

COVID 19 -Risk assessment for partial school opening under January lockdown Restrictions –Jan '21

Middleton School		Date of Risk Assessment – 7 th January 2021	
Written by; D Hartley (Head teacher)		Purpose/ background to need for risk assessment; <i>Coronavirus (COVID 19) and opening for Key worker and vulnerable pupils during lockdown</i>	
HAZARD/ RISK	L/M/H risk	Action to be taken to reduce risk;	By whom;
Local operational procedures/ R Value/ Infection rates and restrictions.	H	<ul style="list-style-type: none"> Regular observation and review of local statistics, guidance and advice. Analysis of pupil cohort and staff cohort residency. Restrict the mixing of households. Restrict the mixing of different geographical areas. Staff cohorts considered to be less at risk present in school and those at higher risk to administer remote learning. Staff presence within school restricted and staff encouraged to adapt their role to work from home where possible. Remote learning provided for pupils when face to face learning presents to high a risk of transmission. 	Head teacher/ SLT Governing Body
Pupils moving around the school and coming into contact with staff/ visitors not deployed to work directly with the pupils, as well as touching shared 'touch points' around the school	M	<ul style="list-style-type: none"> Pupils to arrive only through rear entrance and then enter the building through external classroom door. Pupils to have access only to their classroom and very limited space within school. Areas beyond this agreed access area are strictly out of bounds to pupils. Pupils not to be sent on errands to the office etc. 	Teacher/TAs/ site staff/ transport Teacher/TAs Teacher/TAs/ site staff Teachers/ TAs

		<ul style="list-style-type: none"> • Toilet visits scheduled where possible to avoid contact with other class hubs. • All out of bounds areas are marked as such and obstructed. • Pupils arriving late/ leaving early to leave through external classroom door and meet parents/ staff at the playground gate. • Only essential visitors permitted on site. • All visitors to wear a mask and respect two metre social distancing. • Any onsite contractors (ie ICT support/ school cook plus adhoc)to respect and adhere to school risk assessment and guidance. 	<p>Teachers TAs</p> <p>Site staff</p> <p>All Staff</p>
Lack of capacity to accommodate all pupils due to staff in availability	H	<ul style="list-style-type: none"> • Cannot operate on full capacity and school being open to all pupils. • Prioritisation of face to face contact for the pupils of critical key workers and those pupils identified as vulnerable. • Capacity under regular review • Pupils/ students attending school split into small, consistent groups and kept in that same group throughout the day. • School no longer operating in class bubble but in new lockdown hubs. • Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected. 	
Special Needs pupils who require close contact support.	H	<ul style="list-style-type: none"> • PPE provided for staff where appropriate eg.intimate care, RPI, feeding. • Pupils individually risk assessed regarding suitability to attend the provision. • Staff to support pupils from behind wherever possible. 	<p>Site staff</p> <p>SLT Teachers/TAs</p> <p>SLT</p> <p>All staff</p>

		<ul style="list-style-type: none"> Independence encouraged from a distance where possible. Regular and consistent handwashing built into the daily routine/timetable. RPI to be avoided. SLT to be consulted if cannot be avoided. Staff to avoid working closely (within one metre) with multiple pupils. 	<p>Teacher/TAs</p> <p>Teachers /TAs</p> <p>Teachers/ SLT</p> <p>All staff</p>
Close proximity of pupils/ concerns regarding appropriate social distancing	H	<ul style="list-style-type: none"> Pupils to face the front wherever possible and avoid direct face to face interaction for more than a few minutes. Staff and pupils to remain within tight hubs as much as optimally possible and to not socialise with others beyond this hub. Cross hub pupil and staff interaction prohibited when inside the building. PPE provided for those who require it. Rooms to be kept well ventilated. Use of heating system discouraged when classrooms at capacity. Use before and after school to heat the room if possible. Activities to be planned which encourage social distancing and the use of outdoor space where possible. Scenarios where pupils cannot avoid meeting – pupils to be placed 2 metres from a pupil from a differing hub. Careful planning of the day to encourage minimal pupil and class presence in the room. 	<p>Teachers/ SLT</p> <p>Teachers</p> <p>All Staff</p> <p>Site Staff</p> <p>Class staff</p> <p>Teachers</p> <p>Teachers/ TAs</p>
Pupil engagement in activities.	H	<ul style="list-style-type: none"> Staff to sit two metres apart where possible PPE available if required. Pupils to engage in activities outside as frequently as is possible (weather permitting) Activities to be planned which encourage pupil distancing and discourage close contact. 	<p>Teachers/ TAs</p> <p>Site staff/ SLT</p> <p>Teachers/TAs</p> <p>Teachers/ TAs</p>

		<ul style="list-style-type: none"> • Activities planned which allow use of resources within own hub (not shared with others) • Activities planned which are within pupil ability range so that independence can be encouraged. • Materials readily available to clean shared resources following an activity. • Resources prepared (and named) for individuals and use of shared resources/furniture discouraged (eg class laptop/ sofa) • Shared resources used within individual bubbles only. • Ability groups across the department to be postponed until further notice. • Curriculum to be adapted to allow learning activities to be delivered which are conducive to remaining safe. 	<p>Teachers</p> <p>Teachers Teachers Site staff</p> <p>Teachers/ TAs</p> <p>Teachers/ TAs</p> <p>Department Heads</p> <p>Teachers</p>
Playtime for pupils.	M	<ul style="list-style-type: none"> • Playtimes staggered by hub. • No Indoor play available • Wet play – bubbles to self manage. • No playtime/lunchtime clubs • Pupils encouraged to partake in games which allow for social distancing eg tennis. • Resources provided which encourage social distancing eg bikes • Cleaning resources available to wipe down shared resources between each play. • Structured games/ activities which encourage pupil to use the space away from others. • Climbing frame area / Trim Trail out of bounds due to difficulties with sanitation and multiple use plus the need for close supervision. • Risk averse activities planned to reduce the need for first aid!. • Playtimes staggered to allow staggered staff breaks also. 	<p>Teachers/ TAs</p> <p>Teachers/ TAs</p> <p>Teachers/ TAs</p> <p>Site staff</p> <p>Teachers/ TAs</p> <p>Teachers/ TAs</p> <p>Duty staff</p>

Staff to staff contact.	H	<ul style="list-style-type: none"> • Hubs will now be based in different departments wherever possible. Staff should mix only in these individual hubs. • Restricted access to building for all staff - using just classroom, toilets and front foyer. LIMITED ACCESS to remainder of school other than for site staff. • Staffroom in limited and staggered use to all staff. Staff encouraged to take a break outside. Staffroom items must be cleaned between use. Plastic chairs provided in staffroom which must be cleaned at end of each individual use. Staff discouraged from spending time in the staffroom other than functionally (ie make a drink) • Facilities provided close to the keyworker hub to allow for staff breaks to remain in that area of the school. • Staffroom to be used at staggered times – no more than five people in the space at any one time and observing social distancing guidance. • Staff in M/S and U/S to access staff toilets by internal class door and then walking through U/S past ICT suite and round to toilets to restrict touch points and handles. L/S staff to access L/S bathroom. • Staff toilets cleaned regularly and cleaning products available within for staff to clean where required. • Hand sanitiser provided in all rooms and for visitors in front foyer. • Where staff move between bubbles, hands to be washed and social distancing maintained where possible. • Key 'touchpoints' in school (door handles, keypads, taps etc) cleaned with antiviral spray/ 1% 	<p>SLT</p> <p>ALL staff</p> <p>All staff</p> <p>SLT/ site staff</p> <p>Departmental Heads</p> <p>ALL staff</p> <p>ALL staff</p> <p>Site staff</p> <p>ALL staff</p> <p>Site staff</p> <p>All Staff</p>
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		<p>bleach mix at regular points throughout the day. This is recorded and monitored.</p> <ul style="list-style-type: none"> • Staff working within the building to exercise two metre social distancing guidance. • Staff working within school to use own isolated workspace and clean after use. • Any meetings taking place face to face should be conducted outside wherever possible. • No close contact meetings permitted. • Virtual Meetings encouraged. • Shared use of resources eg; office space/ photocopier to be considered carefully. Materials available to clean after use and use only when the space allows social distancing. • Support Staff will sign in each morning within their own class hub and not via front foyer. • Staff discouraged from moving between bubbles either for social or professional reasons. • Teaching staff in school to deliver remote/ virtual learning should not be meeting face to face. If there is a need to join a colleague then this should be restricted to less than 15 minutes, with a 2 metre social distance observed. Rooms well ventilated and staff to wear a face mask. 	<p>All staff</p> <p>All Staff</p> <p>SLT/ Teachers</p> <p>Site staff</p> <p>Support staff</p> <p>All staff</p> <p>Teachers</p>
Use of toilet facilities by multiple pupils	H	<ul style="list-style-type: none"> • Hubs to maintain hub toilet use where possible. • Cleaning resources provided to maintain clean shared touch-points (ie door handle/ toilet flush) • Hand-washing obligatory and should be supervised. 	<p>All staff</p> <p>Site staff</p> <p>All staff</p>
Use of cleaning Resources within teaching areas	H	<ul style="list-style-type: none"> • Key touch points to be sanitised when pupils are NOT present. (minimum lunchtime and 3.15) • Cleaning products to be stored out of pupil's reach and shut away in a cupboard. 	

		<ul style="list-style-type: none"> • Cleaning products in use are ONLY those sanctioned by and provided by Site Staff. • Full data sheets stored on all products used. • Containers clearly marked and labelled. • Soiled cloths/ resources disposed of in the '72 hour bin'. • Cleaning activity to be logged and monitored. 	
Return to school for those classed as 'vulnerable' or who were shielding	H	<ul style="list-style-type: none"> • Individual risk assessments to be conducted where appropriate. • Parents/ staff advised that pupils/staff should not be in school if showing symptoms of COVID19 and may not return until there is evidence of a negative test. • Staff at most risk have the flexibility to work from home where appropriate. • Roles to be adapted where appropriate. 	SLT All staff SLT SLT
Attending school/ the workplace for those classed as extremely clinically vulnerable, and vulnerable	H	<ul style="list-style-type: none"> • During the New national restrictions Those children whose doctors have confirmed they are still clinically extremely vulnerable to be educated remotely and not attend education whilst the national restrictions are in place. • Individuals classed as extremely clinically vulnerable to have a risk assessment undertaken on their role + ability to maintain social distancing. • Those staff who receive a letter from their medical professional advising them that they are extremely clinically vulnerable to work from home and not to come into work during the period of national restrictions. • Staff members in specific cohorts ie over the age of 60, identified and not placed on initial rota for face to face contact with pupils wherever possible. 	SLT and individual families and staff members.

		<ul style="list-style-type: none"> Those staff members classified as vulnerable due to a recognised medical condition to share concerns with DHT so that adaptations to their role may be explored. 	
Staff/ Pupils/ Visitors coming into contact with those showing Coronavirus symptoms.	H	<ul style="list-style-type: none"> School community have clarity over Coronavirus symptoms and responsive processes. Those with symptoms to remain at home. If unwell in school must go home immediately. Pupil to remain in isolation while awaiting pick up. PPE available for staff supporting pupils with symptoms. Area occupied and resources used by the affected person to be cleaned and disinfected. Staff to maintain clarity about pupil and staff contact and be prepared to respond to questions regarding 'close contact' (Log if necessary) Staff who are identified as a close contact of someone with a positive test to remain at home isolating for 14 days. 	<p>All staff</p> <p>Site staff</p>
Access to and from the site	M	<ul style="list-style-type: none"> Pupils alight buses in staggered groups (4 vehicles at a time). Pupils enter building through external classroom doors and not through cloakroom areas. Pupils will not gather in bus groups but remain in class hubs until their specific bus is called. Consider staggered entry to the playground if too many vehicles at pick up time. Parents to pick up at different times to transport. Parents to wear masks when on school site and not to enter the building. All visitors to the school briefed upon school restrictions and policy. 	<p>SLT and site staff</p> <p>All staff</p> <p>SLT</p> <p>Front admin staff</p>

		<ul style="list-style-type: none"> Record kept of all visitors to support 'track and trace'. 	
Pupils Transported beyond own family or class bubble.	H	<ul style="list-style-type: none"> School encourages parents to transport where possible. Transport operators to wear a mask on site and not to enter the building. School has requested 'class bubble' transportation. Where this request cannot be met, recognition that the health and safety of all is compromised. This is not endorsed by the school. 	
Contact during time spent in dinner hall	M	<ul style="list-style-type: none"> Dining room not currently in operational use. Pupils to eat within hubs. Food served to hubs by SLT members. Duty staff only to have contact with cooks. Pupils within hubs sat distanced apart. Limited pupil movement when eating. Dirty plates/ trays gathered by one staff member and returned. Pupils to be sat so they are not placed directly face to face. 	Duty staff SLT Teachers Support staff
Travel offsite	M	<ul style="list-style-type: none"> Extra curricular activities which are held offsite and require transportation will not currently take place. 	SLT
Emergency Procedures	M	<ul style="list-style-type: none"> Evacuation from building upon sound of the alarm as usual. Proceed to Muster point and then gather according to social distancing rules. Six classes only on Astroturf muster point. 	All staff
Remaining abreast of National and local guidance to ensure appropriate provision and procedures.	M	<ul style="list-style-type: none"> Continuous access to email communication for SLT staff and Governors in particular. SLT to be aware of national recommendations and updates to guidance. Head teacher in regular contact with key figures within the local authority. 	SLT SLT Headteacher

		<ul style="list-style-type: none"> • Headteacher in close communication with Governing Body to ensure optimum safety for all and compliance with national guidance. • Head teacher in close communication with full range of other Special School Headteachers. • Regular review of risk assessments and procedures. • Regular updates accessed from Unions. • Regular observation of local restrictions/ guidance/ data which have a bearing upon the safe and effective running of the school. 	<p>Headteacher/ Governors</p> <p>Headteacher</p> <p>SLT/ Governors SLT Headteacher</p>
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