning of school vehicles	Wipes to be available in every vehicle. Staff to clean according to protocol in vehicle.	Protocol on display in every vehicle with sign in sheet for staff to sign to confirm they have followed the cleaning protocol.		
Contractors, including cleaning contractors, to follow their risk assessments and method statements regarding COVID-19.	Minimal amount of tools to be brought on-site, and those used should be sanitised prior to coming into schools Contractors to take away their own waste and not use school waste bins / skips on site. Site Managers to sanitise areas of work when contractor has departed. Contractors to work in well ventilated spaces to allow good circulation of air. Caretaking/site management/cleaning staff to provide contractors with sanitiser wipes to clean tools and equipment. Cleaning to take place in zones and shared with Estates Manager to avoid cross contamination. If security contractors access site overnight, security report must detail zones accessed so the areas can be cleaned before use. Schools should have discussions with key contractors regarding control measures.	All emergency works carried out before or after the school day. School Business Manager/Caretaker Manager to brief all contractors on arrival to observe the guidelines, wash hands and observe the 2m rule. Any areas used by contractors will be cleaned afterwards.		

2. Minimising the potential spread of the virus across the school community

In Mabel Prichard the identified member of SLT responsible for monitoring cleaning practices are in place is Lee Warner. All concerns should be reported to her.

Follow DfE guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Consider how to reduce numbers of contacts and maximise distancing wherever possible - minimise contacts and mixing

Virus passed to others on hands or items	Pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, after using the toilet, and before and after eating.	If hand washing facilities are not available, use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Disconnect hand driers and provide paper towels. Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly on paper towel. Use of hand sanitiser for pupils with complex needs should be supervised due to risks of ingestion. Skin friendly skin cleaning wipes can be used as an alternative	Posters displayed across the site and all staff reminded regularly about the need for children to wash hands. Paper towels available. There are no hand driers on either site. On primary, all students to sanitise hands on entry to the building using the sanitisers by the door. On secondary, staff have sanitisers by the door and help students sanitise hands. All classrooms have sinks and washing facilities. Students will not be permitted their own hand sanitiser.
	Display handwashing instructions at washing facilities		Posters displayed across the site and all staff/pupils reminded regularly about the need to wash hands.
	Hand sanitiser to be provided on entry, pending handwashing, and exit and in multiple locations on the school site	Consider if there are sufficient hand sanitising stations throughout the site	Hand sanitiser, wipes and cleaning spray available in Reception and across the school in key locations. Additional cleaning during school day every two hours following the cleaning protocol.
	Do not share stationery and other equipment in offices		Staff protocol includes non-sharing of stationery items. Staff reminded of protocol in every Monday morning briefing.
	Maintain set and enhanced cleaning regime for toilets during day	Identify objects and surfaces that are touched regularly e.g desks, white boards, kettles, chairs, doors, sinks, toilets, light switches, bannisters, grabrails, keypads, door / window / fridge handles and glazing, and maintain enhanced daily cleaning regime. Frequently touched surfaces to be cleaned at least twice a day	Toilets to be cleaned as used and in line with the cleaning protocol and checklist.
	The cleaning schedule must be generally enhanced and includes more frequent cleaning of rooms/shared areas that are used by different groups: frequently touched surfaces being cleaned more often than usual.		High traffic and frequently touched surfaces cleaned every two hours according to cleaning protocol.
	Adults to avoid hand shakes or physical contact with other adults		This is common practice now however reminders will be given. Poster added to reception.
	Provide lockers for staff so personal items are not left lying around		All staff have access to lockers or alternative lockable spaces locally to classrooms/offices.
Consider carefully the safe use of communal areas, e.g. staff room.	If space is available, consider the use of unused areas as additional staffrooms to reduce traffic and occupancy levels	Staff on both sites are encouraged to use their own classrooms for breaks. Where this is not possible, there are two staff rooms available for staff on each site. The DT rooms on each site are designated spaces for half the staff and drinking water is provided. Staff from other classrooms must observe the 2 metre rule in the staff rooms.	

	Consider additional measures for high risk groups (staff clinical vulnerable, BAME staff etc)		Individual risk assessments are in place and continue to be reviewed.
	Keep areas tidy e.g. staff room, so areas are easier to clean		Clear signage in place in staff room. No crockery or cutlery is to be left out, it must be washed and put away, or put in the dishwasher. No discarded paper is to be left next to the photocopier, it must be recycled or put in the scrap paper box. Any printing must be collected for use immediately.
	Alarm panels (Fire and Security) should be disinfected regularly by the Caretaker		Added to cleaners' duties twice per day
	If central copier, print panel to be sanitised regularly		Andarta spray and blue paper towels available to clean after each use and signage in place to remind staff.
	Wipe desks, keyboards, mouse, handles etc regularly with appropriate wipes	Appropriate sanitising wipes to be available in all areas, including communal areas	Andarta spray and blue towel available across the school. Additional sanitiser is available at doors, high usage points and in all rooms across the site. Hand washing facilities are available in any rooms with no sanitiser.
	All staff to have ready access to appropriate sanitising wipes and hand gel		
	Avoid hot desking	If hot desking unavoidable, each user must wipe furniture and equipment after every use	Hot desking not necessary with the exception of the therapeutic team and PPA spaces. These spaces should be cleaned by the user after each use and every two hours according to the cleaning checklist.
	Anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared.		Signage for handwashing displayed throughout the building and staff protocol to include information regarding lunch time staff
	PE equipment and lunch hall furniture to be sanitised after each use		Students to eat in class and not in the hall. PE equipment cleaned between uses by staff. This is specified in the staff protocol.
	Additional / enhanced cleaning. All cleaning processes to comply with latest government guidance - as a minimum, frequently touched surfaces should be wiped down twice a day	Cleaning staff and other staff completing wider cleaning of doors, reception desks and other high traffic areas where touch is likely to occur. Microfibre cloths should not be used for cleaning. Disposable 'J-cloths' should be used, or paper towels. All crockery should be washed in dishwasher. Cleaners to sanitise push to exit bars and thumb-turn locks of main exit doors daily	Cleaning plan in place and communicated to both site cleaning teams.
Virus passed to others with a sneeze or cough or through close proximity	Site users to maintain distance from other individuals as far as practical without compromising pupils' educational and care support		Staff briefing to include information and reinforced in staff protocol. Staff to maintain a 2 metre distance from each other and must be particularly vigilant when mixing with staff from other classes.
	Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Schools must ensure that sufficient bins and tissues are available. Pupils who have complex needs regarding respiratory hygiene must have individual risk assessments in place	Posters promoting these actions displayed in the school. Tissues available throughout school and sanitation stations. Bins emptied at least daily.
	Use back-to-back or side-to-side working (rather than face-to-face) where possible		No face to face working in offices, desks aligned in a temporary COVID secure fashion. Reception has a screen between receptionist and visitors.
	Consider reducing occupancy levels of all areas to facilitate distancing		Reduction of the use of communal areas e.g. staffroom, and hall. Additional staff room introduced on each site to enable the 2m rule.
	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation		Communal doors held open and must be closed in the event of a fire. All classrooms have access to opening external doors and windows and offices have access to opening windows.
	Open windows and doors to increase ventilation		All classrooms have access to opening windows and doors. Offices have access to opening windows. Staff encouraged to do so in staff protocol.
	Use outside areas for activities where possible		School has a large field and multiple outside hard playgrounds being used for outside breaks. Teachers are encouraged to hold lessons outdoors as much as possible.
	Avoid as far as possible situations where people must work face-to-face for a sustained period with more than a small group of fixed partners		Staff reminded of expectations and class groups staying together for the most part. Any activities requiring prolonged face-to-face working will be risk assessed. Face visors will be available for such situations, which must be washed and retained by the individual.
	Reduce face to face meetings: essential face to face meetings only	Where meetings need to take place observe distancing: do not share equipment: provide hand sanitiser: meet outside if possible: open windows	SLT to meet in large well ventilated office and other regular meetings to be held online where possible. Where SLT need to meet staff onsite this should be done in the hall, outside or large office, observing the 2m rule. Interviews will take place as the nature of our students requires us to see potential staff with them. A 2 metre distance will be enforced and minimum contact time with students. Face masks will be worn except when with students and bottled water will be provided and taken off site by the candidate.
	Stagger break times to reduce pressure on break/staff rooms, places to eat and toilets		Where possible students and staff should remain in class groups and/or islands. Use of staffroom reduced - additional places to eat made available e.g. outside staff space (Quad in primary and out the front of secondary.) Staff collecting lunch must wash their hands before and after collecting lunch and observe 2m rule.
	Reduce non-essential internal pedestrian traffic within site to reduce social interaction	Staff to use phone conversations and emails in favour of face to face interaction	Admin requests should be emailed and where possible phones used to contact staff whilst onsite. Non-essential circulation should be discouraged. Students who would normally have a duty to bring something to the office to refrain from doing so.
	Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others);	Reduce social interactions while at work	Staff to stay in class groups and/or islands where possible. Some staff will need to cross class teams where this is needed they must wash hands and clean equipment. This includes our HLTAs and music teacher.
	Group site users together and avoid contact between groups	Minimise contacts and mixing by keeping, as far as possible, groups separate and maintaining distance between individuals	Class and island teams identified as broad groups which will stay together. The islands would also be the limit for an internal larger gathering e.g. music/yoga/ etc. Assemblies will not take place. Office spaces geographically grouped to minimise unnecessary contact e.g. Secondary office, primary office, Head's office and Head of school offices. Two classes share a set of toilets
Locate work stations to allow distancing		Desks moved accordingly.	

Spreading the virus within buildings - staff, pupils, visitors	Consider arrival and departure times to reduce crowding into and out of the workplace. Introduce one way flow for exit and entry if possible		Pupil arrival times managed with taxis arriving by 9am. Staff will supervise the disembarking each vehicle one by one and take them in vehicle groups to the door observing distancing where students are able to understand. where they are not, this will be mitigated by thorough hand sanitising on entry to the site. Parents dropping students off will queue in a distanced way at the front of the building and will not be able to go to classrooms. EY students being brought by parents will have a designated time. They will not be allowed in the class. End of day procedure is documented in staff protocol with all students staying in class until called on the walkie talkie. Staff must be particularly vigilant about observing the 2 metre rule at the start and end of the day as there is mixing of classes and large numbers outside.
	Provide pedestrian route guidance around site to dictate flow of pedestrian traffic		Each site is an island. Minimise pedestrian movement around the site where possible.
	Make clear to parents that they should not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)		Letter sent to parent to explain process for accessing the site and a video illustrates how this happens. Signs remind parents/carers to enter one at a time. Access controls in place at reception which allow visitors to talk through a glass screen without going past the school lobby.
	Staff must follow Government guidance on self isolation and not attend school in accordance with guidance if they or member of household is displaying symptoms		Government guidance included in staff protocol and staff reminded in Monday morning briefing.
	Reduce points of cluster throughout the school day e.g breaks, assemblies		No assemblies will take place until further notice. Use of the large outdoor spaces are on a rota in islands.
	Pupils to be grouped together in bubbles as much as possible, and avoid contact between groups	Maintaining distinct groups or bubbles that do not mix will make it easier and quicker in the event of a positive case to identify those who may need to self isolate, and keep that number as small as possible. See DfE guidance on these approaches https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Islands to form the basis of a bubble with staff and students not crossing over wherever possible. Some staff will need to cross the bubbles/islands; however, in this even they will observe stringent hand washing and be maintain a 2m distance where possible. Islands are formed of individual sites and classes stay together as much as possible. Students come together for Music, therapies etc. Again here professionals must follow the staff protocol and observe the hierarchy of controls.
	Minimise contact and mixing by keeping groups as far as possible separate and maintain distance where possible		Separate small grouped breaks and three lunch sessions in place for staff. No whole school assemblies at current time.
	Staff to maintain distance from pupils and other staff as far as practical, it is acknowledged that this is not always possible for pupils who have complex needs	Avoid close face to face contact if possible and minimise time spent within 1 metre of anyone if practical. Pupils' educational and care support should be provided as normal	Staff reminded to maintain 2m distance from each other students and other staff wherever possible and are reminded through protocol, Monday morning briefings and the Daily Mabel.
	Pupils to be encouraged not to touch staff and peers and to socially distance where possible		Staff reminded to maintain distance from students and other staff wherever possible and are reminded through protocol, Monday morning briefings and the Daily Mabel.
	Individual risk assessments to be implemented regarding pupils with complex needs which affect ability to maintain risk mitigations	E.g. pupils with respiratory needs. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not. Specialist settings will typically have handwash basins in or adjacent to classrooms, so may be able to use these to maximise hand washing.	COVID specific intimate care plans for students who require them. Consideration given to PHPs and RA for specific students who may not be able to maintain risk mitigation. Staff have additional guidance through an appendix to the PHP policy should RPIs be necessary. Staff to wear masks and visors when changing and feeding students to avoid a splash risk. Close contact activities such as physio will also need a mask. BAME staff have individual RAs.
	Consider process for removal of face coverings when pupils and staff who use them arrive at school and communicate this clearly to them.	Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	Protocol for removing all PPE is communicated to staff and a video has been shared. Staff to communicate the protocol for removing face coverings to students. Students are discouraged from wearing masks due to the likelihood of them not disposing of them correctly and playing with them. Staff who wish to wear masks will be provided with disposable masks twice a day and when they have been in contact with any fluid, or sneezed, coughed etc. They will dispose of them according to the correct donning and doffing procedure and will put them in a lidded receptacle. https://www.hps.scot.nhs.uk/web-resources-container/covid-19-the-correct-order-for-donning-doffing-and-disposal-of-personal-protective-equipment-ppe-for-healthcare-workers-hcws-in-a-primary-care-setting/
	Arrange classrooms with forward facing desks	Remove unnecessary furniture to make more space	Unnecessary furniture removed and all desks are individual or spaced a chair apart., this minimises the likelihood of children working face to face.
	Individual and very frequently used equipment, such as pencils and pens, should not be shared	Staff and pupils to use their own items	Individual packs given to all students
	Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.		Expectations set out in letter to parents July 17th 2020 and September 2nd 2020. All unnecessary sharing of equipment discouraged. Use of google drive where possible for accessing pupil records. Parents have signed an on-site agreement.
	Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example, physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.	Classes have been cleared to minimal equipment. No soft furnishings or 'uncleanable items' are in class unless individual risk assessments require them and in these cases individual risk management procedures are in place. Equipment not shared unless necessary and PE and cooking/art equipment cleaned between use. This is set to in the staff protocol. ICT equipment not shared across island groups.
Consider which lessons or classroom activities could take place outdoors		Classes will work from their garden spaces outside of the classroom.	

Measures specific to classrooms and pupils

Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building		Limited movement due to most lessons being taught in the classroom without the need to move students. Some movement is required for PE, Music, Art, yoga and and Food Tech, although is minimal and carefully managed with students washing their hands when arriving at a new venue and cleaning of the spaces to be carried out between groups.
Avoid large gatherings e.g. assemblies with more than one group		No whole school assemblies will take place. Lunch will take place in classrooms.
Outdoor sports prioritised in preference to indoors sports/PE		All PE to take place outdoors wherever possible. This is reinforced in the staff protocol.
Indoor sports to take place in large spaces if outdoor sports option is not available		Gym at Oxford Academy not accessible. Where the weather does not allow outdoor learning, class based alternatives will be sought.
Singing (music lessons/choir)		Limit the size of the groups taking part. Keep background and accompanying music to a level that doesn't encourage voices to be raised unduly. Singing in groups should take place outdoors wherever possible. If indoors limit numbers according to space and use a room with as much space as possible. Maintain social distancing between each singer and ensure students/staff are side to side and not facing each other unless a distance of 2 metres can be maintained. Encourage students to sing quietly. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school
Avoid any group activities and sports that requires pupils to be in close physical contact with each other		PE curriculum not to include contact sports. Football was reviewed on 8.9.2020 and if a ball is being kicked between two students or a student and member of staff with no contact, this can take place. Cooking preparation to take part in classes where possible and cooking room to be cleaned between each use.
Consider how play and sports equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	Sanitise equipment during lessons if possible	Outside play equipment to be cleaned between each use. Other equipment to be cleaned between use. See equipment risk assessment. https://docs.google.com/document/d/1myJ96pfjlyLj9KvEo-E24FEMW4VEx-EjDfk2vyeHbs/edit
Remove unnecessary items and furniture from classrooms and other learning environments where there is space to store it elsewhere		Items have been removed and classes have only necessary equipment. Reminder given to staff in staff protocol.
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) if possible		Items removed. Reminder given to staff in staff protocol. Equipment risk assessment outlines exceptional circumstances for specific students.
Use back-to-back or side-to-side working (rather than face-to-face) where possible		All offices and desks arranged to support the requirement to avoid face-to-face working.
Ensure that all adults and children wash their hands more frequently than usual with soap and water for 20 seconds and dry thoroughly	On arrival, throughout the day and in response to specific actions, e.g. pupil has coughed into hands, used toilets, before and after eating	Information provided in staff protocol and posters displayed throughout the building. Regular reminders given to children to wash hands for 20seconds.
Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Use of hand sanitiser for pupils with complex needs should be supervised due to risks of ingestion. Skin friendly skin cleaning wipes can be used as an alternative	Additional hand sanitiser stations in all meeting rooms, offices and shared areas. All other spaces have local access to sinks and hand washing facilities. Staff are not permitted to supply own sanitiser to wear as it poses a risk to students and will not be part of the school COSSH risk assessment.
Assist pupils who are less able to wash hands		Support available through support staff, class teachers and therapeutic team. SLT to reinforce message with students on a regular basis.
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Open windows to improve ventilation.		Communal doors held open and will release in the event of a fire. All classrooms and offices have access to opening windows.
Access rooms directly from outside where possible		Classrooms can be accessed directly from the outside and will be used by secondary students to enter and exit at the beginning and end of the school day.
Consider one-way circulation if practical, particularly in corridors and stairs		One way circulation not practical, however, staff are instructed to limit the movement of internal areas and to use the outside area to move around wherever possible. School timetables aid the reduction of internal traffic.
Consider staggered start and finish times	This should not reduce the amount of overall teaching time	All secondary students access the site via external classroom doors. Primary students access vehicle by vehicle with staff support to move into school in distanced groups.
Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time		Outdoor is accessed from individual classes, so no need to stagger access. The nature of our school means we have a small number of students on each site forming each island (no more than 54 students at any time.)
Stagger lunch breaks - pupils and staff should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.		Lunch in classes. All students to wash their hands before lunch.
Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	Where possible ensure toilets are only used by students within one zone.	Every two classes share a set of toilets.
Outdoor playground equipment should be more frequently cleaned	Consider appropriate rotas for outdoor equipment (i.e. 1 group per day to have access) with sufficient cleaning between use.	Outdoor play equipment is cleaned between each use. Staff are reminded on the protocol.
Classroom staff to use appropriate cleaning products to clean and disinfect frequently touched objects and surfaces in the rooms/spaces they are using including: § Door and window handles		Cleaning kits available across the site and in all teaching and learning spaces Cleaning plan in place
§ Sensory resources	Thorough cleaning of all items used in the room completed either at the start or end of each day. On-going cleaning carried out through the day on areas of spillage, dirty hands or areas / surfaces where frequent sneezing has occurred, particularly from hay fever. Tablet devices / touch screen technology is cleaned / sanitised prior to each use. Remove any shared toys / apparatus that might be difficult to clean to fully sanitise	Sand, shaving foam and other non-cleanable resources are only permitted if kept to an individual tray and provided to an individual on a one to one basis in an individual room and as a result of an individual risk assessment where it is deemed detrimental to the education and/or wellbeing of the student not to use them. Bubbles can only be used if generated by a machine. See equipment risk assessment.
§ Desks and table-tops		Cleaning plan in place
§ Sports equipment	Telephones should be wiped over between use if shared.	Cleaning plan in place
§ Toys		Cleaning plan in place
§ Teaching and learning aids e.g. whiteboards		Cleaning plan in place
§ Computer equipment		Cleaning plan in place

3. Safely respond to any suspected or confirmed cases onsite or in the school community

Follow guidance contained in <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Suspected case on site	Site user becomes unwell	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms See cleaning guidance provided in cell 134 D	Site user to be instructed to follow the COVID-19: guidance for households with possible coronavirus infection guidance.	Information and protocol for ill children shared with parents (letter wk. 24th August) and protocol for ill children shared with all staff and included in the staff protocol. All staff to be clear on expectation if either staff and/or students become unwell.
		Staff and pupils who have been sent home with symptoms of coronavirus will be instructed to take a test and actively engage with NHS Test and Trace	If the test is negative the person can return to school/work. However, if they feel unwell, it is best to avoid contact with other people until they feel better. Staff and parents/carers need to be willing to: book a test if they are displaying symptoms and provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace: self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Parents and staff must inform schools immediately of the results of a test	Information and protocol for ill children shared with parents (letter wk. 24th August) and protocol for ill children shared with all staff and included in the staff protocol. All staff to be clear on expectation if either staff and/or students become unwell.
	An unwell person remains on site awaiting collection	Person should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	See cell 134 D for cleaning guidance	The quiet room on primary and 'The Flat' on secondary are used for isolation. In the event of needing to use this, the disabled toilet on Primary and the post 16 staff toilet on secondary can be used by the person using the isolation room. All spaces will be cleaned following use.
		If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using appropriate cleaning products before being used by anyone else.	See cell 134 D for cleaning guidance	As above. Staff who have been caring for the students while awaiting collection are responsible for cleaning the space after use and/or actioning appropriate cleaning.
		PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained		PPE packs available in both islands and the reception offices. PPE worn in the event of a suspected case to be doffed according to the guidance and put immediately in a black plastic sack and locked in the jacuzzi room for 72 hours before disposal.
		Cleaning guidance to be observed	Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. Use one of the options below: •a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or •a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or •if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags (see cell an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning	All items listed here are available on site (in both islands and through reception) and guidance posters on how to wash hands are displayed to remind people to use soap and water for 20 seconds. Staff protocol includes the procedure for dealing with a symptomatic child.
	Follow guidance regarding disposal of waste	Personal waste from individuals with symptoms of Covid 10 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): 1.Should be put in a plastic rubbish bag and tied when full 2.The plastic bag should then be placed in a second bin bag and tied 3.This should be put in a suitable and secure place and marked for storage until the individual's test results are known. This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: •keep it separate from your other waste •arrange for collection by a specialist contractor as hazardous waste	Guidance shared with cleaning staff and caretaker.	
		In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Anyone with Covid 19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.		999 protocol already in place for ill children and displayed in school
	A site user has assisted an unwell person	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.	Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	SLT to offer guidance and direction on the need to go home and/or get tested

Confirmed case	There is a confirmed case of Covid-19 in the school community	When a child, young person or staff member develops symptoms compatible with Covid-19, they should be sent home and advised to self-isolate in accordance with government guidance.	All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and must get tested in this scenario. If positive, all staff and pupils who have been in close contact with the person will be asked to self-isolate for 14-days. Contact Public Health England health protection team if a positive test is reported to facilitate a rapid risk assessment and to receive guidance on what actions to take, particularly regarding those people who have been in contact with someone who has tested positive. Please refer to the full guidance regarding the management of confirmed cases provided in item 8 " <i>Manage confirmed cases of coronavirus amongst the school community</i> ". https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools . Please also refer to this guidance for advice on actions if schools have two or more confirmed cases within 14 days or an overall risk in sickness absence where Covid 19 is suspected. Parents and staff must inform school immediately regarding the results of a test.	SLT to offer guidance and direction on the need to send a child home. No child to be sent home without the approval of SLT
		Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.		Anyone returning to site following a negative test will be authorised by the Head Teacher before coming back onsite.
		Where the child, young person or staff member tests positive, the school will work with Public Health England Health Protection Team regarding the actions to be taken with those people who have been in close contact with the person who has tested positive: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools . PHE will provide definitive advice: Thames Valley HPT Telephone 0344 225 3861 Out of hours advice 0844 967 0083		Information to be communicated to parents, children and staff by SLT. SLT to work with PHE to identify other staff/students who may need to take action. SLT to communicate with parents where necessary.
Confirmed case on site	A person with Covid-19 has entered the site	Person to be sent home immediately, referring to guidance provided above	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	This will be actioned by the senior leader onsite in conjunction with HT if she is not onsite.
		Follow latest government guidance regarding cleaning		Government guidance regularly reviewed by SLT.
		Persons in contact with confirmed case should be sent home to self isolate for 14 days in accordance with advice from Public Health England (see guidance provided above)		SLT to direct staff to go home where needed - records of this should be kept to inform when it is safe to return to work
		Consider use of Lockdown policy if person refuses to leave site, adapting to ensure Covid 19 risk mitigations are taken		To be carried out as per policy.
L Wawrzyniak				
1-Sep-20				