

COVID 19 -Risk assessment for September 2021

Middleton School		Date of Risk Assessment – 29 th August 2021	
Written by; D Hartley (Head teacher)		Purpose/ background to need for risk assessment; <i>Coronavirus (COVID 19) and opening of school to all pupils/staff on 1st September 2021</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 to departmental bubbles. Remote learning provided for pupils when face to face learning presents too 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 primarily to their classroom and risk assessed when using alternative space within school. Pupils not to be sent on errands to the office etc. Toilet visits scheduled where possible to avoid contact with other class hubs. Pupils arriving late/ leaving early to leave through external classroom door and meet parents/ staff at the playground gate unless in an emergency situation. Only essential visitors permitted on site and to follow Middleton visitor guidance. 	Teacher/TAs/ site staff/ transport Teacher/TAs Teacher/TAs/ site staff Teachers/ TAs Teachers TAs Site staff All Staff

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. • Staff to support pupils from behind wherever possible. • 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 a planned strategy and cannot be avoided. • Staff who work across bubbles to be precautionary in their practice. They will deliver the curriculum in class but not be involved, for example, in intimate care. 	<p>Site staff SLT Teachers/TAs SLT</p> <p>All staff</p> <p>Teacher/TAs</p> <p>Teachers /TAs</p> <p>Teachers/ SLT All staff</p>
Playtime for pupils.	M	<ul style="list-style-type: none"> • Playtimes staggered by department where appropriate • No playtime/lunchtime clubs indoors • Cleaning resources available to wipe down shared resources between each play. • Playtimes staggered to allow staggered staff breaks also. 	<p>Teachers/ TAs</p> <p>Teachers/ TAs</p> <p>Teachers/ TAs</p>
Staff to staff contact.	H	<ul style="list-style-type: none"> • Bubbles of contact will be department based wherever possible. • Staff to be mindful of contact with other staff and areas within the school that they access. Should be driven by work/ task need and not social. • 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) 	<p>SLT</p> <p>ALL staff</p> <p>All staff</p> <p>SLT/ site staff</p>

		<ul style="list-style-type: none"> • Facilities and space within the school which is accessed should be well ventilated. 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 in main foyer. 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. • Staff moving internal of the building but within communal areas (ie not own class bubble) should wear a face covering. • Key 'touchpoints' in school (door handles, keypads, taps etc) cleaned with antiviral spray/ 1% bleach mix at regular points throughout the day. This is recorded and monitored. • Staff working within the building to exercise two metre social distancing guidance where possible. • Staff working within shared areas within school to use own isolated workspace and clean after use. • Any meetings taking place face to face with staff beyond your own bubble should be conducted outside wherever possible. • Whole staff close contact meetings to be restricted. • Virtual Meetings encouraged. • Shared use of resources eg; office space/ photocopier to be considered carefully. Materials 	<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> <p>All staff</p> <p>All Staff</p> <p>SLT/ Teachers</p> <p>Site staff</p>
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		<p>available to clean after use and use only when the space allows social distancing.</p> <ul style="list-style-type: none"> • Staff discouraged from spending extended amounts of time in differing bubbles either for social or professional reasons. • Staff have received an invitation to be vaccinated and have been encouraged to receive both doses of the vaccination. 	<p>Support staff</p> <p>All staff</p> <p>Teachers</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. • 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' where appropriate. 	
Pupils/ staff and visitors displaying symptoms of COVID 19 related illness.	H	<ul style="list-style-type: none"> • Recognised symptoms of Coronavirus; <ul style="list-style-type: none"> - High temperature - Persistent cough - Loss of taste or smell <p>If any of the above symptoms are present in an individual then they will be asked to leave school and seek a PCR test. If negative they may return when well. If unable to obtain a PCR test then they must isolate for 10 days.</p> <ul style="list-style-type: none"> • Additional symptoms ie; extreme lethargy, sore throat, runny nose, gastric issues – the individual will be encouraged to obtain a PCR test but in any event to remain at home until the symptoms are no longer present. 	All stakeholders
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. 	All staff

		<ul style="list-style-type: none"> • Those with symptoms to remain at home. • If unwell/ displaying symptoms 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/ pupils/ visitors who are identified as a close contact of someone with a positive test are no longer to remain at home isolating for 10 days. If two cases within 10 days are confirmed then the Outbreak management plan will be actioned. Close contacts will be identified and asked to self isolate for 2 days. On day two they will be encouraged seek a PCR test and if this is negative return to school. For adults only -this will be followed by daily lateral flow tests until day 11. Evidence of PCR test results and lateral flow test results must be shared with the school. If the PCR test/ lateral flow test is positive then the school must be informed so that track and trace can commence. 	Site staff
Access to and from the site	M	<ul style="list-style-type: none"> • 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. • Parents to pick up at different times to transport. • Parents to wear masks when on school site and not to enter the building. 	SLT and site staff All staff SLT

		<ul style="list-style-type: none"> All visitors to the school briefed upon school restrictions and policy. Record kept of all visitors to support 'track and trace'. 	Front admin staff
Contact during time spent in dinner hall	M	<ul style="list-style-type: none"> Bubbles separated in the dining hall. Limited pupil movement when eating. Dirty plates/ trays gathered by one staff member and returned. U/S courtyard and dining area to be cleaned after each sitting. 	Duty staff SLT Teachers
Travel offsite	M	<ul style="list-style-type: none"> Extra curricular activities which are held offsite and require transportation will be organised within bubbles. Additional staff from beyond the departmental bubble to travel in a separate vehicle. Outdoor venues encouraged. Limited 15 minute time travelling. Minibus to be cleaned after use and cleaning logged. 	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 Astro turf 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. Headteacher in close communication with Governing Body to ensure optimum safety for all and compliance with national guidance. 	SLT SLT Headteacher Headteacher/ Governors Headteacher

		<ul style="list-style-type: none">• 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.	SLT/ Governors SLT Headteacher
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