



Full opening of school's March 2021

Frederick Holmes School

Assessment conducted by:	Job title: Headteacher	Covered by this assessment: staff, governors, parents, volunteers and visitors .
Date of assessment: 14/7/2020 1/10/20, 2/11/20, 7/1/21	Review interval: Weekly	Date of next review: 16.4.21

Related documents

Health & Safety Policy (inc Infection Prevention and Control, COSHH, Fire and Site Security), First Aid Policy, Business Continuity Plan, Supporting pupils with Medical Conditions and Administering Medication), Intimate Care Policy, Data Protection Policy, Behaviour Policy, Moving and Handling Policy, Classroom Risk Assessment, Pupil Risk Assessments, Staff Code of Conduct

	Risk rating	Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Final checklist	Staff	Pupils	Contractors & suppliers	Other known visitors
The following site users have been informed about agreed control measures (appropriate to each group, that have been designed to: <ul style="list-style-type: none"> Isolate the ill, ensure effective handwashing, provide effective cleaning, maintain social distancing. 	Yes	Yes	Yes	Yes

The system of controls: protective measures

For all pupils and staff to return safely to school from September 2020, a number of protective measures will be implemented. These measures have been planned in order to mitigate identified risks whilst allowing the delivery of a broad and balanced curriculum; including full educational and care support for those pupils who have SEND.

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the risk assessment below.

Prevent

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE) **Staff have been provided with Type II (fluid resistant) masks.**

Respond

- 7) engage with the NHS Test and Trace process **Introduction of home testing for staff and appropriate secondary age pupils**
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 **must** be followed in every case where they are relevant.

Numbers 1 to 4 **must** be in place, all the time.

Number 5 **must** be properly considered.

Number 6 applies when staff are involved in personal care routines including intimate care, physical management, eating and drinking and health routines.

Area for concern	Risk rating prior to action H/M/L	Controls	In place? Yes/ No	By whom?	Deadline	Risk rating following action H/M/L
<p>Failure to prevent potential spread of infection <i>individual displaying coronavirus (COVID-19) symptoms, or who have someone in their household who does, attends school</i></p>		<p>Before</p> <ul style="list-style-type: none"> • Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. • Staff, parents, contractors and visitors must be informed of the symptoms of possible coronavirus infection, i.e. continuous cough, loss or change to their sense of smell or taste, fever (high temperature) or difficulty in breathing, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Staff, parents, contractors and visitors must be informed of the requirement and protocol to report cases of confirmed/suspected Covid-19 in their household as a matter of urgency. • Staff and parents will be informed how they can be tested for Covid-19 if they are symptomatic. • All staff, parents, contractors and visitors must be instructed to remain vigilant to potential Covid-19 symptoms at all times (themselves, within their household and within the school environment). • Staff will be subject to temperature checks as an additional precautionary measure which will be carried out independently on arrival to school in the morning. • Staff answering telephone calls from parents/staff must be aware of Covid-19 symptoms to help inform decision making about whether an individual should attend school or not and will refer to the Nurse for additional guidance where necessary. • PPE equipment (gloves, aprons, masks, visors), must be available at all times. Staff have been provided with Type II (fluid resistant) masks. • In accordance with Public Health England recommendations, routinely taking the temperature of pupils should not be actioned as this is an unreliable method for identifying coronavirus (COVID-19). • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place in liaison with the pupil's parents where necessary. <p>During</p> <ul style="list-style-type: none"> • Any pupil or member of staff who displays signs of being unwell, such as having a continuous cough, loss or change to your sense of smell or taste, fever (high temperature) or difficulty in breathing must immediately be sent home. They will self-isolate for 10 days and should arrange to have a test to see if they have coronavirus 				

(COVID-19). Members of the same household should self-isolate for **10** days (from when the symptomatic person first had symptoms).

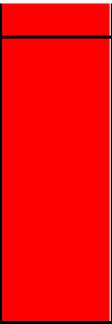
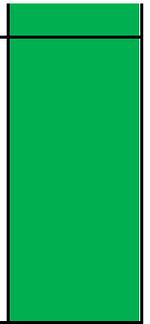
- In a small number of cases, home testing kits **will** be provided directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. The Head of School (or senior designated member of staff) **will** authorise all allocations.
- If only one pupil/staff member displays Covid-19 symptoms in the POD, pupils and staff in the same pod as the person with symptoms **must** remain at school as normal (unless PHE advise otherwise). If the test return is negative, the person with 'symptoms **must** return if they feel well enough. If the test return is positive the whole pod / class **must** self-isolate for **10** days.
- If the Head of School/CEO has concerns that the number of staff/pupils displaying Covid-19 symptoms appears more widespread, they **must** contact the Public Health England (PHE) in order to seek further guidance and establish whether a POD or several PODs **should** self-isolate before a test result has been established.
- Where pupils feel unwell but do not display Covid-19 symptoms, staff will act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times.
- Pupils and staff who are unwell **must** not be permitted to enter public areas.
- In an emergency, schools **must** call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms **must** be advised to not visit the GP, pharmacy, urgent care centre or a hospital.
- The parents of unwell pupils **must** be informed as soon as possible of the situation by the **Class Teacher or School Nurse**.
- Where contact with a pupil's parents cannot be made, appropriate procedures will be followed in accordance with those outlined in governmental guidance and the Infection Control Policy.
- Unwell pupils who are displaying Covid-19 symptoms, who are waiting to go home **must** be isolated in a dedicated room, with support, where they can be at least two metres away from others. This will generally be organised by moving other members of the pod to a new classroom/area of the school. Full PPE **must** be worn by staff caring for the child while they await collection
- If unwell pupils and staff are waiting to go home, and need to go to the toilet while waiting to be collected, they **must** only use the dedicated toilet facility.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, will be administered in accordance with the Administering Medications Policy.

After

- Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated – isolation rooms, toilets etc.
- PPE equipment **must** immediately be disposed of in a lidded bin and replaced following use.

		<ul style="list-style-type: none"> • Parents who are collecting a child displaying Covid-19 symptoms will be advised to: <ul style="list-style-type: none"> ○ call 999 if their child becomes seriously ill or their life is at risk. ○ not to bring their children to school or on the school premises until an appropriate return date has been established. • Any members of staff who display signs of infection must be advised to call 999 if they become seriously ill or their life is at risk. • The Head of School, in partnership with trust leaders and the local PHE professionals, must determine and confirm the return date for staff and pupils affected by Covid-19. <p>Ongoing</p> <ul style="list-style-type: none"> • Staff must remain vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Head of School (or appropriate person). • The school must remain consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Senior leaders must monitor these arrangements throughout the day. 				
<p>Failure to respond quickly and effectively to Covid-19 infection <i>Lack of engagement with NHS Track and Trace process.</i></p>		<ul style="list-style-type: none"> • The Head of School and senior leaders must familiarise themselves with the NHS Track and Trace process (https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) and ensure they have immediate access to PHE health protection team contact details. This information is displayed on the Head of School's noticeboard and in Reception. • The Head of School and senior leaders must ensure that staff members and parents/carers understand that they should be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). • The Head of School must ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> ○ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. ○ if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other 				

		<p>than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p>				
<p>Failure to respond quickly and effectively to Covid-19 infection <i>Poor management of confirmed cases of Covid-19</i></p>		<ul style="list-style-type: none"> • Head of School must take swift action when you become aware that someone who has attended your school has tested positive for coronavirus (Covid-19). <ul style="list-style-type: none"> • Head of School should contact the DFE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team (HPT) <p>The Head of School (or designated senior leader) must inform the local health protection team if a member of the school community tests positive for Covid-19.</p> <ul style="list-style-type: none"> • The Head of School (or designated senior leader) must support the health protection team to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The Head of School (or designated senior leader) must follow the guidance of the health protection team and ensure all required measures are actioned. • Based on the advice from the health protection team, the Head of School (or designated senior leader) will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. <p>Close contact means:</p> <ul style="list-style-type: none"> direct close contacts - face to face contact with an infected individual 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 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> • The Head of School (or designated senior leader) must ensure that a written record of pupils and staff in each group, plus details of visitors/contractors contact with others in school, is maintained in an accurate yet proportionate method. • The Head of School (or designated senior leader) must use the template letter (which will be provided to schools), on the advice of the health protection team, to send to parents and staff if needed. • School staff must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. 				

<p>Failure to respond quickly and effectively to Covid-19 infection <i>Failure to contain any outbreak</i></p>		<ul style="list-style-type: none"> •The Head of School (or designated senior leader) must continue to work with their local health protection team if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected – a potential outbreak. For example, in some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. 				
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<p>following local health protection team advice</p>						
<p>Failure to prevent potential spread of infection <i>Poor hand washing</i></p>		<p>Hand cleaning</p> <ul style="list-style-type: none"> • Posters must be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school and at lunchtimes. Staff must provide pupils with frequent demonstrations in relation to handwashing. • Hand sanitisers and/or handwashing facilities must be available and used upon arrival for staff, pupils, visitors and contractors where this does not compromise health. • Staff must supervise pupils' use of hand sanitiser in order to mitigate risk of potential ingestion. The Head of School will provide skin friendly cleaning wipes where appropriate. Once used, wipes will be disposed of into a disposable rubbish bag and staff must immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly. • Pupils, staff and visitors must be encouraged to clean their hands more often than usual, particularly after arriving at school, touching their face, blowing their nose, sneezing or coughing, and before eating or handling food. Staff must not routinely wear gloves, unless they are completing specific tasks (e.g. supervising the isolation room, first aid, intimate care, eating and drinking, physical management, health care routines). • Staff and pupils must be continually be reminded of the requirement to wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser (that contains no less than 60% alcohol) ensuring that all parts of the hands are covered. • Leaders must provide/display (toilets, staffrooms, classrooms etc) guidance on effective handwashing to staff, visitors, contractors and pupils using PHE <u>guidance</u>. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels must be supplied in all toilets, classrooms and kitchen areas. • Liquid soap dispensers must be used instead of bar soap. • Pupils who find it difficult to wash their hands independently will receive help from staff in their classrooms. This could include modelling handwashing simultaneously. However, maintaining a 2m distance wherever possible will remain a priority. • The hand driers in the pool area will remain in use <ul style="list-style-type: none"> • Paper towels should be disposed of in a lidded bin • The Site Staff and a designated TA for each POD must monitor pupil toilets, staff toilets and teaching areas in order to ensure supplies of soap do not run out during the day. 				
<p>Failure to prevent potential spread of infection <i>Poor respiratory hygiene</i></p>		<p>Respiratory hygiene (catch it, bin it, kill it)</p> <ul style="list-style-type: none"> • Staff and pupils must be encouraged where appropriate to: <ul style="list-style-type: none"> ○ avoid touching their mouth, eyes and nose. ○ cover over their mouth and nose with disposable tissues when they cough or sneeze. If one is not available, sneeze into the crook of their elbow, not into their hand. 				

		<ul style="list-style-type: none"> ○ dispose of tissues into a disposable rubbish bag and immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly. • Lidded bins must be provided in key locations (classrooms, toilets etc.). If there is not a lidded bin in the room staff must leave the room to use one. These bins must be emptied at the end of each day by the caretaker. • Aerosol generated procedures are carried out by the school nurse or TA's equipped with the appropriate PPE and following PHE Guidance. <p>Other</p> <ul style="list-style-type: none"> • Where possible, all spaces must be well ventilated using natural ventilation (opening windows) or ventilation units. • Doors must be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. • Each POD will ensure that there is an adequate supply of cleaning resources (disinfectant spray, gloves) available at all times in all rooms in the POD. Senior leaders must monitor these arrangements throughout the day and the School Office must ensure supplies are available. • The headteacher must consider pupils who struggle to maintain as good respiratory hygiene as their peers, as well as those who spit <u>uncontrollably</u> or use saliva as a sensory stimulant. The headteacher must ensure that individual risk assessments are designed/implemented in order to support these pupils and the staff working with them. Face to face education must be provided to these pupils wherever possible. • In accordance with Public Health England recommendations, face coverings: <ul style="list-style-type: none"> ○ should be routinely in school unless for a specific purpose (i.e.intimate care, feeding or supervising a pupil who displays symptoms). Staff should wear a face covering in communal areas, when moving around the school and when social distancing is not possible in the classroom e.g. working 1:1 with a pupil. ○ should only be worn in classrooms if associated with an individual risk assessment. (think we may need to remove this) ○ SLT will lead designated PODs wherever possible. They will wear full PPE when entering any classroom and wear a face covering and maintain social distancing when moving around the school. ○ worn by staff/pupils on their way to school must be removed and disposed of (if temporary) in lidded bins or placed in a sealed plastic bag that can be taken home (if reusable). Staff must instruct pupils not to touch the front of their face covering during use or when removing them. <p>Staff have been provided with Type II (fluid resistant) masks</p>				
<p>Failure to prevent potential spread of infection <i>Poor standard of cleaning</i></p>		<p>Equipment</p> <ul style="list-style-type: none"> • Each POD/office must have additional cleaning resources (disinfectant spray, gloves) available at all times. • Frequently-touched surfaces in rooms used by pupils and offices (e.g. door handles, table tops, play equipment, plastic toys, electronic devices) must be cleaned daily by 				

- staff using those rooms with detergent spray or wipes as recommended by the government. Additional cleaning materials are available in staff toilets.
- Individual and very frequently used equipment and resources such as pens **must** be labelled and allocated to staff and pupils in order to avoid some additional cleaning arrangements.
 - Classroom based resources, such as plastic toys, books and games which are used and shared within the POD **must be cleaned after each pupil and at the end of the day with detergent spray, soap and water or an anti-bacterial wipe by the class team.**
 - Resources that are shared between classes or PODS, such as sports, music and science equipment **must** be cleaned frequently and meticulously and always between use by different PODS, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).
 - Furniture (e.g. fabric) and resources (e.g. soft toys) which are important for the delivery of education will be used. However, non-essential items which cannot be wiped clean **should** be removed from designated rooms.
 - All class-based cutlery and cups **must** be thoroughly cleaned by classroom staff with hot soapy water before and after use. Plates and cutlery from lunchtimes will be cleaned in accordance with normal cleaning arrangements by kitchen staff
 - Outdoor play equipment **should** be allocated to individual PODS where possible. Where outdoor play equipment such as the bikes is shared between PODS, this equipment will be cleaned frequently and meticulously with wipes, pray or soapy water and/or rotated to allow it to be left unused for a period of 48 hours (72 hours for plastics) between use by different PODS.
 - Pupils **must** limit the amount of equipment they bring into school each day, to essentials such as bags, lunch boxes, medications, hats, coats and home school books.
 - Homework **should** be set via online resources where possible/appropriate. Physical resources that contribute to pupil education, development or regulation **should** be child based and sent home and brought back to school as appropriate. Physical resources shared by pupils such as home reading books **must** be left for a period of 72 hours before re-use
- Other
- Spillages of bodily fluids, e.g., respiratory and nasal discharges, **must** be cleaned up immediately in line with the Infection Control Policy, using normal PPE provided.
– see Infection Control Policy.
 - Cleaners **must** carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy at the start and end of the school day.
 - The Site Manager **must** arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the trust who will defer to the PHE team.

		<ul style="list-style-type: none"> • The site manager must monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. • Anti-bacterial wipes (available in all rooms) must be used to wipe photocopiers, key boards, switches, lift controls etc. • Pupils and staff must be allocated toilets or cubicles within toilets and classroom staff will clean frequently used areas after use e.g. changing beds, handrails, toilet seats, taps to use. • Additional cleaning resources must be located in areas designated for staff refreshments with signage clarifying cleaning expectations to staff. 				
<p>Failure to prevent potential spread of infection <i>Unnecessary contact between people and failure to promote/maintain social distancing wherever possible</i></p>		<p>Grouping pupils POD 1: JB and HJ- Senior Leader: BM/HM POD 1a: CRi/SD- Senior Leader: HM POD 2: KHa, BL and Communication Group- Senior Leader: HM SP to provide NQT cover for this Pod. POD 3: HHA- Senior Leader JW</p> <p>POD 3a: FH and SCERTS- Senior Leader; JW POD 4: LM, SH and LS - Senior Leader: MB plus admin GC and WM (SBM) POD 5: Admin- LJ, CR, HM, BM, JW</p> <p>Pupils and staff will remain in their designated POD group and area throughout the school day. Each POD will have a designated entrance and exit (see Safer working practices document for staff). All classes will also have an allocated toilet. Key Principles for Safer working Practice have been issued to all staff.</p> <ul style="list-style-type: none"> • Shared resource areas to be accessed as below: Soft Play- POD 1 only must be cleaned thoroughly after every use. Primary Immersion room- POD 1a breakout room <p>Library- POD 2 only Food Technology- Classes to book use of room through Chloe Roberts. POD 3a staff room</p> <p>4D room- POD 3 only via timetable Independent Living- POD 4 only Meeting room- bookable via Chloe must be kept to POD groups where possible Pod 3 lunch area if staffroom not available.</p>				

• Limited interaction, sharing of rooms and social spaces between PODS will be achieved as much as possible.

Plant Room- POD 4 breakout room



- Staff **must** take account of the age and development of pupils in their care and accept that younger age children and children with SEND may not be able to maintain social distancing.
- Pupils and staff **must** remain in their class PODS for the majority of classroom time but could mix with other wider groups for specialised teaching (i.e., phonics groups or accreditation) if social distancing measures can be maintained.

Measures within a classroom

- Staff **must** maintain 2 metre distance from each other and from pupils where possible. In circumstances when this is not possible (i.e., when working with younger children, or during intimate care), staff **must** avoid close face to face contact and minimise the time spent within 1 metre of anyone. PPE to be worn when social distancing cannot be maintained in the classroom. **Staff have been provided with Type II (fluid resistant) masks**
- For children old enough, they **must** also be supported to maintain distance and not touch staff and their peers where possible.
- **All staff have now been offered their first vaccination and have also received their second vaccination date.**

Measures elsewhere

- PODs **must** be kept apart in order to avoid large scale gatherings such as collective worship or assemblies.
- The Senior Leadership Team and Admin Staff (POD 5) will be separated into two separate working areas with the School Business Manager, 1 Admin staff member and Assistant Headteacher based in POD 4 and Head of School, 2 admin, Assistant Headteacher and Executive Headteacher in Pod 5. The two groups will only mix when social distancing is possible and in the designated meeting room.
- Where appropriate an individual Risk Assessment will be completed for any pupil with complex medical needs which may compromise their return to school in September, for example suctioning which is an aerosol generating procedure with associated specific risks.
- Health teams will wear PPE and will work across all PODS.
- Cleaning and hygiene routines have been increased. One of our pupils in POD 4 has a severe allergy to alcohol-based products therefore pupils in LM, SH and LS must not use alcohol-based hand sanitiser at any time, regular hand washing routines will be adhered to throughout the day.

- Pupils' movement around school **must** be kept to a minimum but will not compromise individual learning or physical management targets.
 - Staff will use the one-way circulation dividing line near the photocopier and maintain social distancing when moving around the school.
 - Pupils and staff **should** access rooms directly from outside where possible.
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- Arrival/collection times have been staggered (see transport and parent/carer drop off and pick up times) but efforts **must** be made to ensure this does not reduce the overall teaching time for example by shortening morning breaks and lunchtime.
- Parents **must** be notified of their allocated drop off and collection times. Designated leaders and staff will monitor drop off/collection and the Head of School will speak to parents who persistently bring/collect their child outside the agreed times.
- Parents **must** be notified that only one parent is allowed to accompany their child onto the school site.
- All PODS **must** have an identified refreshment area for staff but arrangements must promote 2m social distancing
- Meetings with visitors or essential staff meetings of more than one POD **should** take place in the meeting room which has been dedicated for this purpose. Larger meetings will take place in the Food Tech Room or School Hall. Social distancing and cleaning protocols **must** be shared with all attendees prior to any face to face meeting and are displayed within the meeting room. Attendees will use toilet facilities adjacent to the meeting room. Control measures **must** be reviewed regularly by the Head of School in consultation with meeting attendees.
- Staff **should** be encouraged to walk or cycle to the school site if possible.

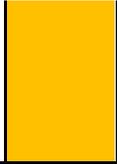
Breaktimes/Lunchtimes

- See cleaning control measures.
- Pupils **must** eat their lunch in the dining hall but access to the hall and the layout (including not sitting face-to-face) **must** ensure social distancing from pupils in other PODs is maintained.
- POD 1 HJ and FJB to remain in classroom for lunch
- POD 1a CRi/SD to remain in classroom for lunch
- **POD2 (KH,BL and AH) to eat in the Main Hall.**
- POD 3 HHA pupils to eat in the Senior Activity Space
- POD 3a FH and SCERTS pupils to eat in the classroom.
- **POD 4 SL, LM and LS pupils to remain in classroom for lunch**
- POD 1 staff HJ and FJB to use FJB Quiet room for lunch (Primary staff toilet and sink labelled POD 1 only)
- POD 1a staff CRi/SD to use POD 1 area in the café for lunch time. Staff to use swimming toilet.
- POD 2 staff AH, KH, BL and SP to use POD 2 area in the Cafe for lunch (Primary staff toilet and sink labelled POD 2 only)
- POD 3 staff HHA and KB to eat in the staff room upstairs/**Meeting room**- please wear face coverings and maintain social distancing when accessing staffroom/**Meeting room**. (Toilet opposite HHA classroom to be used labelled POD 3 only)
- POD 3a staff FH and SCERTS to use Food Tech room for staff lunch area and FH class toilets when required by staff.

		<ul style="list-style-type: none"> • POD 4 SL,LM and LS staff to use the Independent Living Room for lunch. (Upstairs staff toilets and sinks to be used.) • POD 5 ADMIN to eat lunch in POD 5 area • Meals prepared on site and utensils will be delivered to each POD by the school kitchen staff and collected by the kitchen staff at the end of lunch. • Pupils must be discouraged from sharing cutlery, cups or food. • Parents should be encouraged to provide packed lunches containing items which can be opened independently by the pupils where possible. <p>Physical Education</p> <ul style="list-style-type: none"> • Pupils must engage in POD based PE activities only. <ul style="list-style-type: none"> • PMLD pupils and those who require a high level of physical management are now accessing Hydrotherapy and Rebound. This is staffed 1:1 and staff wear full PPE. <p>Other</p> <ul style="list-style-type: none"> • Whenever possible, children should apply their own sun cream. If adults need to support a young child applying cream, this must not be done not face to face. • Sitting pupils together on the carpet must not be avoided if it is essential to supporting pupil education and/or development. However, sitting face-to-face should be avoided. • Pupils must be supervised whilst moving around school (e.g., going to the toilet). If pupils are able to access toilets independently, staff will ensure that the corridors and toilets are clear of other pupils and staff, before allowing them to leave the classroom. They will supervise access to the toilet and remain outside until the pupil is ready to leave ensuring the pupils follow handwashing guidance and cleaning the flush, door handles, taps etc after use, using the resources in the cleaning station. Additional PPE will be available for those pupils who require support. • Visitors and professionals working in the school must read and follow the visitor protocol and must wear PPE when working with pupils or staff • Senior leaders must monitor all social distancing arrangements. <ul style="list-style-type: none"> • All staff sent an invite to attend PHE briefing for Special Schools providing information on current local situation and procedures in place for special schools to prevent risk. 				
<p>Failure to <u>prevent</u> potential spread of infection <i>PPE not available/worn/ utilised safely.</i></p>		<ul style="list-style-type: none"> • Full PPE equipment (gloves, masks, goggle/visors, aprons) must be available in all classroom at all times. It must be worn by staff who are supervising a person with Covid-19 symptoms and where a 2-metre distance cannot be maintained. • Normal, appropriate PPE equipment must be available and worn by all staff undertaking first aid and intimate care duties, as stated in relevant policies, at all times. • Training to put PPE on and take PPE off must be provided to all staff prior to them using PPE. Written guidance must be displayed in key locations (classrooms, intimate care facilities, first aid rooms etc). Staff have been provided with Type II (fluid resistant) masks 				

**Failure to prevent
potential spread
of infection**

*Poor management
of site visitors, inc*



- Visitors to the school (beyond the secure line) will continue to be appointment only. Authorised visitors **must** be provided with the *visitor protocol* guidance in advance of their visit. Where this is not possible, this information **must** be shared with them upon arrival to the school.



<p><i>parents and contractors.</i></p>		<ul style="list-style-type: none"> • Contractors must report to the school office and be supervised at all times when inside school. The designated member of staff who is supervising the contractor will ensure a written record is kept to confirm who the contractors has come into contact with during their visit. • Social workers must report to the school office and should be supervised where possible. The DSL will ensure a written record is kept to confirm who the social worker has come into contact with during their visit. • Health workers must report to the school office and be supervised at all times by the Teacher or member of staff designated by the Teacher. The Teacher will ensure a written record is kept to confirm who the health worker has come into contact with during their visit. • Member/s of the Trust Central Team must report to the school office and be supervised at all times. The Head of School will ensure a written record is kept to confirm who the Trust employee has come into contact with during their visit. • Trust Central Team staff will follow the school's visitor protocols. • <i>Visitor protocol</i> guidance will be reviewed to reflect the above control measures. <p>Parents</p> <ul style="list-style-type: none"> • In order to limit parental visits to the main office, the following arrangements will be implemented and communicated: <ul style="list-style-type: none"> ○ Parents must be asked to pay for school lunches using a sealed envelope which they should send with their child. ○ All parental enquiries must be made via telephone/school's contact email. ○ Parents must wear face coverings (unless exempt) when dropping off/picking up a pupil or accessing the school site for any reason. 				
<p>Failure to provide continued education for all pupils. <i>Staff shortages due to Covid-19 and/or other reasons</i></p>		<ul style="list-style-type: none"> • Supply staff, should be utilised to cover staff absence if this is essential in order to support the continued education and development needs of pupils. However, supply staff must minimise contact and maintain social distancing as much as possible with other staff and pupils. 				
<p>Failure to provide continued education for all pupils. <i>POD and/or whole school closure due to Covid-19</i></p>		<ul style="list-style-type: none"> • In the event of a temporary POD closure or whole school closure online learning and/or physical work packs must be made available to educate pupils 				
		<ul style="list-style-type: none"> • The Head of School or designated person must complete a 'full reopening of schools' induction prior to starting normal duties with all staff 				

<p>Lack of awareness of policies and procedures</p>		<ul style="list-style-type: none"> • The Head of School must ensure they maintain a staff signing record enabling staff to confirm they have read and understand their role in implementation of the risk assessment, safer working guidance and amended behaviour policy documents. This must be completed prior to staff commencing their normal duties in school. If staff refuse to sign, this must be recorded as 'refused to sign'. • The Head of School must maintain a written record of staff attendance at any full reopening of school's training/consultation events. • All staff, pupils, parents, governors, visitors and volunteers should be aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ○ Health and Safety Policy ○ Infection Control Policy ○ First Aid Policy • All staff must have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ The Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ○ DfE and PHE (2020) 'Guidance for full opening: schools' • The school must keep up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ○ DfE ○ NHS ○ Department for Health and Social Care ○ PHE ○ The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and they must contact the school as soon as possible if they are showing symptoms of coronavirus. • Parents must be made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they will be informed that they must contact the school as soon as possible if they believe their child is showing symptoms of coronavirus. • Where possible pupils should be made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell. • The Data Protection Policy is followed at all times (Both covered under the academy's GDPR policy) – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
<p>Staff lack trust and confidence</p>		<ul style="list-style-type: none"> • Designated leaders must be present at school and available to staff. • Expert advice (PHE, DfE, legal) should be shared with staff on an ongoing basis. 				

		<ul style="list-style-type: none"> • Staff have been consulted (and had the opportunity to share concerns) about arrangements for September 2020. • Staff must be trained by the appropriate person in any new processes or procedures (e.g. medical procedure Nurse, moving and handling procedure Moving and Handling Co-ordinator etc), during the morning meeting, so that they understand what to do and why. • All staff should continue to have access to 'regular 1-to-1s' with leaders to support staff. • Successes should be shared with staff on a regular basis. • Individual staff must be able to request that an adapted risk assessment, specific to their role and circumstances, be carried out by the Head of School (if required). Effective communication and a clear audit trail will be maintained. • Trade unions will be consulted on a regular basis by the Trust. • Senior leaders must monitor staff trust and confidence throughout the day through regular dialogue with staff. 				
<p style="text-align: center;">Emergencies</p>		<ul style="list-style-type: none"> • A designated senior leader must always be on-site to lead responses to emergency situations. • All staff and pupils' emergency contact details must be kept up-to-date, including alternate emergency contact details, where required. • Pupils' parents must be contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school must have an up-to-date First Aid Policy and Supporting Pupils with Medical Conditions Policy in place that outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • The Head of School must ensure that a fire drill is completed as a matter of urgency every half term. Additional drills are likely to be required as additional staff and pupils return. • Senior leaders must monitor these arrangements throughout the day. 				
<p style="text-align: center;">Refreshments in Classrooms causing risk of scalding/ spillage</p>		<ul style="list-style-type: none"> • Where there are refreshment stations located inside classrooms, clear instructions will be displayed as to how facilities can be used safely. In these circumstances, hot drinks must only be prepared when children are outside at lunchtime/playtimes, kettles must be stored out of reach in a labelled cupboard with clear instructions visible on the door as to safe use e.g., filled/boiled/emptied when children are out of the classroom. • Hot drinks taken in the pod classroom must be consumed in a lidded beaker to avoid spillage and scalding. • Cold drinks can be provided in classrooms and as an alternative to hot drinks as required. • Senior leaders must monitor these arrangements throughout the day. 				

<p>Poor pupil conduct leads to a potential risk of the infection spreading.</p>		<ul style="list-style-type: none"> • An appendix to the school's existing behaviour policy must outline the key expectations of our pupils. • The key expectations outlined in the amended behaviour policy must be shared with all staff, parents and pupils. • If a pupil refuses to comply with the key expectations contained within the amended behaviour policy and are of an age/capacity to understand (eg. older pupils) the requirements, then existing sanctions as outlined within normal behaviour policy should be applied. • Senior leaders will monitor these arrangements throughout the day. • Pupils who struggle to conform to revised behaviour policy must have an individual risk assessment in addition to their PSP. This will detail any known triggers, the expectations of staff (e.g. physical handling), details/location of any bespoke provision and availability of PPE if required. 				
<p>Safeguarding concerns relating to a potential increase in number of disclosures</p>		<ul style="list-style-type: none"> • DSLs must ensure essential safeguarding training for all staff is complete, including use of training days in September 2020. • DSLs must ensure all staff have read, signed and had the opportunity to discuss KCSiE (September 2020), particularly the most recent changes. • DSLs must ensure all staff have opportunities to review arrangements to ensure high vigilance and agreed procedures. 				
<p>Emotional well-being of pupils</p>		<ul style="list-style-type: none"> • Additional PSHE curriculum time should be allocated through the recovery curriculum. Some pupils will receive additional time through 1:1 intervention. • Additional staff, including leaders, should be available to support pupils who are anxious about leaving parents and entering the school building. Staff are permitted to support pupils through appropriate physical contact (e.g., hand holding) but will avoid facing pupils directly. They should wash their hands afterwards all physical contact. 				
<p>Parents/pupils refuse to return to school</p>		<ul style="list-style-type: none"> • Following the return to school date 8.3.21 senior leaders have identified pupils who continue to not attend school and work with staff to maintain regular contact and support with parents/carers. Pupils with formal shielding letters have been identified. Teachers will maintain contact with all pupils currently not attending and the school Family Support Coordinator will conduct doorstep visits as required. Senior leaders will continue to work with/ notify social workers as appropriate. <p>The Head of School (or designated senior leader) must contact the parent in the first instance to discuss any concerns and offer additional support.</p> <ul style="list-style-type: none"> • The Head of School (or designated senior leader) must consider the individual circumstances of pupils, particularly any medical conditions, and complete an individual pupil risk assessment if required. The Head of School must work in partnership with the trust, medical professionals and/or the LA SEND team before authorising an adapted home-based curriculum offer. • The Head of School must manage pupil absence from school by referring to and implementing the school's Attendance Policy. 				
<p>Failure to effectively deliver rapid</p>		<ul style="list-style-type: none"> • The Head of School (Senior Leadership Team) must read, and implement in full, all of the guidance from the primary schools document sharing platform to prepare staff fully for home testing. 				

asymptomatic
coronavirus testing
(Home Testing)
results in increased
risk of
transmission within
school.

- All staff who opt in **must** be fully supported with Home Testing and **must** take the tests twice a week at home.
- All staff **must** receive an explanatory letter which shares all the guidance and materials.
- Staff **must** have read and signed to state they understand the privacy notice. The school must keep a record of those who have accepted the terms and conditions.
- All staff **must** have undertaken the following training and had the opportunity to raise any questions or concerns with the Head of School or Senior Leadership Team:
 - [Your step-by-step guide for Covid-19 self-testing](#)
 - [Youtube video Step-by-step guide to Covid-19 testing.](#)
 - [FAQ's](#) these **should** be reviewed on a regular basis.
- Should the answer to any questions not be found then clarity **should** be sought with Trust Leaders and ultimately the DfE Coronavirus helpline (0800 046 8687)
- A member should be identified as the Co-ordinator and will be the 'go' to person for staff if they have any concerns. This is Wendy Midgley (SBM) and Helen Maddison (Head of School).
- An area of the school has been identified for the distribution of testing kits which is the Main Hall.
- Social distancing has been considered in this area and staff issuing the testing kits must wear appropriate PPE.
- The kits must be stored between 2 and 30 degrees Celsius.
- Schools must identify named staff who will issue the testing kits. These staff are Wendy Midgley and Chloe Roberts.
- A clear and confidential [recording log](#) which records all of the LOT numbers of the testing kits will be kept by those staff issuing the kits. These will be stored securely and only limited staff will have access. These staff are: Jim Weller, Wendy Midgley and Chloe Roberts.
- A member of staff (Administrator) will keep a [test result register](#) This is Wendy Midgley (SBM).
- Staff **must** share the result (positive, negative or void) with both the [NHS report Covid-19](#) result or telephone 119 within 24 hours. They **must** also inform the school administrator.
- Where a member receives a positive Lateral Flow test they **must** self-isolate immediately and book a confirmatory PCR test. They should also inform NHS track and trace.
- As a precautionary measure and until the results of the PCR test are received the school must require all known contacts to isolate.
- Trust Leaders will be informed of a positive test result immediately and the local health protection team should be informed.
- If the PCR test confirms the positive result then the individual and close contacts must continue to isolate in accordance with the current guidance from the date of the positive LFT.
- In the unlikely event of receiving 2 void results, the member of staff must arrange

		<p>a PCR test and must self isolate until the outcome of this test is received.</p> <ul style="list-style-type: none"> • The Administrator should monitor the stocks of testing kits and ensure additional orders are placed in a timely manner. • The asymptomatic testing programme does not replace current testing policy for those with symptoms. Anyone with symptoms, whether they are involved in the asymptomatic testing programme or not, must obtain a PCR test and follow NHS Test and Trace Guidance, self-isolating until they have received their results. • Schools and staff must continue with all current protective measures- asymptomatic testing does not replace these controls or make these less important in controlling the virus. • Secondary age pupils (Yr7+) will also be offered weekly Lateral Flow Testing in school- parents/ carers must give their consent and pupils must be able to swab themselves. Home Testing Kits will also be available to those pupils of secondary age who wish to undertake testing twice a week at home. • If a staff or pupil returns a positive test, the usual protocol will be followed and the POD will be sent home to isolate for 10 days. The individual with the positive test will then have to complete a PCR test- if this returns positive, the POD continues to isolate and all other steps for a positive case will be followed up. If the PCR test is returned negative, PHE will be consulted for further advice/ next steps. • Any individual who has had a positive PCR test, will NOT be able to participate in Lateral Flow Testing for 90 days from their positive test. 				
Remote Learning		<ul style="list-style-type: none"> • Teachers have written home learning plans relating to in-school topic for the spring and summer term- these have been published on the website and private Facebook group • Teachers are liaising weekly with parents and carers of those pupils currently not attending school to ensure learning is provided if they are shielding or unable to attend due to medical reasons. 				
Home Working		<ul style="list-style-type: none"> • Staff who are deemed Clinically Extremely Vulnerable and those who are in their third trimester of pregnancy will be working from home. (See Home Working Policy issued to all staff) • All staff working from home to complete the Home Working Check Guidance for Staff if not completed in March. 				
Well-being of staff		<ul style="list-style-type: none"> • The Head of School must offer to complete an individual risk assessment for staff who are returning to work from shielding or home working due to being clinically vulnerable. If accepted they must complete the individual RA before the member of staff starts their normal duties. All staff will be offered these again. • The Headteacher must complete an individual risk assessment for staff who are pregnant (using the agreed Trust format) in addition to the normal Maternity RA for expectant mothers. 				

		<ul style="list-style-type: none"> • The headteacher (or appropriate person) must continue making regular contact with staff unable to work/working from home. • All staff must be made aware of an appropriate leader who they can discuss concerns with and who will check on them on a regular basis. The headteacher has been allocated a senior from the Trust to support them. • • The headteacher (or appropriate person) must maintain regular briefings (eg. remote, emails, bulletins) with staff to keep them informed. • All staff must receive contact details for counselling service. If staff wish to access the Occupational Health emotional wellbeing telephone support service please either phone 01482 613333 or email occupationalhealth@hullcc.gov.uk to request a call. • The CEO should liaise with local Trade Union officials on a regular basis. 				