

<b>Directorate &amp; Team: Portland School</b>					<b>Completed By: Sharon Smith, Jo McKinney, Karen Dudko, Dave Heath</b>				<b>Date: August 2020</b>		
<b>Activity Workplace: COVID-19 - School Opening and Recovery Stage Functioning</b>					<b>PLEASE SEE ADDITIONAL SCHOOL PROTOCOL</b>						
<b>Review if appropriate each time this information is used</b>											
Hazard		Initial risk			Action plan				Residual risk		
Details of hazard or area of concern	Who is affected and how?	Likelihood	Consequenc	Risk L/M/H	What controls are already in place	Further action required	By whom	By when	Likelihood	Consequenc	Risk L/M/H
Not being able to maintain social distancing	All staff pupils and visitors  Risk to families outside of school	4	4	H	<p>Staff and pupils consider the use of PPE, such as masks, gloves and aprons</p> <p>Everyone to wash their hands regularly</p> <p>Staff and pupils to follow any school processes and procedures, such as;</p> <ul style="list-style-type: none"> <li>one at a time in kitchens</li> <li>clean up after yourself when using the kitchen or wc's</li> </ul> <p>Remind staff and pupils regularly of the importance of social distancing and hygiene</p>	<p>Protocol to be shared with staff and children around social distancing, using kitchen area.</p> <p>Markings and signs to be put out around school reminding staff and children about social distancing.</p> <p style="background-color: yellow;">Phased return to teach children about social</p>	<p>Site staff</p> <p>SLT</p> <p>All Staff</p>	<p>Measures in place by 1<sup>st</sup> September</p> <p>Ongoing</p>	2	4	M

					<p>Arrange use of the building to minimise contact and exposure</p> <p>Glass screens already in place at reception</p> <p>Increase frequency and level of cleaning to minimise the spread of the virus.</p> <p>Reduced amounts of staff and pupils in communal areas – such as the corridors, kitchens, intervention rooms, common rooms at lunch/break times</p> <p>Continue remote teaching for pupils unable to maintain social distancing</p>	<p>distancing, with smaller numbers in the building at one time</p> <p>Staff to clean areas touched by themselves or children throughout the day – door handles, kettles</p> <p>Make clear to both pupils and parents/carers this possibility</p>					
Not restricting visitors and deliveries	<p>All staff pupils and visitors</p> <p>Risk to families outside of school</p>	4	4	H	<p>Discourage visitors to reduce exposure and the spread of the virus</p> <p>Encourage and maintain distancing with visitors and delivery staff at all times and restrict their access to the minimum of areas and duration where possible</p> <p>Deliveries are currently being delivered to reception only, doors are opened for driver so no handles or buttons need to be pressed.</p>	<p>Limit ordering to the school to reduce deliveries.</p> <p>City catering staff to be provided with school risk assessment and protocol</p>	<p>Site staff</p> <p>SLT</p> <p>All Staff</p>	<p>Support measures in place by 1<sup>st</sup> September</p>	2	4	M

					<p>Policy is in place for visitors arriving at the school.</p> <p>Essential visitors limited to 2 people at any one time</p>						
<p>Hygiene measures- toilets, sinks, door handles, resources.</p>	<p>All staff pupils and visitors</p> <p>Risk to families outside of school</p>	4	4	H	<p>Hand washing at regular intervals throughout the day- alarm reminders set in classrooms</p> <p>Hand sanitiser available to use regularly.</p> <p>Key work would be completed in school with pupils on this.</p>	<p>Staff to create a personalised box of resources for pupils, such as scissors, pencils etc. so that sharing of resources is not required</p> <p>Staff to clean shared resources regularly with the classroom</p> <p>Staff to clean shared equipment between classes after use</p> <p>Staff to clean areas regularly throughout the day such as door</p>	<p>Site staff</p> <p>SLT</p> <p>Contracted Cleaners</p> <p>All Staff</p>	<p>Support measures in place by 1<sup>st</sup> September</p> <p>Ongoing</p>	2	4	M



## RISK ASSESSMENT FORM- MANAGING HEALTH AND SAFETY



						<p>handles, toilet flush, taps etc.</p> <p>Staff and pupils to wash hands/sanitise when moving between areas.</p> <p>School Protocol in place and emailed out to staff</p> <p>Staff have the opportunity to input into school protocol</p>					
<p>Airborne transmission of virus- coughs, sneezes, speech.</p>	<p>All staff pupils and visitors</p> <p>Risk to families outside of school</p>	4	4	H	<p>Key work would be completed in school with pupils on this promoting – catch it, bin it, kill it message.</p> <p>Hand washing and sanitiser available to use regularly.</p> <p>Staff maintaining the 2m social distancing guidelines from each other and pupils</p> <p>School protocol detailing how social distancing measures will support</p>	<p>Tissues to be available in every classroom.</p> <p>2 metre markings to remind of social distancing</p>	<p>Site staff</p> <p>SLT</p> <p>Contracted Cleaners</p> <p>All Staff</p>	<p>Support measures in place by 1<sup>st</sup> September</p> <p>Ongoing</p>	2	4	M

					School cleaned by specialist cleaners daily						
Behaviours specific to pupils at Portland: violence including biting, spitting and scratching	Staff and Pupils	4	4	H	<p>Timetabling, protocol, planning high staff to pupil ratio- all in place to avoid triggers for anxiety driven behaviours, therefore minimising the need for physical intervention</p> <p>Staff to use training knowledge- attachment, trauma, de-escalation, redirection to reduce risk of escalating behaviours</p> <p>Pupil Support Plan in place for every pupil</p> <p>Phased return to school for every pupil, building up to a full week by Monday 5<sup>th</sup> October</p> <p>Increased pupil to staff ratio during the phased return</p> <p>Therapeutic support via self-regulation techniques already in place</p> <p>Staff to plan activities with pupil likes and interests in mind</p>	<p>Timetable tailored to pupils needs and interests</p> <p>Short work sessions followed by reward time</p> <p>Self-regulation tools to be cleaned and sanitised after use</p> <p>Staff to plan and prepare suitable activities</p> <p>SLT to be contacted in the event of a need for physical intervention</p> <p>PPE to be worn in the event of physical intervention</p>	<p>Site staff</p> <p>SLT</p> <p>All Staff</p>	<p>Measures in place by 1<sup>st</sup> September</p> <p>Ongoing</p>	2	4	M

					<p>Phased return to allow a build-up of expectation regarding academic achievement</p> <p>Staff to review classroom set up and timetabling daily</p>						
Increased social contact.	<p>All staff pupils and visitors</p> <p>Risk to families outside of school</p>	4	4	H	<p>Parents/carers/taxi drivers will adhere to the social distancing guidelines during drop off and pick up</p> <p>Key Stages in school on different days – Key Stage 3 Monday and Tuesday, Key Stage 4 Thursday and Friday. Overlap of vulnerable pupils from both Key Stages in on Wednesdays.</p>	<p>Children and staff members to sanitise hands on entry to the building</p> <p>Measures in place to support social distancing</p> <p>Reduced number of children on site during phased return</p>	<p>SLT</p> <p>All Staff</p>	In place by 1 <sup>st</sup> September	2	4	M
National guidelines are updated regularly but school lapses in following advice	<p>All staff pupils and visitors</p> <p>Risk to families outside of school</p>	2	4	M	<p>Head Teacher to ensure daily checks are made with Government updates, information is automatically updated</p> <p>Pupils updated via class teachers/email as necessary</p>	<p>SLT to keep up to date with regular guideline updates</p> <p>SLT to attend LA briefings weekly – unsure if these are still happening?</p>	SLT	Measures in place by 1 <sup>st</sup> September and reviewed daily	1	4	L

					<p>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</p> <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community</p>						
<p>Guidelines in place but are not being followed in school</p>	<p>All staff pupils and visitors</p> <p>Risk to families outside of school</p>	3	4	H	<p>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</p> <p>Head Teacher to share Risk Assessment with all staff and shared with parents via website</p> <p>As a result: All pupils and all staff working with pupils are adhering to current advice</p>	<p>Lessons planned to complete with the children on the guidelines</p> <p>Weekly reminder of the protocols for staff</p> <p>Immediate update for staff, children and parents on any changes to the guidelines</p> <p>Daily reminder with children at beginning of their days in school on guidelines to be followed</p>	<p>SLT</p> <p>All staff</p>	<p>Measures in place by 1<sup>st</sup> September and reviewed daily</p>	2	4	M

<p>Staff are not displaying symptoms but have virus</p> <p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff absence Increases</p>	<p>All staff pupils and visitors</p> <p>Risk to families outside of school</p>	4	4	H	<p>National Guidelines:</p> <p>People who self-isolate should stay at home and should not attend work.</p> <p>Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff.</p> <p><b>Remind staff of the sickness policy during this time or staff self-isolation</b></p> <p>Staff to inform SLT immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice</p> <p>SLT will review this in the event of changing guidelines from DfE</p> <p>SLT to be included in numbers of staff to support pupils</p> <p>Cleaning staff absent: If necessary and possible, bring in external cleaning services If site cannot be cleaned, contact PHE for advice and Chair of Governors to consider school closure on health and safety grounds</p>	<p>Protocol in place stating: Staff would remove themselves from the building if they displayed symptoms or go into quarantine room if they were waiting for a lift and the areas they have been using deep cleaned</p> <p>Health check completed daily with staff on arrival, including temperature check</p> <p>Testing facility available for all school staff</p>	<p>SLT</p> <p>All Staff to remain alert</p>	<p>Measures in place by 1<sup>st</sup> September Ongoing</p>	2	4	M
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					<p>If the Head Teacher is sick, the DHT will lead the school</p> <p>In the event of significant staff absence, the HT will review the viability of school remaining open</p> <p>The Head Teacher will consult with the Chair of Governors</p> <p>If school is to be closed, then this will be communicated to staff and parents via email, letter and the school website.</p> <p>Only essential tasks will be carried out during a staff shortage.</p> <p>In the event of a school closure with staff and pupils at home who are well and still able to access education, work will be set electronically via email, Class charts and using online learning platforms. Pupils will be expected to complete tasks at home.</p> <p>As a result: pupils will continue to access education</p>						
Pupils are not displaying symptoms but have virus	All staff pupils and visitors	4	4	H	All staff follow procedures regarding reporting and supporting a child who is unwell and displaying symptoms – see below	Temperature check on pupil's arrival to school	SLT	Measures in place by 1 <sup>st</sup> September Ongoing	2	4	M

<p>Pupils do not report sickness</p> <p>Pupils are unwell but attend school</p> <p>Pupils absence Increases</p>	<p>Risk to families outside of school</p>					<p>Quarantine room used if pupils arrive with or develop symptoms</p> <p>Parents to collect and pupil to then self-isolate at home</p>	<p>All Staff to remain alert</p>				
<p>Pupil or adult shows symptoms whilst at School</p>		4	4	H	<p>All staff understand the symptoms of COVID-19 and follow School agreed processes</p> <p>Staff report to Head Teacher</p> <p>Admin team to notify parents for collection.</p> <p>Pupil moved to identified clean &amp; ventilated quarantine room until collected and 2 metre distance maintained from all other staff and pupils</p> <p>Deep clean of safety rooms once evacuated</p>	<p>Temperature check on pupil's arrival to school.</p> <p>Quarantine room used if pupils arrive with or develop symptoms.</p> <p>Parents to collect and pupil to then self-isolate at home.</p>	<p>SLT</p> <p>All Staff to remain alert</p>	<p>Measures in place by 1<sup>st</sup> September</p> <p>Ongoing</p>	2	4	M

					<p>Site Manager: Advice on rubbish which may have been contaminated:</p> <p>All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE</p> <p>Staff to self- isolate – journey home by car</p> <p>If any adult or pupil tests positive, HT informs PHE and follows advice</p> <p>As a result: risk of passing virus reduced</p>						
Siblings at another school report unwell and family confused as to appropriate action	All staff pupils and visitors  Risk to families outside of school	3	4	H	<p>The school has the most recent information from the government, and this is distributed throughout the school community</p> <p>Obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately</p>	Current guidelines are family to self-isolate – this should be shared with parents before 4 <sup>th</sup> September	SLT	Measure in place by 1 <sup>st</sup> September	2	4	M

					<p>Communicate with families and reiterate the message of gaining advice from NHS 111</p> <p>As a result: families are clear about what action to take</p>						
<p>Virus confirmed as positive in an adult or child at school</p>	<p>All staff pupils and visitors</p> <p>Risk to families outside of school</p>	4	4	H	<p>All staff understand the symptoms of COVID-19 and follow agreed process in line with DfE &amp; PHE guidance</p> <p>Head Teacher to call PHE immediately</p>	<p>SLT to engage with NHS Test and Track system</p> <p>School to undergo a deep clean / quarantine for 72 hours</p> <p>Staff and pupils to be informed</p>	SLT	<p>Measure in place by 1<sup>st</sup> September Ongoing</p>	2	4	M
<p>Vulnerable pupils &amp; adults in the School are exposed to illness</p>	<p>All staff pupils and visitors</p> <p>Risk to families outside of school</p>	3	4	H	<p>School communicate appropriately with their most vulnerable pupils and staff</p> <p>Health care plans are updated and instruction from GPs followed</p> <p>Pastoral Team identify the most vulnerable pupils and staff from current medical information</p>	<p>SLT to speak directly with vulnerable staff (those who have been shielding) on return to work and confirm the risk assessment and protocol</p> <p>SLT and staff members to ensure the risk assessment is</p>	SLT	<p>Measure in place by 1<sup>st</sup> September Ongoing</p>	2	4	M

						stringently followed, particularly around vulnerable staff and pupils						
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**The level of risk is calculated by:**

**The likelihood**

x

**The Consequence**

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely
- 5- Very likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)
- 5- Catastrophic (death)

**Risk rating:**

1 – 4

**Low** (acceptable)

No further action required

5 – 9

**Medium** (adequate)

If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review

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<b>10 – 16</b>	<b>High</b> (tolerable)	<i>Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&amp;S team, etc.</i>
<b>17 - 25</b>	<b>Very High</b> (unacceptable)	<i>Do not undertake the activity. Implement immediate improvements</i>