

Spa Camberwell COVID 19 Risk Assessment September 2020

During the COVID 19 pandemic, Spa School Camberwell is following advice issued by the DfE. Guidance is issued frequently and changes are made as required.

DfE guidance can be found here: <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

It is expected that all students will start full time in September, in line with their personal transition programme.

Staff at higher risk will have an individual risk assessment completed and reviewed regularly by a member of the senior management team.

Students who are at higher risk will have risk assessments conducted, with families, prior to returning. Families of students living with family members who have previously been shielding are invited to contact the school to discuss the risk assessment in more detail.

This document will be reviewed at least weekly. All staff will be encouraged to offer feedback.

Hazards	Control Measures
<p>Pupils and staff having a large number of social contacts</p> <p>Staffrooms</p>	<p>The staff and student numbers are vert small. We have 40 pupils and 27 teaching staff in total. The whole school will be one bubble with the following additional control measures:</p> <p>Minimal use of staff across the Key Stages where possible.</p> <p>Staffing to be kept as stable as possible within a key stage Staggered lunch, break and clubs times including for staff Whole school morning briefings will take place in the library to allow for increased distancing.</p> <p>All staff can use the main staffroom – staggered breaks and lunches should reduce the number of people needing access at any one time</p> <p>Teachers on PPA should utilise empty classrooms wherever possible. Staff using computers or other equipment in the staff work room should wipe them down after use. Cleaning supplies to be kept in the staffroom and staff work room for ease of access</p> <p>Staff and students to have minimal contact across primary and secondary phases.</p>

<p>Lunch times</p> <p>PE lessons</p> <p>Registers</p> <p>Library</p> <p>Classrooms</p>	<p>Staff to maintain social distancing at all times with anyone outside of their key stage wherever possible.</p> <p>Staff to not be in close contact (less than 2 meters) with anyone outside of their key stage for longer than 15 minutes including staffrooms where possible.</p> <p>At lunch, pupils only sit with others from their class group A maximum of four people per table Single tables should be utilised around the room. Free staff meals are provided so that staff can act as positive role models during lunchtime and provide company and conversation to staff. A free school lunch is not an entitlement for staff. AHT will ensure that rotation of duties means staff are not always on duty in the dining room</p> <p>PE lessons: all lessons have an assigned teacher from within the Key Stage or with Rian.</p> <p>Registers: Key Stage registers to be collected by AHT and brought back to reception</p> <p>Library: staff to collect books for classrooms; quarantine for 3 days before returning to library Classes to follow the library rota</p> <p>Expectations of students to socially distance within their key stage or across primary and secondary phases will only be for those students who are able to do so. Government guidance says that socially distancing within bubbles, by students, is not expected. Where feasible, side by side working should be encouraged rather than face to face or side on</p>
<p>Phase breach</p> <p>Guidance is that NHS Trace and Track will include anyone a person has been in close contact. This guidance will be monitored closely.</p>	<p>If a pupil breaches a phase bubble:</p> <ul style="list-style-type: none"> • If no contact and more than 2 meters contact, no action to be taken • If less than 15 minutes and no contact and less than 2 meters (e.g. less than social distancing, but no direct contact, but for limited amount of time), no action to be taken

	<ul style="list-style-type: none"> • If direct contact with another person, note the name of that person on ABC in case of contact tracing. <p>If a staff member or visitor breaches a phase bubble:</p> <ul style="list-style-type: none"> • If maintaining social distance no action to be taken • If within 2 meters, but less than 15 minutes, no action to be taken • If direct contact with another person (e.g. a physical intervention), this information to be shared with SMT who will retain.
<p>Therapists coming into contact with large number of pupils</p> <p>We currently have 1 SALT day and 1 OT days a week</p>	<p>SALT and OT:</p> <p>For those students who are unable to socially distance, therapists will work with one key stage directly a week Indirect support will happen for the other 2 key stages (e.g. modelling, resources reviewing targets, observations)</p> <p>For those students who are able to socially distance, consistently, therapists will work directly with them, maintaining a 2 meter distance</p>
<p>Minimising social contact in the Dining Room</p>	<p>Only 4 people to a table Pupils sit with others from their class group only Markers to be followed to support people when queuing for lunch Only one table called at a time – no more than 4 in the queue Posters displayed as reminders 2 lunch times included in timetable so that phase bubbles remain intact Only staff working with that phase to eat in the dining hall at that time</p>
<p>Staff not socially distancing</p>	<p>Use of other spaces around the school encouraged Staff reminded what 2m looks like in morning briefing Reminders throughout the day Dining room layout has markers for lining up included Screen put up in reception, tape to remind staff to stand back from reception desk Reminders about the importance of social distancing with those from outside your phase bubble</p>

<p>Challenging behaviour impacting on social distancing</p>	<p>Social stories and schedules continue to be used to support pupils feel calm and reassured</p> <p>BSPs and IRAs have been reviewed</p> <p>In first instance, staff should move other students away from child in distress and give time and space to deescalate</p> <p>Physical intervention to continue to be for the shortest amount of time and be least restrictive</p> <p>If a staff member needs to physically intervene, focus will be on moving pupil to an empty space so staff can let go.</p> <p>Staff to swap immediately after physical intervention and wash hands and face and then complete incident form</p> <p>Guided walks continue to be minimised and only used when necessary – e.g. to keep a pupil safe</p> <p>All staff reminded to give space</p> <p>Members of SMT assigned to each key stage to support as necessary</p>
<p>Indirect spread of coronavirus</p> <p>“For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or phase bubbles, such as sports, art and science equipment should be cleaned meticulously between phase bubbles, or rotated to allow</p>	<p>One onsite cleaner at all times – plus premises staff</p> <p>Cleaner has a schedule for when to go into occupied classrooms</p> <p>All classroom surfaces cleaned during playtime and lunch time</p> <p>Additional cleaning products in family centre, AHT offices. Sprays locked away in each classroom.</p> <p>Staffroom cleaned before staff arrive and regularly cleaned throughout the day</p> <p>Equipment can be shared across phase bubbles. Pupils should have their own frequently used stationery</p> <p>Equipment used across a phase bubble – such as, equipment in a specialist room, need to be cleaned before being used by the next group. This will be the responsibility of the class group using the equipment.</p> <p>Timetables for specialist rooms will be visible in all rooms so it is clear who will be using next.</p> <p>Specialist rooms to be cleaned by current class</p>

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<p>them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.”</p> <ul style="list-style-type: none">- DfE guidance	<p>team before next group arrive Any shared equipment to be cleaned by staff team Teacher to wipe down keyboard and mouse before next teacher arrives in specialist rooms and common areas or if using equipment outside of their bubble</p> <p>If a room needs to be cleaned before being used again, a sign can be put on the door “awaiting cleaning” and will then be removed once the room is ready.</p>
<p>Pupil accessing cleaning fluids</p>	<p>All cleaning products to be kept locked away – including those in specialist rooms Pupils should NOT have access to cleaning products Staff to be aware of those pupils who seek out liquids and BMPs updated accordingly All cleaning supplies will be clearly labelled and checked by onsite cleaning staff – AHT to be alerted if cleaning product is missing / destroyed.</p>
<p>Arrival and departure being too busy resulting in increased social contacts</p>	<p>Buses in the morning let students out one bus at a time – SMT meet each bus Escorts collect one group of students at a time Pupils wait in the playground and encouraged to use full area of playground to allow for space Minimal staff meeting students in the morning – staff to position themselves in the playground, entrance and near the buses sparsely</p> <p>Parents dropping off are doing so between 8:45 and 9 and then again at 9:15 to avoid bus drop off</p> <p>Parents collecting to collect at 3pm</p> <p>Separate entrances for primary and secondary phases.</p> <p>Separate start times for primary and secondary.</p> <p>End of day dismissal – pupils to come out of KS in bus groups. Wait to be called by member of SMT on gate. Dismissal to start from 3:10</p>
<p>Poor hygiene standards of pupils</p>	<p>Pupils and staff wash hands before and after eating</p> <p>Staff ensure pupils wash hands on arrival and when entering a room for the first time</p>

	<p>Pupils explicitly taught how to remove, dispose or store masks. Pupils wearing disposable masks more than once should be referred to SMT who can discuss with family members</p> <p>Hand sanitizer refills are readily available from office</p> <p>All classrooms to have access to soap and water. Automatic hand sanitising stations are available around the school</p> <p>Staff encouraged to use spray for selves and pupils if pupil puts hands in mouth, nose etc.</p> <p>All pupils taught how to wash hands for 20 seconds</p> <p>Teachers to ensure pupils wash hands before leaving at the end of the day</p> <p>Reminders that soap and water are most effective way to kill the virus</p>
<p>Pupils coming into contact with equipment handled by others</p> <p>Playtimes and PE</p> <p>Specialist Rooms</p>	<p>Within classes – all pupils to have own equipment in own trays and remove common items such as pens, scissors etc. where possible</p> <p>Specialist rooms to have common items removed – e.g. students to bring their own pens</p> <p>Staff member for each break and Clubs to be assigned to clean equipment after use by pupils including bikes, swing, exercise equipment and PE equipment. This allocation to be done by teacher on duty at break and SMT on duty at Clubs</p> <p>All specialist rooms to be cleaned down by class staff after use and before next class arrives – timetable to ensure that back-to-back use of specialist rooms does not happen</p> <p>Frequent handwashing – staff and students to wash hands upon entering specialist room and before leaving</p>

<p>Dining Hall</p>	<p>Cutlery is handed to pupils Adults to supervise water jugs and cups</p>
<p>Pupil becoming unwell</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	<p>Any pupil with a temperature, persistent cough or reporting loss of taste and smell will be isolated, their parent/carer called for collection and instructed to follow government self-isolation guidance (to stay home for 10 days) and to get a COVID 19 test.</p> <p>Pupil identified as unwell will be moved to the family centre while awaiting parent collection. Staff waiting to wear gloves, face mask and apron if unable to stay 2 meters away from pupil. If able to stay 2 meters away, then full PPE may not be required.</p> <p>Only one member of staff to wait with pupil</p> <p>Pupil may use computer to support them feel calm while waiting</p> <p>Black taxi to be called to transport pupil and family home if family do not have private transportation.</p> <p>Family reminded of self-isolation guidance (14 days for the rest of the household)</p> <p>Space where pupil waited to be cleaned thoroughly immediately as well as all toilets the pupil may have used and their classroom</p> <p>Staff member to discard mask, gloves and apron and wash hands thoroughly before returning to class duties</p> <p>Family given guidance around testing for pupil and themselves and how to engage with NHS Track and Trace in event of positive result</p>
<p>Staff member becomes unwell</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	<p>Staff member to immediately inform Steph or Nusrat</p> <p>Staff member to go home and order COVID-19 test</p> <p>Staff member to self-isolate for 10 days or when negative test is returned</p> <p>Staff member to engage with NHS Track and Trace and to inform Steph immediately upon</p>

	<p>receiving a positive test result</p> <p>If a staff member is unwell out of school hours with suspected symptoms, they should inform Steph either via e mail or by leaving a phone message on the 24 hour answer service and ensure the school is informed of the result of their test</p> <p>A staff member may return 10 days after the onset of symptoms only if their temperature has returned to normal</p>
<p>First Aid</p>	<p>First Aid, wherever possible, should be administered by someone in the same phase bubble.</p> <p>First aiders will be highlighted on the staffing sheet for each phase bubble</p> <p>First aiders should wear masks and gloves if administering first aid</p> <p>The first aid room, if used by a person with suspected symptoms, will be immediately cleaned.</p> <p>The First Aid room will be open to all staff and students. Cleaning staff should be notified immediately if the first aid room is used, so that it can be cleaned before being used again. A sign can be placed on the first aid room, if the room is awaiting cleaning.</p>
<p>Visitors</p>	<p>Visitors are restricted to only those necessary. This might include social workers, therapists, parents attending an Annual Review etc. Meetings to be conducted remotely wherever possible (see Online Policy for more guidance around hosting virtual meetings)</p> <p>Visitors will maintain social distancing at all times.</p> <p>Visitors will be encouraged to wash hands / hand sanitize before entering the main building – using the toilets in reception or hand sanitizer provided.</p> <p>All visitors' details, including contact details, will be collected to contribute to any potential Track and Trace call we receive. These are saved by the office and destroyed after 3 weeks.</p>
<p>Confirmed case of COVID 19 of pupil or staff member</p>	<p>If a pupil or staff member displays any of the following symptoms, they will be sent home immediately.</p> <ul style="list-style-type: none"> • Persistent cough

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“Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others”

NHS guidance:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

- High temperature
- Loss of taste or smell

They will be advised to seek a COVID 19 test. Families without private transport will be supported to get home safely using the TaxiApp to hail a Black Cab

If, after having symptoms, they have a negative test result, they can end their 10 day isolation early

If a pupil has a positive test, their classmates and teaching assistants will be advised to self-isolate for 14 days. Their form tutor and other teachers of that class will isolate if they have not maintained social distance at all times within the previous 48 hours

Their “bus bubble” will also be advised to isolate for 14 days

If a staff member has a positive test, all pupils they have not maintained social distance at all times within the previous 48 hours of the onset of symptoms will be advised to self-isolate, as will staff they have had close contact with. This would most likely only be the class they work in or the class they are form tutor of.

Parents and carers of those in the same class will be informed and advised following guidance.

Those isolating for 14 days due to contact with positive COVID-19 person must complete the full 14 day isolation period, regardless of ill health or if they have a negative test result as per NHS guidance.

If a parent or carer informs the school that someone they or their child have been within two metres of in the past 14 days has developed symptoms or has tested positive for Coronavirus:

If they have been identified as a contact they self-isolate for 14 days and if they develop symptoms they inform the school and they self-isolate for 10 days. A test should be ordered and the family will need to self-isolate for 14 days if positive. This does not impact on the bubble unless the child is then tested positive for COVID-19 and only if they had been in contact with the school community within 48 hours.

	<p>The Head will ensure they do not both come into close contact with the same pupils and staff.</p> <p>AHT will be allocated to key stages to minimise multiple close contacts by Senior Leadership</p> <p>Any staff member suspecting they have symptoms must inform the school, via phone or e mail, immediately.</p> <p>Any staff member calling in unwell, must disclose if it is COVID-19 related</p> <p>Any pupil called in unwell must be asked if it is COVID-19 related. This will be followed up by SMT.</p> <p>The school will contact Public Health England – Southwark publichealth@southwark.gov.uk. Immediately to seek advice if anyone displays suspected symptoms</p> <p>“Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) • proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case • travelling in a small vehicle, like a car, with an infected person” <p>Advice from NHS Track and Trace may differ and supersedes this risk assessment</p>
<p>Staff with higher risk due to underlying health conditions or other contributing factors such as ethnicity.</p>	<p>Staff who have been absent due to underlying health conditions, or living with those shielding, will complete a individual risk assessment with Steph as part of their return to work process.</p> <p>Staff with underlying medical conditions or who feel they are at higher risk including due to ethnicity, modes of transport to and from work are to contact Steph to complete an individual risk assessment.</p>
<p>A suspected COVID-19 outbreak</p> <p>“If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is</p>	<p>School to inform PHE Protection Team of every positive COVID-19 case</p> <p>School to support the work of NHS Track and Track</p>

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suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.”

School will follow all advice if a local lockdown is put in place

Additional Notes

All staff are welcome to make suggestions by talking to a member of the senior management team. All suggestions are very much welcomed.

Any staff member may request an individual risk assessment at any time.
Current government guidance:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>