

Doubletrees School full reopening - risk assessment –

Produced August 2020

(Update on school partial reopening guidance in April 20)

Updated again 1/9/20 to include updated guidance on face coverings in schools

Updated again January 21 to recognise national lockdown and rise in cases

Revised 26th February 21 to reflect new guidance and full opening

It covers the measures you'd need above and beyond the usual control measures you'll have in place, such as hygiene during food preparation or intimate care or learner individual risk assessments.

The example measures we list are based on current government guidance:

- › [Guidance for full opening: schools](#)
- › [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- › [Actions for early years and childcare providers during the coronavirus outbreak](#)
- › [Actions for education settings to prepare for wider opening](#)
- › [Implementing preventative measures in education settings](#)
- › [Planning guide for early years and childcare settings](#)
- › [Planning guide for primary schools](#)
- › [Guidance for secondary school provision](#)
- › [Safe working in education settings](#)

We considered what we would need to do to make the measures workable in our school.

- › The number of staff and pupils you expect to have in
- › Any [risk assessments for individual staff](#) that you do, particularly for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME) All risk assessments were completed for all vulnerable staff and were updated in September and in November.
- › Any reasonable adjustments you'll need to make to enable everyone to follow the measures, including pupils with EHC plans (e.g designing approaches to help children who may struggle to follow the rules)
- › The size and layout of your school premises
- › The resources you have in stock or can order easily (e.g. PPE, soap, cleaning products)

Sharing with the right people

All school staff will receive a copy of this risk assessment and it will be reviewed during the INSET days. (and in January 21) It will also be on our school website for our wider community to access. It will also be shared with the LGB. Any views and improvements will be added. This will be reviewed weekly with staff for the first month and then after any updates in guidance or local government or health advice.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Failure to maintain supervision levels if staffing levels drop.</p>		<ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) <ul style="list-style-type: none"> ● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ● Travelling in a small car with an infected person <p>In case of COVID conformed case, one 'bubble' may close, whilst others remain open to maintain provision. Procedures are in place and shared with staff re: What to do if a child/staff becomes ill with Covid symptoms (including sample letters home) Clear cleaning advice and PPE guidance. There are emergency PPE stations across the school.</p> <p>If there are any confirmed cases of 2 or more within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed. Protocols shared with staff and displays as part of a 'What to do if a child falls ill' poster. Staff signposted to these protocols and all aware.</p> <p>A first aider will be onsite at all times and where possible a Paediatric first aider if there are EYFS onsite.</p> <p>Staff levels to be checked daily. Agency staff to be used where necessary and appropriate. If staffing levels fall to unsafe levels (either due to lack of expertise/training or numbers) class closures may need to be considered a</p>			

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		<p>response. Pupil and staff safety will always be the main consideration. If no DSL available on site or off site, the provision may need to be closed. School nursing team to be maintained on site where necessary. Staffing structure and teams to include range of training abilities, such as epilepsy, team teach, moving and handling. If no suitably trained staff available to support individual learners, risk assessment will be reviewed and offer of provision temporarily suspended until this becomes available. Parents to be informed accordingly.</p> <p>Lateral flow tests will be offered to all staff on a twice weekly basis – testing will be carried out at home, and regular on site workers and students and cleaners, on a weekly basis. Training will be provided in school and will be only carried out with full consent.</p> <p>All pupils will be offered two initial tests (where permission and self-administration is possible) Home testing kits will be available for all secondary pupils where consent is given.</p>			

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Contact with coronavirus when getting to and from school		<p>Staff will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. They will be discouraged from car sharing. Slightly start and end times are in place to help pupils congregating in busy areas. This will be carried out by only calling on transport at a time. The local authority are supporting to ensure buses wait as needed to ensure safe loading.</p> <p>Anyone who needs to take public transport will be referred to <u>government guidance</u>.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupil's hands will be washed or sanitised prior to boarding any transport vehicles. • There is additional cleaning of school vehicles • Queuing and boarding is staggered • Pupils practise distancing within vehicles (see County guidance) • Children over the age of 11 may use face coverings 	Head/staff	Sept 20	

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		<p>where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet however most of our learners will be exempt from this.</p> <ul style="list-style-type: none"> • Checklist of health and safety requirements, including what parents need to do and provide already in place. Home school agreement updated. • School staff who are also employed as transport PAs are asked to be extra vigilant with hygiene procedures between work places. School has a record of any individuals outside their class bubble that may be in contact with them because of their additional employment. <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times <p>Procedures for arrival/collection and dismissal to be organised within staff bubbles via the allocated external doors.</p> <ul style="list-style-type: none"> • The protocols for minimising adult to adult contact include different entrances and exits for each class bubble and foot marking on the ground to support waiting and social distancing. • That only one parent/carer should attend, wherever possible • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered</p>			

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		<p>be supervised during hand washing.</p> <p>Pupils that are unable to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant have additional measures in place. More frequent handwashing/wiping is advised for learners and staff. PPE is also available for staff such as masks, visors, and goggles. Tersano sterilising solution. All rooms have Covid cleaning kits and PPE stations.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out. Class teams will submit orders through the admin team to replenish supplies.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day. Covid bins are available in all classrooms.</p> <p>Where learners required aerosol generating procedures an individual risk assessment will be put in place. It will involve as a minimum:</p> <ul style="list-style-type: none"> • The learner to have a designated well ventilated space. • Staff to wear full Level 3 PPE (including FIT testing) • Other staff and learners would not use this space until it had been deep cleaned. • PHE advice would be followed at all times. <p>Cornwall special school specific guidance on the use of PPE has been written with the LA and PHE and has been</p>	<p>Class teams</p> <p>Site team</p>	<p>Tersano has been installed and in place (Sept 20)</p> <p>FIT testing for staff has been undertaken in the Autumn term.</p> <p>PPE advice to be re-shared as a part of INSET and induction for new staff.</p>	<p>Tersano is not chemical and there is a bottle available in all rooms.</p> <p>SPT worked with PHE and Cornwall LA to draw up the guidance in the absence of national guidance for special schools.</p>

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		<p>clearly marked and labelled.</p> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Users of mobility equipment, such as wheel chairs, will have the handles wiped regularly, particularly upon arrival and departure from school using class cleaning kits.</p> <p>Shared rooms, such as halls will be cleaned between different groups using them. All shared areas must be booked to allow for cleaning time.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books/shared resources.</p> <p>Learners requiring additional products, such as intimate care products, should have a sufficient supply sent into</p>			

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		<p>school with them every day.</p> <p>Any PE/swimming kits, bags, lunch boxes should be stored within each class bubble space to reduce unnecessary movement around the building.</p> <p>The swimming pool will remain closed during any lockdown periods.</p> <p>The swimming pool reopen in line with national guidance. The suggested date is April 12th.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<ul style="list-style-type: none"> • Our bubbles are based on small class groups. The largest being 15 onsite learners. (7 during lockdown) The emphasis is on keeping groups separate rather than social distancing in groups. Staff and pupils will try not to mix with other groups as social distancing will not be possible in many class grouping so we want to keep the groups small. • Classrooms will be laid out so learners are not facing each other. <p>Learners will be kept in consistent groups based on their age and needs, while adhering to the usual staffing ratios.</p> <p>Where pupils are capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated).</p>	Head Staff	Sept 20	

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		<p>Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies. No woodwind or brass instruments to be used.</p> <p>For physical activity, contact activities will be avoided. Outdoor activities will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger/SEN children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. This is mainly applicable to cover staff and HLTA roles. Face covering will be worn where cross bubble working is in place and social distancing cannot be implemented.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal. As social distancing will not be possible in these circumstances, staff will be provided with the appropriate PPE. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Class teachers to develop handwashing timetable, visual supports and classroom protocols regarding shared and appropriate resources.</p> <p>Avoid/minimise use of supply staff (daily changes) unless longer term cover needed.</p> <p>Supply teachers, peripatetic teachers and other</p>			

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		<p>temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. Where it is needed – consistent staffing will be prioritised.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. PPE guidance will apply.</p> <p>Level 2 PPE will be worn by all staff where social distancing is not possible and where close contact is sustained for example during intimate care and or feeding or where a learners needs are higher risk. (for example suctioning) This will involve gloves, apron and a mask (It could also involve a visor where there is a splashing risk) Donning and doffing guidance must be adhered to at the end of the activity/session.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p> <p>Increased risk</p>		<p>Staff to staff contact to be avoided/strictly minimised and social distancing to be in place at all times other than within bubbles.</p> <p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Staff are asked to wear face coverings - only adults (not pupils) when moving around indoors, such as in corridors and communal areas anywhere outside of your bubble where social distancing is difficult to maintain. This includes collecting and dropping off at the end of the day. This is now compulsory. Visors don't equate to a face covering and must not been worn as an alternative to a</p>	<p>Head/all staff</p>	<p>Sept 20</p>	

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due to behaviour		<p>face covering in communal spaces but can be worn as additional protections from fluids but only in line with PPE guidance. Adult to adult transmission is a higher risk than pupil to adult transmission where social distancing is not in place. It will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower. (other than for intimate care and or increased behaviour risks) Face coverings must be worn by all visitors to the school. Face coverings are also advised to be worn by staff entering bubbles and/or other people's work areas if they usually work in a different bubble or area of the school.</p> <p>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they should continue to receive care in the same way, use of PPE may be advisable if risks of droplets to staff or others. Additional space and frequent cleaning of surfaces, objects and toys will be required. The behaviour policy has been updated to reflect spitting. Where spitting is risk assessed as presenting an increased risk then every attempt needs to be made to reduce these behaviours. If the learner's behaviour remains unsafe, putting themselves or other's at risk, then the school will have no choice but ask the parent/carer to collect the learner on the grounds of Health and Safety. Remote education will be put into place. This is applicable when we are in lockdown and when case rates are high in the local area.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>School will work with social care short break providers to</p>			

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		<p>keep records of any learners from different bubbles who attend short break settings together and information shared as necessary to minimise any potential risks created by this additional mixing.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies will be in class, to avoid too many pupils being in one place at the same time.</p> <p>Lunches are to be eaten within the classroom 'bubbles'. Hands to be washed before any food is eaten. School lunches will be produced on site and will be delivered to the classrooms on a rota basis. The meals will be left on a trolley, labelled, outside the classroom door for the class team to collect to reduce contact between the catering team and each bubble. Used plates and cutlery will be placed in bowls of disinfectant by the class team, before collection by the catering team.</p> <p>Movement around the school site will be kept to a minimum. This is especially important for staff to consider. Use of IT and landline phones need to be maximised for communication.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. Any sustained contact between different bubbles will be recorded on near miss sheets.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors have clear passing places. Please wait until it is clear to proceed.</p> <p>All shared rooms, such as halls and dining areas, will be only used by one bubble at a time. They will be cleaned</p>			

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		<p>between each use. For dining areas this is not possible so lunch will be brought to pupils in their classrooms. The sensory room and sensory integration room are to be used only where it is 'needed' and must be booked before use to allow for cleaning and reducing use.</p> <p>There is a separate risk assessment for the use of the swimming/hydrotherapy pool. is subject to review. This remains closed however we plan to reopen in April.</p> <p>Outdoor play equipment will be sprayed with 'Tersano' after use and before the next group. Cleaning kits are available for each class bubble.</p> <p>Toilet use will be managed to avoid crowding. Each class bubble has a designated toilet area and staff toilets have external 'busy signs' so that only staff member can use them at each time. More toilets have been designated throughout the school for staff use. Some toilet cubicles will be closed to minimise use and numbers.</p> <p>Staff use of staff rooms will be limited to accessing facilities only. Please do not use this as a communal space. Please use outside spaces or rooms not being used by other bubbles to eat your lunch. Different bubbles must not eat your lunch together in indoor spaces. Staff are encouraged to have lunch outside on the benches or off site when the weather is suitable to do so. Staff are encouraged to bring all they need with them, including cutlery, mugs etc so they are not sharing resources and equipment. Social distancing guidance MUST be adhered to (2m) at all times. Maximum numbers for the staffroom is 3 at any one time. This remains in place during full opening</p> <p>The staffroom and PPA/photocopier room have socially distanced work areas available. PPA can be taken at</p>			

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		<p>home to support flexible working and reducing risk.</p> <p>Office spaces are 'closed areas' other than in exceptional circumstances. Face to face meetings should be the last resort and other modes of communication such as telephones and video conferencing are to be used. Only one person at any time in the FSW room and in the main reception office please.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors, including track and trace contact details. QR Scanning is in place.</p> <p>Educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. This must be carefully risk assessed and discussed at very early stages of planning. Educational visits will not take place at this time</p> <p>Staff to sign in with class teacher/team/front entrance via class i pads on 'swiped in'. This must be up to date to maintain fire regulations. All staff to use their nominated entrances and exits and only nominated staff and 'booked' visitors to enter and sign in using front entrance.</p> <p>Where possible IT technical support will be completed remotely. Staff are encouraged to submit ticket requests, as per the normal protocol, rather than seek out technicians. If technicians need to access classroom spaces, they will do so after school hours, when the classroom has been cleaned. They will be asked to clean any surfaces they have touched.</p>			

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		<p>In the exceptional circumstances where staff must use Team Teach to keep a learner safe, PPE should be worn and advice sought from the trainers on how to appropriately manage risk.</p> <p>Where first aid is needed to be administered, this should, wherever possible be done by staff with basic first aid certificates within the class team. If a full FAW trained first aider is needed, the dedicated staff from each phase of the school should be used. These are displayed in each room. All staff administering first aid to wear L2 PPE where close contact is required.</p> <p>Signing in and administration of medications: Two members of staff to administer medication to learners. The member of staff entering the class bubble must wear PPE. This will need to be changed between classes. The second person must observe from outside the classroom space. This is timetabled and dedicated staff members have been allocated to this duty. Medications will be signed in and out via a trolley by the 'bottom' school entrance door nearest the hall.</p>			
Spreading infection due to the school environment		<p><u>C</u>hecks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures have been reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p>	Head/all staff Site team	Sept 20	

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		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Spaces that use air conditioning or overhead SMART board projectors with cooling fans will only be used when it is deemed safe to do so.</p> <p>Paper towels and bins are to be used in all toilets, rather than hand driers. Hand driers will be disconnected temporarily.</p> <p>The use of lifts will be avoided unless essential and only by the same bubble.</p> <p>Lidded bins have been provided in classrooms and other key locations to dispose of tissues and any other waste. These are equipped with double bags.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 2.3m² per child for children aged 3 to 5 years old <p>Social distance markers, indicating 2m spaces, have been placed within the corridors, alongside passing places where corridors are not wide enough to facilitate this. Signs encouraging appropriate social distancing measures displayed.</p> <p>Staff communications with simple dos/don'ts given to all staff.</p> <p>Appropriate PPE available for staff, in accordance with current government guidance. Staff can collect from pre-agreed PPE stations and class teams have responsibility</p>			

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		<p>for making sure they have what they need at the start of the day. Specific PPE bins in place within each learning space. PPE training and guidance is also shared.</p> <p>Smaller rooms and those with no ventilation will be 'No Entry'.</p> <p>Some shared spaces, such as staff toilets, photocopier rooms will have signs indicating that only one person at a time is allowed inside.</p> <p>Fire evacuation procedures to be reviewed and shared with staff. Each bubble to initially leave the building via their closest exit which will in the majority of cases be their dedicated entrance and exit point. A false alarm will be called within 1 min. Is this is not called evacuate as normal to dedicated zones. Only zones triggered will be initially evacuated to avoid bubbles meetings. If there is an actual fire or multiple fire zones the normal procedures will take place. False alarms will be announced over the tannoy and radio systems. All bubble leads and SLT must have a radio charged and working at all times. Bubble leads to keep groups together at fire evacuation points. New telephone points have been added to all rooms.</p> <p>Learners have been asked to return to school in their uniform to aid understanding of the expectations of the day and help re-establish routines. The home school agreement asks parents to ensure clean clothes are worn by learner daily. Reasonable relaxations in the uniform policy to assist the additional and complex needs of our learners will be accepted. However this needs to be in line with the Trust dress code.</p>			

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other hygiene protocols.		<p>used as the main classroom used solution. Learners will be monitored for any adverse reactions to the soap, sanitiser and other products used and parents asked to inform the school of any allergies.</p> <p>Staff to monitor the learners hands for dryness and cracking from overuse and discuss with families alternative products that can be used.</p>			