

<p>Lunch times</p> <p>Horticulture lessons</p> <p>PE lessons</p> <p>Registers</p> <p>Library</p>	<p>Expectations of students to socially distance within their class and bubble 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.</p> <p>All students BMPs and IRAs updated before return</p> <p>Only 1/3 of pupils on site at any one time</p> <p>Teachers timetabled to WFH when not timetabled to work directly with pupils</p> <p>At lunch, pupils only sit with others from their class group (and max 4 per table)</p> <p>Teaching Assistants onsite, but not working directly with pupils, to spread out across the school to work on resources within their bubbles</p> <p>Horticulture lessons: Pupils to be brought to Susan in the playground and horticulture lessons to take place in greenhouse and playground (e.g. making use of science garden and hut space). Greenhouse surfaces to be wiped down after each use</p> <p>PE lessons: all lessons have an assigned teacher from within the Key stage bubble. Sports coach to support all classes, but to ensure social distancing at all times. Sports Coach will not physically intervene with pupils, but instead will call for help if help is required.</p> <p>Registers: Key Stage registers to be collected by AHT and brought back to reception</p> <p>KS3 pupils not to use main building</p> <p>Library: staff to collect books for classrooms; quarantine for 3 days before returning to library</p>
<p>Bubble breach</p> <p>Guidance is that contract tracing will include anyone a person has been in close contact with within the 2 days prior to a positive test being submitted. This guidance will be monitored closely.</p>	<p>If a pupil breaches a bubble: 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 If direct contact with another person, note the name of that person on ABC in case of contract tracing.</p> <p>If a staff member or visitor breaches a bubble:</p>

	<p>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>
<p>Therapists coming into contact with large number of pupils</p> <p>We currently have 1 SALT day and 1.5 OT days a week</p> <p>We have 1 Art Therapist day 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>Art Therapist: The Art Therapist's group of students are all able to social distance. 4K students will work in the classroom and others will work in the Common Room. KS3 students will work in an empty KS3 classroom</p>
<p>People not being able to socially distance in the classroom</p>	<p>Reduction of use of social area in classrooms One pupil to a desk Desks spaced Staff working 1:1 reminded frequently to allow for social distancing were possible Use of additional classrooms as needed to split pupils up Use of specialist room and outdoor space encouraged BMPs and IRAs of all pupils attending have been reviewed and updated Removal of unnecessary furniture to allow more space</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 put up 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 3 lunch times included in timetable so that key stage bubbles remain intact Only staff working with that key stage to eat in the dining hall at that time – other staff to eat in the playground / staffrooms</p>

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<p>Staff not socially distancing</p>	<p>Briefing by key stage rather than whole group Each key stage has their own staffroom Use of other spaces around the school encouraged Posters put up in all staffrooms Staff reminded what 2m looks like in morning briefing Reminders throughout the day Dining room layout changed and markers for lining up included Screen put up in reception and tape to remind staff to stand back from reception desk Reminders about the importance of social distancing with those from outside your 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>BMPs and IRAs have been reviewed All pupils risk assessed before being allocated a place In first instance, staff should move other students away from child in distress and give time and space to deescalate Physical intervention to continue to be for the shortest amount of time and be least restrictive If a staff member needs to physically intervene, focus will be on moving pupil to an empty space so staff can let go. 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 BMPs and IRAs for pupils currently attending in COVID 19 folder and staff reminded to check each morning if new to a team</p> <p>Members of SMT assigned to each key stage to support as necessary</p> <p>All pupils risk assessed before returning to school</p>
<p>Indirect spread of coronavirus</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, sports hall and scooter shed. Class 5C have additional spray locked away due to challenge on</p>

	<p>student</p> <p>Staffrooms cleaned before staff arrive</p> <p>All staffrooms regularly cleaned throughout the day</p> <p>Equipment that is used by more than one student – sports hall equipment and scooters – is cleaned by staff on duty</p> <p>Specialist rooms to be cleaned by current class team before next group arrive</p> <p>Any shared equipment to be cleaned by staff team</p> <p>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>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</p> <p>Escorts collect one group of students at a time</p> <p>Pupils wait in the playground and encouraged to use full area of playground to allow for space</p> <p>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>Playground used for entrance rather than reception</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>KS3 pupils brought by carers to go straight to KS3 through the playground rather than the main building.</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>Hand sanitizer refills are readily available from office</p> <p>All classrooms to have access to soap and water –</p>

<p>Dining Hall</p>	<p>Cutlery is handed to pupils Adults to supervise water jugs and cups</p>
<p>Fire Alarms</p>	<p>A fire alarm triggered in the KS4/5 building will not ring in KS3 KS4 pupils should line up by the music room / art room side of the playground KS5 pupils should line up by the green house / exercise machines side of the playground</p> <p>A fire alarm triggered in the KS3 building will ring across site KS3 should line up at the upper playground, on the other side of the greenhouse, keeping the main path free</p> <p>Pupils in the Sports Hall should line up in their designated space</p>
<p>Pupil becoming unwell</p>	<p>Any pupil with a temperature or 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 7 days)</p> <p>Pupil identified as unwell, will be moved to an empty classroom within their bubble Staff waiting to wear gloves and mask and to stay 2 meters away from pupil</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</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 and gloves and wash hands thoroughly before returning to class duties</p> <p>Family given guidance around testing for pupil and themselves</p>
<p>First Aid</p>	<p>First Aid, wherever possible, should be administered by someone in the same bubble.</p>

	<p>First aiders will be highlighted on the staffing sheet for each bubble 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>Annual Reviews to be held in large rooms where social distancing is possible – e.g. a classroom, the Flat, an office. Such rooms will be cleaned by cleaning staff / Chair immediately after the meeting.</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>Confirmed case of COVID 19 of pupil or staff member</p> <p>“When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.”</p> <p>“Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group</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 • High temperature • Loss of taste or smell <p>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</p> <p>If, after having symptoms, they have a negative test result, they can end their 7 day isolation.</p> <p>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.</p> <p>If a staff member has a positive test, all pupils they</p>

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<p>subsequently develops symptoms.”</p> <p>Tests can be only be requested if a person goes on to develop symptoms, so it is likely that those self-isolating due to contact with confirmed case will need to isolate for 14 days.</p> <p>(DfE guidance)</p> <p>NHS guidance: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>	<p>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.</p> <p>Parents and carers of those in the same class will be informed and advised following guidance.</p> <p>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.</p> <p>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:</p> <p>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 7 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> <p>The Head and Deputy 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>Staff with higher risk due to underlying health conditions or contributing factors</p>	<p>Staff who have been absent due to underlying health conditions, or living with those shielding, will complete a risk assessment with Simon or Georgina prior to starting work</p> <p>Staff with underlying medical conditions, who feel they are at higher risk, to contact Simon or Georgina to complete risk assessment with</p>
<p>Additional Notes</p> <p>All staff are welcome to make suggestions by talking to a member of the senior management team. All suggestions are very much welcomed.</p>	

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This risk assessment is informed by:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>