



Risk Assessment: Covid-19 Procedures from June 1st 2020 - RTH V1

Completed: 20th May 2020

By: N Hirst (AHT)      Approved by: Rebecca Thompson

In place : 1st June 2020

To be reviewed: Weekly as part of the SLT meeting

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

Reviewed: 3rd June 2020    8th June 2020

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>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. Alcohol hand gel will be provided to teams but this should not replace hand washing. It can be used additionally by those who choose to.</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.</p> <p>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>Staff and pupils will have access to hand sanitiser and staff will be given their own hand sanitiser.</p>	Medium

<p>Temperatures / symptomatic staff and pupils (Additional section added to enable more detail 3rd June 2020) Temperature changed to 37.5 degrees in light of NHS guidance regarding temperatures</p>	<p>Spread of the virus due to infected individuals.</p>	<p>Staff, pupils, families</p>	<p>High</p>	<p>Laser temperature machines will be used to check the temperature of staff on arrival and also of pupils on arrival. If the temperature is over 37.5 degrees they will go and wait in the medical room for between 5 and 10 minutes before having their temperature retaken. All temperatures and actions are recorded in files kept in admin.</p> <p><u>Students:</u> If it is not below 37.5 their parents / carers will be called and they will be arranged to be taken home. <u>Staff :</u> If it is not below 37.5 then they will be asked to go home. Ensuring they are safe to drive themselves.</p> <p>Families / Staff will be advised that unless they can secure a test to confirm covid or not they will have to self-isolate at home for 7 days.</p> <p>If a student / staff member have a negative test and they are fit and well with no signs of symptoms of being generally unwell then they can return to school. Guidance received at this time from 111 has stated that staff / pupils should stay off school until any signs or symptoms have abated.</p> <p>Any child showing symptoms will go the medical room where a member of staff will remain with them in full PPE and the room will be cleaned once the student has gone home.</p> <p>If the minibus is required the student will sit to the back of the bus. The minibus will be sprayed with disinfectant and hard surfaces wiped down on return to school.</p> <p><b>Any confirmed cases and school will be shut for 14 days to enable a deep clean.</b></p>	<p>Medium</p>
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Class based teaching	Spread of virus between class groups and teams.	Staff, Pupils and families.	High	<p>Classes and Teams will work in zoned areas. Classrooms designated to be used will not be immediately next to each other.</p> <p>Toilets will be allocated for team use. Students may use other toilets if it is unavoidable. Staff will be provided with a map of zoned areas.</p> <p>There will be coloured signage to support staff and students to consider areas they are accessing. These will include foot prints and directional arrows. Posters will be displayed reminding staff and pupils about zoning and hygiene protocol.</p>	Medium
Accessing shared school provision	Spread of virus by using shared resources after another group has used them.	Staff, Pupils and families.	High	<p>Areas of school will be timetabled so that one team per day will access them. They can then be cleaned overnight and be ready for the following day for a different group to access.</p> <p>These include: Living Skills, Gym, Fitness Suite, Art room, music room.</p> <p>Fitness Suite: When a group uses the fitness suite they are responsible for wiping down the equipment after use. This is not the role of the cleaners. Cleaning spray / wipes will be provided.</p>	Medium
Break times	Spread of virus through use of climbing frames and sports equipment	Staff, Pupils and families.	Medium	<p>Class teams will have allocated areas to take break time in to reduce contact.</p> <p>P16: P16 area SF2: front playground Formal 1: Playground</p> <p>Formal 2 &amp; SF1: staggered use of the football pen - use of own footballs. This is due to the area being 'low touch'. Rather than climbing frames which have more areas that people touch.</p>	Low
Lunchtimes	Spread of virus through a larger group gathering and shared t	Staff, Pupils and families.	High	<p>Lunchtimes to be staggered by 15 mins in small groups. Tables will be used once over lunch and be allocated to class teams by colour.</p>	Low

	ables.			Additional support will be provided by SLT where required.	
Personal Care	Spread of virus linked to providing personal care.	Pupils receiving personal care and staff providing it.	High	Staff will have access to PPE which will include aprons, gloves, masks and goggles. Pupils will also be able to use PPE. This will happen in consultation with parents and pupils and social stories and or symbol support used to aid understanding.	Medium
Meetings	Staff from different class teams mixing and spreading infection.	Staff	Medium	If meetings are required in school between members of different teams they will take place in the P16 classroom in the main school building where it is possible for doors to be open and staff to sit in a social distanced way. . Tables will be wiped down by the staff after they finish their meeting. Wipes / spray to be left in the room. If staff would prefer an online meeting then they can choose to meet in this way.	Low
Beginning and end of the School day (students)	Students becoming too close on entering school and spreading the virus.	Students and Staff	Medium	Buses will be staggered into the building. When Reception is cleared the next bus will be able to disembark. Students are social distancing on transport. Students will use agreed routes to move to their classrooms. Students will have their temperature taken using a laser thermometer on arrival to school. (see above) Breakfast: those who require breakfast will have it in their classroom. Spaces to prepare this will be allocated. . The students in F1 will eat in SSK classroom to take account of a student risk assessment. At the end of the day students will remain in their classrooms and they will be called via radio.	Low
Beginning and end of the School day (staff)	Staff becoming too close at the	Staff	Medium	Staff to maintain social distancing when entering and leaving the building and waiting to sign in and out.	Low

taff)	e beginning and end of the day and spreading the virus between staff and teams.			Signing in and out is contactless. Wipes will be provided for staff requiring to touch the screen. Staff will have their temperature taken using a laser thermometer before they start work. At the end of the day staff should maintain social distancing to sign out as in the morning.	
Keys / shared resources from admin	Virus being passed on via keys	Staff	Medium	When keys are returned to admin the staff member returning them should clean them with wipes / spray provided.	Low
Accessing Admin	Admin staff having higher levels of contact with staff from across school.	Admin staff	High	Staff should not be accessing the admin space unless they are specifically invited in. If they go into admin they should maintain social distancing from other staff. Dinner choices should be completed online as requested. Staff should not take send any students unsupervised around school as they can not be expected to follow the guidance unsupervised - even those in P16.	Medium
Behaviour / Welfare support from SLT	Cross-contamination between groups being supported by SLT / DSL	All staff and pupils	Medium	SLT allocated as support for specific year groups to reduce movement between zones. This will be adhered to as far as possible but where further support is required a dynamic risk assessment will be carried out to ensure overall safety for everyone is considered. P16:RTh SF1:TMa SF2: NHi F1: NHi / TMa (JKS) F2: JHi Staff should minimize trips to the front offices and consider using email to communicate with SLT. Meetings can be requested for during the day as usual which is preferable so a space can be used that social distancing can be applied in. SLT will maintain social distancing to minimize cross co	Low

				ntamination across teams and use individual work spaces and resources.	
SLT / DSL work spaces	Cross-contamination between SLT / DSL's	SLT / DSL	High	RTh: Own office TMa: Admin JHi: Leadership Hub NHi: The Hut LCa: PSA office	Medium
Staff room	cross-contamination between teams	Staff	High	Staff should ensure they wash their hands before and after eating. If staff choose to eat in the staff room they should maintain social distancing. Furniture will be moved to support this. Staff may eat in classrooms to maintain social distancing between teams. Staff should not eat lunch in 9JGa or 9RPa due to individual pupil risk assessment linked to food. Individual teams have identified classrooms to use as staffrooms to ensure staff can have a break away from pupils.	Low
Staff toilets	cross-contamination between class teams.	all staff	High	Staff to be encouraged to use designated toilets - one labelled for students and one for staff. Staff should follow hygiene protocol after going to the toilet and also use hand sanitiser after leaving the area and opening doors shared between teams.	Medium
Supporting Mental Health	Risk of mental health and well-being issues due to unusual changes to school and home life.	all staff and students	High	<b>Students and families</b> Welfare call and emails to all students. Or alternative contact via dojo. Daily contact with those RAG rates as red and are not on site Alternate day contact with those RAG rated as amber and are not on site Weekly contact with those RAG rated as green and are not on site	Medium

				<p>Food hampers delivered to families identified as most in need</p> <p>Work packs delivered to families who do not have internet access or computers.</p> <p><b>Staff</b></p> <p>Regular e mail, virtual or phone contact</p> <p>Access to mental health first aiders</p> <p>Sign opted to services.</p>	
Staff Workload	Risk of mental health and well-being issues due to unusual working patterns, changes to school and home life.	All staff	High	<p>All staff working in school are to receive one additional day away from work a week.</p> <p>Teachers / HLTAs in school will receive one ½ day PPA and where applicable ½ day TLR management time.</p> <p>Whilst pupils numbers are low teachers / HLTAs will also receive time to look into transition / information sharing and for Year 7 teachers specific time to contact schools.</p> <p>Support staff will receive a check-in to ensure the expectations of working with pupils in these amended conditions are workable.</p> <p>Lead teachers within teams where there is 1:1 work are to look at rotas to ensure there is a mix of staff supporting students.</p>	Medium
Maximum Numbers of pupils	Increase transmission risk and reduce ability to social distance.	Staff, pupils	High	<p>Based on the staff numbers, the division between teams and knowledge of pupils in school there has been a maximum number of pupils that can safely be in school and catered for in these groups is up to 60 .</p> <p>Every pupil who would come back into school would be on a case by case basis and in consultation with Transport who have a significantly reduced capacity.</p>	Low
Learning Guidance	Risk of pupil disengagement and increase of unwanted behaviours if pupils a	Pupils, staff	Medium	<p>Staff are being asked to deliver an amended curriculum. Staff should use pupil knowledge to plan activities they believe will engage students and be accessible to them.</p> <p>There will be a whole school timetable which allows class teams to use areas such as sports, art / science, musi</p>	Low

	re bored or under stimulated.			c, bikes, living skills, so that a range of activities can be delivered to support the well-being of students.	
Pupils wishing to return to school	Student and family well-being and safety.	Pupils and their families	Medium	This will be assessed on a case by case basis looking at a variety of factors including safeguarding rating, key worker parents, year group, and pupils who are becoming too disregulated and distressed at home.	Low

Documents used:

Wakefield LA: Reopening guidance Risk Assessment Format

Government Guidance: Coronavirus (COVID-19): guidance for schools and other educational settings

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

WHO Guidance : Key Messages and Actions for COVID-19 Prevention and Control in Schools March 2020

NEU (joint union) planning guide for Primary Schools.

NHS