

Covid-19 Procedures and Risk Assessment from September 2020

Completed: 13th July 2020

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In place : 7th September 2020

To be reviewed: Weekly as part of the SLT meeting

Made available : On school website, all staff, Governors and LA.

Reviewed:



To note: The 'risk' throughout this Risk assessment refers to the spread of Covid-19. All precautions stated are to limit this risk as far as possible.

Task / Activity	What Hazards are present or might be generated	Who is at risk?	Probability before precautions	Precautions in Place	Risk Rating after precautions
General hygiene	Spread of virus due to poor hygiene	Staff, Pupils, families	High	<p>Hygiene Protocol (Appendix 1) is shared with all staff and pupils and is enforced by staff teams.</p> <p><u>Hand Hygiene</u> This includes: hands to be washed on arrival at school, before and after key activities and point of the day. Soap and hand towels will be well stocked in toilets and in classrooms with sinks. Alcohol hand gel will be provided to all classrooms and personal smaller bottles to all staff. This should not replace hand washing. Pupils should apply hand gel when they return from the toilets.</p> <p><u>Respiratory Hygiene</u> Lidded bins will be provided in all classrooms with tissues. 'Catch it, bin it, kill it' will be promoted and there are posters displayed promoting this around school. Students should wash their hands or use hand gel after wiping their nose etc.</p>	Low

				<p>There will be additional hand sanitiser points outside the staff room, in PE, in the entrance to school, in the dining room.</p> <p><u>General Classroom Organisation</u></p> <p>In classrooms windows should be open and during the day doors should be propped open to allow a good airflow as recommended in official guidance. Unless this will be detrimental to the safety of the pupils and staff in the class. This decision is taken by the staff team.</p> <p>As is our standard practice pupils should sit on individual desks and not be close together.</p> <p>Social distancing will be observed wherever possible but cannot be guaranteed due to the nature of the pupils learning needs.</p> <p>All classrooms will be provided with a cleaning kit of cloths, spray and gloves. As well as hand gel, body wipes and tissues.</p> <p>There are posters around school to promote social distancing, good hand hygiene and respiratory hygiene.</p>	
Reduction of Contact between groups in school and high touch points	Spread of virus due to close contact between groups of people.	Staff, Pupils, families	Medium	<p><u>'Bubbles'</u></p> <p>The largest bubbles will be Key Stage bubble.</p> <p>Key Stage 3 Formal -Years 7, 8 and 9</p> <p>Key Stage 4 Formal - Years 10 &11</p> <p>Key Stage 5 - Post 16</p> <p>Semi-formal (main school) - 7 classes</p> <p>These will only be used at Lunch and break times to facilitate staff breaks.</p> <p>Pupils will predominantly stay in class and year group bubbles.</p>	Low

			<p>For taught sessions students will only work in year groups for: KS3 - PE, PFA carousel, Community Education. KS4 - Options, PE, Community Education KS5 - Work experience, Enrichment activities</p> <p><u>Lunchtimes</u> At lunchtime students will be allocated places to sit in the dinner hall that are based on their year group. Students will line up in Year groups for lunch. 1st sitting (11.50-12.20) - KS5 2nd Sitting (12.50-1.20) - KS4 + semi-formal 3rd sitting (12.20-12.50) - KS3 + 9/10RPa + 8/11LMc</p> <p>Tables will be disinfected between sittings. Lunchtime clubs will not run in the first few week and all pupils will go to the playground. After this a reduced selection of clubs will run within Key Stages. Staff will stay with their own Key Stage where possible. Due to the large number of staff required in semi-formal some staff may be required to cross bubbles but this will be limited as far as possible. Cutlery - staff wearing gloves will distribute cutlery to students so that they are not being touched by multiple students. Water - staff will ensure that water is poured for pupils and jugs are not left on the tables.</p> <p><u>Lessons and Resources</u> Pupils are already used to having designated spaces to sit in classes and this will continue. Every student will be given their own pencil case with their own writing and drawing resources in it.</p>	
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				<p>In lessons where resources are required they will not be shared by different year groups. This will be specifically planned for in PE, Music, Art and Living Skills, Forest School, Employability and Enterprise, animal care.</p> <p>Specialist teachers are working in their own work spaces and will work to reduce contact wherever possible and ensure desks, relevant resources are cleaned down after each class has used them.</p> <p>The Library will be used as a planned resource for lessons - books to go into 48 hour quarantine boxes when they have been read. After use the table will be required to be cleaned.</p> <p><u>Adaptations to the Curriculum</u> Key Stage 4 Pupils will not be cooking until it is deemed that the risk of transmission is safe. This is to reduce usage of the cooking room to enable greater cleaning between use. Years 10 and 11 will be using the time to go out on the minibuses and accessing outdoor spaces and local markets whilst still working towards their personal IEP targets.</p> <p>Changes have been made to the timetable to reduce staff movement between Key Stages to as little as possible to still provide pupils with a broad and balanced curriculum.</p> <p>There is one HLTA assigned to KS3 and a second to KS4. They will still share an office but desks will be moved so there</p>	
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				is a distance between them, the door will be open when they are in and windows will be open. A second computer will be provided so they are not sharing.	
Reduction of contact between staff				<p>Staff should ensure they wash their hands before and after eating.</p> <p>If staff choose to eat in the staff room they should maintain social distancing.</p> <p>Staff are encouraged to eat in classrooms to maintain social distancing between teams. This will need to be planned around clubs to ensure staff are having a break from pupils.</p> <p>Staff should follow hygiene protocol after going to the toilet and also use hand sanitiser after leaving the staff room area as provided outside.</p> <p>Cigarette Breaks - If staff choose to smoke during their allocated breaks then they must follow normal procedures and also ensure they are social distancing when outside. They should use hand sanitiser before they reenter the building and then wash their hands immediately.</p> <p>Guidance will be re-shared for staff relating to good practice around changing clothes when returning home.</p> <p>Staff should wear clean clothes each day to work to minimize the cross contamination between home and school.</p>	

Attendance				Attendance to school is compulsory Following school protocol Admin will contact families in the first instance. If required this will be followed up by a Parent Support Advisor to support families and pupils. . Information will be sent to parents regarding the measures in place. A social story will be shared with all pupils regarding the measures in place from September and expectations of activities etc.	
Shielding (students)				As stated in the Government Guidance: <i>some pupils and students are no longer required to shield, but those who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment) - see advice from Royal College of Paediatrics and Child Health</i>	
Catch up funding				?	
Staff who are clinically vulnerable or clinically extremely vulnerable				A health questionnaire will be distributed to all staff to establish who themselves comes under the clinically vulnerable or clinically extremely vulnerable group. Risk factors will be discussed with individuals and individual risk assessments written to evaluate need.	
Staff deployment				The timetable has been adapted to reduce movement where it is possible. As outlined in the guidance this is still planned in a way to maximise	

				<p>access to a high quality education for students.</p> <p>Where staff absence is unavoidable this will be covered with existing staff in school before agency staff are used. This may mean that staff will be required to work across key stages.</p> <p>The adaptations to the timetable will create some greater capacity for internal cover.</p> <p>If the class can manage safely without another member of staff then the staff member will not be covered.</p> <p>If agency staff have to be used the school will endeavour to use staff who the school are familiar with and use them consistently.</p>	
accommodating visiting specialists				<p>Nordoff Robbins - please see their own risk assessment. They will be able to use a room for the day reducing their movement around school. The room is large enough for them to social distance when working with a small group or 1:1. A hygiene kit will be provided as well as our risk assessment prior to the start of term.</p> <p>Music service - TBC</p> <p>SALT - TBC</p> <p>CAHMS -TBC</p>	
Staff taking leave				<p>Staff are required to inform school if they are travelling abroad if they are returning less than 2 weeks prior to the end of the holidays and where they are travelling to.</p> <p>If staff holiday abroad and are required to quarantine during term time then this will be unpaid.</p> <p>Staff should consider that even if their holiday destination does not require them to quarantine through track and trace they may be required to if they travel with someone who tests positive a short time later on the plane.</p>	
Safeguarding				<p>Safeguarding procedures remain in place as per the safeguarding policy and the annex outlining covid plans.</p>	

Educational visits & Off-site education				<p>Education off site at Elite will run for Key Stage 4 and 5. Horseriding and Swimming are not yet confirmed for Years 7 and 8.</p> <p>Years 7 - 11 will not be visiting large supermarkets as part of their taught curriculum.</p> <p>During Community education students may visit the local shop (Tesco's / McColls) and they will go inside in very small supervised groups.</p> <p>Hand gel will be used as they enter and exit the shop.</p> <p>Classes will be encouraged to visit outdoor spaces for educational visits.</p> <p>Visits will be considered by the EVC / HT on an individual basis.</p>	
curriculum, behaviour and pastoral support				<p>Pupils will be able to access the Hut when required.</p> <p>Pastoral staff are assigned to Key Stages.</p> <p>Pastoral staff will aim to rotate resources or clean them between use of students.</p> <p>The sensory room in the Hut will not be used as reward for classes in Autumn 1.</p> <p>The sensory room can be used as part of personalised timetables to support regulation.</p> <p>This will reduce footfall and use of the space.</p> <p>During this time semi-formal students should be timetabled to use the main sensory room rather than the Hut sensory room to keep use within the Key Stage bubbles.</p>	
Physical activity in schools				<p>PE, Fitness and use of this equipment for personalised timetables is key for the health and well-being of our pupils and in many cases emotional regulation.</p> <p>On days that pupils are having PE or Fitness they will come to school in their PE kit to reduce the use of the changing room.</p> <p>This additional time can be used for cleaning equipment after lessons before another class.</p>	

				Sports lunch clubs will not cross Key stage bubbles. Pupils can still play football outside at break and lunchtimes.	
Catch up support				?	
Pupil wellbeing and support	Risk of mental health and well-being issues due to unusual changes to school and home life.	Students		Regular contact with families means that school are aware of pupils who are struggling with being at home for an extended period. Small class sizes enables staff to give more time to individuals and settling students back into school. On the first day back Years 7, 10, 12 and semi-formal will be in school. (9th September) Years 8, 9, 11 and the rest of KS5 will return on the second day. (10th September)	
contingency planning for outbreaks				<u>School Closure :In the case of a local lockdown</u> School will revert back to being open for Key worker pupils. The pupils in school would be those who have been in school during the initial school closures. The risk assessment in place from March to July would be reinstated. Pupils from year 6 who fall into the Key worker or vulnerable groups would need to be identified. <u>School Closure / Partial: If there was a confirmed case of Covid-19.</u> If there was a case of Covid-19 in school we would follow Public Health Guidance on whether the whole school would be required to close or parts of it for a two week period. School would close for at least xx to allow for a full deep clean	
Remote education support				Staff should plan to have a '4 week' work pack / planning ready to send home with / to students in the case of a lockdown situation.	

				<p>This could include - purple mash activities ready to set. All class groups are encouraged to use technology to stay in touch with pupils and help them feel part of their class. This does not have to be to deliver learning. It could screen sharing something pupils are familiar with, quizzes or other agreed activities.</p>	
Health and safety risk assessment				<p>Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).</p>	