

Greenvale School		Risk Assessment No	001	
Topic:	SOCIAL DISTANCING		People at Risk:	Staff, Students, Parents, Visitors, Contractors
Assessment carried out by:	Lynne Haines	Date:	October 2020	Date of Review: Ongoing/ Every half term.

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>Contracting Corona Virus How: Staff being exposed to the virus due to lack of social distancing from other adults (staff / parents / carers / contractors / delivery drivers)</p>	<p>School staff reminded of the necessity of maintaining social distancing from parents / carers when Student are dropped off and picked up.</p> <p>A staggered drop off and pick up procedure is in place – Students called to buses and all escorted by staff.</p> <p>Parents to drop students off at the school gates according to Key stage. Waiting points have been marked on the ground at the gate. Employee and Parent booklets outline expectations to all staff and parents. Reminders sent regularly to parents.</p> <p>Social distancing floor markers on floor outside school indicating where parents/carers can wait to drop off/collect.</p> <p>KS3 and Magnolia to use main pedestrian gate. KS4, KS5 and Holly to use</p>	M	<p>Social distancing markers have been placed on floors / areas where students line up.</p> <p>Parents / Carers notice displayed on school gate and website that they should not come to the school if they or members of the household are displaying any symptoms of the virus.</p> <p>Parents / carers informed of the risks of the transmission of the virus and the need to social distance whilst they travel on public transport and encourage them to walk to the school / cycle where possible See <u>Parent / Pupil Guidelines</u> sent prior to Autumn Term 2020</p> <p>School to follow the Contractors Guidance Checklist – if a contractor needs to attend site to carry out essential works.</p> <p>Deliveries drivers not permitted to enter the school building and items should be dropped at side entrance.</p>	SLT Complete	L

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	<p>pedestrian gate by vehicle exit.</p> <p>Taxis drive onto forecourt as directed by Bill/SLT and remain in vehicle.</p> <p>Staff to maintain social distancing when meeting in areas such as the staff room / car park / toilets.</p> <p>Staff rooms – teacher prep, art room, ICT room, staff room and life skills room used for staff breaks which are in 3 rotas.</p> <p>For non-class based staff – SLT and LM: Ensure hands are washed before and after moving around the school. Maintain 2m social distance where possible. Use PPE as required.</p>		<p>Office staff to restrict numbers of visitors on site – ensuring they do not pass each other at entrance / exit points and unable to maintain social distancing. If a visitor is already in reception, do not allow another visitor access at main gate until first visitor has left.</p> <p>Posters on walls and regular reminders.</p> <p>Staff given bum bags containing gloves, mask, goggles and hand sanitiser. Labelled to the individual.</p> <p>Staff to have portable PPE and sanitiser available. Face visors are available.</p> <p>Staff given clear guidelines to wipes surfaces / areas after use. Water sprays included in bum bags. Spays given to classrooms. Staff to record the times surfaces are cleansed.</p>		
<p>Contracting Corona Virus How: Staff being exposed to the virus due to lack of social distancing from Student</p>	<p>Class Group / Bubble sizes will be determined by Head Teacher – reducing numbers to allow more space to social distance. The whole school is a bubble with KS and class sub-bubbles.</p> <p>Student buses/cars called onto forecourt, individual embarking/disembarking led by SLT on forecourt to reduce risk of mixing bus groups.</p> <p>Staff from the Class Group / Bubble /</p>	H	<p>Premises staff will empty bins more regularly avoiding times when students are present. Access classrooms when student outside on breaks. Premises staff to clean handles and toilets regularly during the school day as directed by staff.</p> <p>All staff given bum bags so that they have PPE and water sprays, hand sanitiser with them at all times.</p> <p>Staff encouraged to use outside space as much as possible.</p>	SLT Complete	M

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	<p>Group will wait back from the bus area and then take their students directly to their classroom / area.</p> <p>Where staff cannot socially distance from students, ensure handwashing after student contact, and PPE.</p> <p>Staff instructed to stand above the students when instructing and no face to face interaction (at the same level). For students where this is not possible, regular hand washing and use of PPE.</p> <p>Staff to encourage students to move away if they are not maintaining social distancing and remind them of the need to socially distance. See Class Group / Bubble Risk Assessment</p> <p>Pupil with suspected Corona Virus Procedure in place.</p> <p>Where students cannot socially distance – maintain regular handwashing, cleaning equipment and wear PPE.</p> <p>Limit staff changes as much as possible and encourage class working with allocated staff.</p>		<p>Staff allowed to wear masks if they wish.</p> <p>Where space is smaller additional break out space will be provided / made available.</p> <p>Classroom organisation can be used to allow separate space for those students on Grove pathway (PMLD)</p> <p>Most classrooms are large in size with small class numbers and corridors are wide which naturally encourages social distancing. Smaller classrooms have an additional breakout area.</p> <p>Rotas for regular lunch breaks are in place and staff asked to reduce contact with others in different sub-bubbles.</p> <p>Staff in Glade classrooms given PPE, hand sanitiser and spray cleaner to enable them to maintain good hygiene.</p> <p>Windows to be kept open so that ventilation is improved. Parents advised to dress students appropriately.</p>		

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<p>Contracting Corona Virus How: Student being exposed to the virus due to lack of social distancing from other Student</p>	<p>Outside play time rota in place. Glade have own playground. KS3 and KS4 will stagger break times from KS3 or use playground and ball court to create 2 different areas. KS5 use own playground with staggered breaks.</p> <p>Tables arranged to allow as much social distancing as possible. Seating within the class to be distanced as far as is practicable – visual markers on seating. Individual desks.</p> <p>Staff to encourage students to work /play outside and reduce numbers in classrooms. Additional rotas in place for outside areas and hall.</p> <p>Staff to only limit numbers of students to go to the toilet at the same time to the allocated to Class Group / Bubble. Majority of students escorted by adult to toilets.</p> <p>Staff supervising students will encourage them to play in smaller groups and remind them regularly about maintaining space.</p> <p>Students to be given their own stationery and resources and instructed not to share (or to lean into other students' space to obtain resources).</p>	H	<p>Staff talk to students about the virus and how they can help. Use of social stories and symbols reminding students about personal space.</p> <p>Markings on the floors in corridors and halls to ensure safe distancing.</p> <p>One-way system around school corridors with floor markings.</p> <p>Limit number of students using playgrounds – no more than one key stage</p> <p>The dining hall tables and chairs/stools are organised to ensure students are not sitting next to each other - spaced out seats around tables. Some classes to eat lunch in class (all of KS3 half of KS4&5 and all of Glade students and Grove student0 – any trolleys used will be thoroughly cleaned between each class. Any meals will need to be covered. Gloves should be worn when giving out cutlery and plates or hands sanitised prior to this.</p> <p>Additional cleaning staff are employed in the dining hall to clean trolleys and tables thoroughly during dinner and the staff room and staff spaces afterwards.</p> <p>In smaller classrooms PMLD students grouped as one group for part of the day. Staff will wear face visors when students need to be fed their dinner and cannot cover their mouths.</p> <p>If students are distressed staff directed to avoid placing</p>	SLT Complete	M

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	<p>ICT, lifeskills, library and science rooms to be closed. KS Bubble groups to remain separate from other KS and allocated outside spaces at set times.</p> <p>KS bubble groups to use science and music room. Grove students to access LSB and interactive room within class bubbles. Maintain social distancing and wear PPE as appropriate.</p> <p>One student at a time to use soft room unless agreed by member of SLT. Follow BSP. Room to be cleaned before and after use by premises team.</p> <p>Currently 1 student needs access to this room (AO) plus magnolia Class.</p>		<p>students under any pressure and to deescalate to avoid challenging behaviour.</p> <p>Wipe hand rails of stairs after student has gone up or down stairs.</p> <p>Premises team to regularly clean handrails and lift rails.</p>		
<p>Communication How: Parents / carers not aware of any new advice from the Government about the virus. Parents / carers not aware of any reported cases in the school.</p>	<p>School to inform parents / carers about the measures that you are taking and how they can help.</p> <p>School has issued Parent / Carer Guideline Guidance</p>	H	<p>School to update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government (as soon as is possible) with regards social distancing and new control measures</p> <p>Parents to sign / email to say they have read guidance.</p>	SLT 22/6	L
<p>First Aid / Intimate Care How: Unable to maintain</p>	<p>See First Aid RA – 04 See infectious Diseases RA – 03 See Intimate Care RA - 07</p>	M		SLT ASAP	L

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social distancing whilst undertaking first aid and elements of intimate care. No correct PPE available					

Signed:

Role:

Date: