



Springfield School



| <b>RISK ASSESSMENT FOR THE WIDER OPENING OF SCHOOLS</b> |                 |   |  |  |  |
|---|-----------------|---|--|--|--|
| Name of School  |                 | Date of assessment  |  | Review date  |  |
| Springfield School                                      |                 | 31/05/20<br><i>Updated 07/07/20</i><br><i>Updated 15/07/20</i><br><i>Updated 20/07/20</i><br><i>Updated 01/09/20</i><br><i>Updated 02/11/20</i><br><i>Updated 04/11/21</i><br><i>Updated 12/02/21</i> |  | 01/09/20<br><i>Updated 07/07/20</i><br><i>Updated 15/07/20</i><br><i>Updated 20/07/20</i><br><i>Updated 01/09/20</i><br><i>Updated 02/11/20</i><br><i>Updated 08/01/20</i><br><i>Review – 02/04/21</i> |  |
| Name and Position of Assessor(s):                       | Lisa Hodgkison  | Assessor(s) Signature:  |  | L Hodgkison  |  |
| Headteacher's Name:                                     | Lisa Hodgkison  | Headteacher's signature:  |  | L Hodgkison  |  |
| Chair of Governor's Name:                               | David Griffiths | Chair's signature   |  | D Griffiths  |  |

Before completing this risk assessment, please refer to Cheshire East's Risk Assessment Framework. The risk areas below can be used as a guide, but schools may want to adapt this for their use.

| <b>RISK PRIORITY</b>  |
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| <b>HIGH:</b> Accident likely - with possibility of causing serious injury or loss |
| <b>MEDIUM:</b> Possibility of accident - causing minor injury or loss             |
| <b>LOW:</b> Accident unlikely - with control measures in place                    |

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**5 steps to Risk Assessment**

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

| Hazard identified   | People at Risk   | Existing Control Measures in place  | Risk Priority (High, Medium, Low) | Additional Controls Required to Minimize Risk        |
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| <b>A. Responding to Someone with Symptoms</b>                 |                  |   |                                   |  |
| Pupils and staff showing signs of COVID-19 when not in school | Pupils and staff | <p>Pupils and staff showing symptoms of COVID when they are not in school must follow the COVID policy. This states that they should get tested and await the results before coming back to school.</p> <p>Parents are advised to follow the advice of the NHS and 111 and should isolate themselves for 7 days and their household for 10 days. We will actively engage in the NHS Test and Trace program as per the guidance. Pupils must be tested during this period before returning to school and if they receive a negative result can return to school immediately.</p> | High                              | All policies widely publicised to staff and parents. |

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| <p>Pupils and staff displaying symptoms during school hours</p> | <p>Pupils and staff</p> | <p>A member of the leadership team should be notified immediately if someone displays symptoms in school.<br/> The pupil or member of staff will be sent home immediately and asked to go for a test.<br/> If a pupil or staff has a waiting period for parents or family, they must wait in the isolation bay. If the member of staff or pupil needs assistance a full PPE kit is available for them to wear located in the isolation bay which is in the library.<br/> There is also a separate toilet which is to be used for a pupil or member of staff in isolation.</p> <p>If the child or member of staff tests positive the remainder of the bubble will be asked to self-isolate for 14 days.</p> <p>If the child or member of staff tests negative, they can return to school if they feel well enough.</p> <p>Regular conversations with parents who are seeking advice on testing.</p> <p>Use of Cheshire East helpline and DfE helpline on testing.</p> | <p>High</p> | <p>The library is labeled at the isolation bay with a full PPE kit and we have identified an isolation toilet.</p> |
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| Mass testing of Staff and Pupils   |                  | <p>All staff that wish to be will be tested twice weekly (this is voluntary).<br/>         If staff member tests positive they will be notified immediately to book in for a PCR test.<br/> <b>This has recently changed and they no longer need to go for a PCR just isolate for a 12 day period.</b><br/>         Advice will be sought from public health with regards to close contacts and closing down bubbles.<br/>         Where consent is gained for pupils they will also have weekly testing following the same procedures if there is a positive case.</p> | High | <p>For someone who has been in contact with a positive case we can use daily serial testing to ensure that the contact hasn't contracted COVID.</p> <p>Serial testing has been halted by the DfE and is not to be used at present.</p> |
| Getting or spreading COVID-19 from high use and communal areas                     | Pupils and staff | <p>Bubbles have their own gate access. Pupils and staff should remain within their bubbles all day. Each bubble has an allocated play area and pupils will also have break and lunch within their bubble.<br/>         There will be no large gatherings including assemblies or group games.</p>   | High |  |
| Getting or spreading COVID-19 by not cleaning surfaces, workstations and equipment | Pupils and staff | <p>Sharing of resources will only take place within bubbles.<br/>         A full cleaning regime is in place with hourly cleaning taking place in toilets and communal areas.<br/>         Staff teams are responsible for cleaning tables in between these times.</p>  | High |  |

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| Wearing of face coverings | Pupils and staff | <p>Staff wear PPE for all intimate care, feeding and when dealing with pupils who can exhibit challenging behaviour.</p> <p>Staff will all wear face coverings to collect pupils from transport and parents.</p> <p>Staff will wear face covering when outside of their bubble in corridors and communal areas.</p> | High | <p>Pupils will not be using shared or 'common' areas. Each bubble / class has their own classroom and outside area movement around school will be very limited.</p> <p>Pupils with disabilities are exempt from using these masks.</p> |
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**B. Hygiene and Handwashing**

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| Personal hygiene | Pupils and staff | <p>There are two main routes of transmission that have been identified at this stage: -</p> <p>Being in close contact with someone infected with COVID-19 where respiratory secretions can enter the eyes, mouth or nose</p> <p>Touching a contaminated surface and then touching the eyes, mouth or nose</p> <p>Control measures:</p> <p>Pupils and staff will be encouraged to wash their hands regularly. Staff will support pupils to do this where needed.</p> <p>Follow the catch-it, bin-it, kill-it approach as per the guidance.</p> | High | <p>Posters are displayed in all bathrooms to encourage and remind pupils to wash their hands.</p> <p>Videos are available for pupils to watch within their classrooms and have been sent home.</p> |
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| Spitting  | Pupils and staff | Where pupils do spit or manipulate saliva for sensory reasons there is full PPE available for staff.<br>This includes a visor and a gown in addition to usual PPE for intimate care .  | High | Stocks need to remain monitored<br><br>Pupils who exhibit challenging behaviour will have a completed risk assessment which will be shared within class teams.<br><br>All completed risk assessments are on the shared area for all to access.  |
| Pupils are unable to follow guidance on handwashing and hygiene | Pupils           | Each classroom has direct access to a bathroom with hand basins.<br>School has disposable wash cloths for those children who are unable to wash their hands.<br>Staff levels sufficient to support pupils to wash their hands.<br>Supply of sanitizer which can be used with pupils in addition to hand washing. | High | Building hand washing into daily routines e.g. on arrival.<br>Class Timetables to allow for more time to wash hands.<br>Minimize contact with equipment by providing each child with own box of resources/equipment.<br>Where possible pupils to sit in the same places and on the same chairs. |

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| <p>Pupils will mouth equipment and furniture</p> | <p>Pupils and staff</p> | <p>Furniture to be cleaned following pupil mouthing furniture. Staff to wear gloves.<br/>Clean frequently touched surfaces more frequently.<br/>Pupils to have own equipment.</p> | <p>High</p> | <p>Pupils to have own chairs including those who do not require specialist seating.<br/>If pupil is known to mouth furniture e.g. table they should be sat in the same position each time.</p> |
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**C. Cleaning**

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| <p>Cleaning plan to be put in place and shared with staff</p> | <p>Pupils and staff</p> | <p>New cleaning schedule in place – including 1 cleaner on site all day to ensure hourly cleaning of toilets and key areas.</p> <p>A detailed plan of expectations for both staff and the cleaning team is now in place <b>(please see cleaning regime document)</b></p> <p>By putting these measures in place this will reduce the spread of COVID 19 with regular washing and sanitizing of key areas.</p> <ul style="list-style-type: none"> <li>- Toilets to be deep cleaned at the end of each day.</li> <li>- Toilets to be cleaned by the cleaner during the lunch period and after break with suitable cleaning detergent.</li> <li>- Tables and contact points to be cleaned regularly.</li> <li>- Equipment that has been used (and that can be cleaned) is identified by the teacher at the end of the day to the cleaner so that those objects can be disinfected.</li> <li>- No toys to be brought from home.</li> <li>- Tablets will be wiped several times daily and between use.</li> <li>- Contact points to be cleaned by cleaner hourly, including toilet taps, toilet flushes, toilet seats, table surfaces, toilet door handles, handrails, arm rests, light switches etc.</li> <li>- Staff to clean surfaces and touch points when used.</li> <li>- Bins to be emptied before they are full and at least once daily.</li> </ul> <p>Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.</p> | <p>High</p> | <p>Full cleaning policy in place – cleaner to continue from September during the day.</p> <p>The additional cleaning service operates from 10am – 2pm</p> |
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| <b>Water bottles</b>  | Pupils           | Pupils were bringing in water bottles from home  | High | Pupils will be provided with an individual cup that is named and kept in their tray within their classroom. |
| <b>Use of class equipment / bringing equipment into school.</b> | Pupils           | All pupils have their own stationary tray. Any shared resources within class are cleaned regularly. This is to avoid the transmission of COVID.<br>Parents have received a letter to ask pupils not to bring in bags / items into school. If they do require changes in clothes etc. these should come in a plastic bag. | High | Monitor bags from September and the use of shared resources.  |
| <b>PE</b>   | Pupils and staff | Schemes of work have been adapted for primary to enable PE to operate in their own bubbles, either in classrooms or in their outdoor areas.<br>PE in secondary has a cleaning schedule in place for shared equipment and cleaning of communal areas between sessions.  | High | DURING LOCKDOWN PE WILL NOT TAKE PLACE IN THE SPORTS BARN.  |

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**D. Social Distancing**

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| Social Distancing |  | <p>Classrooms are of a good size and well ventilated.</p> <p>Social Distancing is difficult with the majority of our pupils and we are currently following the DfE guidelines:</p> <p><i>We know that, unlike older children and adults, early years and primary age children and Children with Special Needs cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out below:</i></p> <ul style="list-style-type: none"><li>• <i>avoiding contact with anyone with symptoms</i></li><li>• <i>frequent hand cleaning and good respiratory hygiene practices</i></li><li>• <i>regular cleaning of settings</i></li><li>• <i>minimising contact and mixing</i></li></ul> <p>Parents are all aware of this through our current parent guide letter.</p> | High |  |
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| Bubbles   | Pupils and staff  | <ul style="list-style-type: none"> <li>○ Teach pupils in class bubbles – these bubbles are class groups for the year 2020/2021 No more than 12 pupils.</li> <li>○ Where needed furniture will be re arranged to maximise space</li> <li>○ There will be no school assemblies done in their usual format although these could be arranged virtually on Zoom between classes.</li> <li>○ All pupils will have lunch in their classrooms – lunches will be delivered to classrooms or collected by 1 member of staff.</li> <li>○ Where pupils are using stationary, they will have their own trays</li> <li>○ Classes can use shared resources as long as these are cleaned on a regular basis and kept within the bubble.</li> <li>○ Each bubble will have its own outdoor play area:</li> <li>○ Staff can move between bubbles to cover PPA or deliver specialists lessons, but pupils should remain within their bubbles.</li> </ul> | High |   |
| Visitors  | Everyone          | <p>Visitors on site will be kept to minimum. Any meetings will take place at the Halfway house.</p> <p>Visitors must only be on site for a direct impact on a pupil or to attend to vital maintenance.</p>   | Med  | <p>We will not be showing prospective parents around the school at present.</p> <p>DURING LOCKDOWN THERE WILL BE A NO VISITOR POLICY.</p> |
| Pupils will mix in wider groups on local authority transport. | Pupils and staff. | <p>One bus will be unloaded at a time to reduce contact in corridors.</p> <p>Staggered entrance and exit with parents dropping off and picking up after buses have left.</p> <p>Drivers and escorts to wear masks</p>  | High | <p>Hand washing on arrival in class and before leaving to meet transport.</p> <p>Pupil who can to wear masks to wear on transport</p>     |

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| Staff who have significant risk factors will need additional measures in place.                | Staff            | Individual risk assessment to be reviewed and updated.<br>PPE to be available for staff to wear, those who are clinically extremely vulnerable and those who live with someone extremely vulnerable.<br>Under lockdown staff who are CEV will not be in school under Government guidance.<br>A discussion will take place with all staff who are EV to discuss risk assessment and safety in school. | High | Consistent staff bubbles and pupil bubbles.<br>No use of shared areas.   |
| Additional staff who need to come into school to work with pupils directly e.g. therapy staff. | Pupils and staff | Health staff are wearing masks around the building as per their employer risk assessments.   | High | Therapy staff to wear PPE.<br>Therapy equipment-pupils have own specialist equipment, seating, standing frames etc.<br>Music Therapy-each pupil to have own instrument in session. Use instruments that can be wiped cleaned easily. |
| <b>E. Personal Protective Equipment (PPE)</b>  |                  |  |      |  |
| PPE Policy   | Staff            | PPE policy is currently in place. PPE will be used to stop the spread of infection.<br>PPE is used in all intimate care situations; extra PPE is provided for feeding and other circumstances.   |      | Stocks need to be assessed daily<br><br>An assessment of appropriate PPE continues<br><br>New Staff will need to be trained in the use of PPE through the NHS team.  |
| Stocks of PPE running low  | Pupils and staff | More than 1 supplier in place.<br>Stocks stored in office so stock levels can be monitored and supplies ordered.   | High |  |

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| F. Managing Symptoms, Testing and Responding to a Local Outbreak |                           |   |      |   |
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| Track and Trace System   | Parents, Pupils and staff |   | High | All staff need to be aware of the system and how to use it.   |
| Records of pupils in bubbles                                     | Staff and pupils          | Pupil bubble information is already stored on SIMs and is available in the event of an outbreak.  | High | Ensure more than two members of staff have delegation to have access to this information in case of illness.  |
| Symptomatic pupils and staff and home testing kits.              | Staff and pupils          | All staff and parents have access to the policy of what to do if a pupils or member of staff has symptoms.  | High | Resend this information in September to remind both staff and pupils of procedures.<br>A policy will need to be created with regard to testing kits and what we do when a pupil will not tolerate the test.<br>Testing kits will need to be re ordered if stocks are low. |
| Mass Testing   | Staff and Pupils          | All staff that wish to be will be tested twice weekly (this is voluntary).<br>If staff member tests positive they will be notified immediately to book in for a PCR test.<br>Advice will be sought from public health with regards to action within the bubble.<br>Where consent is gained for pupils they will also have weekly testing following the same procedures if there is a positive case. All staff that wish to be will be tested on a weekly basis (this is voluntary).<br>If staff member tests positive they will be notified immediately to book in for a PCR test.<br>This is not currently advised – staff should isolate from positive LFT for 10 days.<br>Advice will be sought from public health with regards to action within the bubble.<br>Where consent is gained for pupils they will also have weekly testing following the same procedures if there is a positive case. | High |   |
| G. Risk Assessment   |                           |   |      |   |

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| Creation of Risk Assessment and sharing   | All                                   | Risk assessment has been created in consultation with staff and Governors.<br>All documents shared on school website.   | High |   |
| Updates of the RA   | All                                   | Risk assessment to be reviewed each half term.  | High | A focus needs to be on the developments over each holiday period.   |
| Increased risks within school have been assessed and procedures put in place to reduce risks            | Pupils and staff                      | School risk assessment has been revised and checklist document completed.<br>Individual pupil risk assessments have been reviewed and amended where necessary.<br>Individual staff risk assessments will be reviewed with staff on return to work.<br>"Bubbles" put in place with consistent pupils and staff as far as possible. | Low  | Risk assessment shared with staff.<br>Risk assessment will be reviewed on every half term or more if required.<br>No outside activities during lockdown periods.<br>No whole school or group gatherings.<br>No use of shared spaces.<br>Risk assessment published on website. |
| Contacting parents, staff and Governors in event of local changes due to COVID19 "spike" in local area. | Pupils, staff, parents and Governors. | Head teacher to have all contact numbers at her disposal<br>Access to website and email to communicate with stakeholders.   | Low  | Head teacher to monitor emails during holidays and respond quickly to those needing her attention.<br>Head teacher to stay informed via local news channels.  |

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**RISK ASSESSMENT– UPDATED IN RED – STILL TO BE USED IN CONJUNCTION WITH THE ABOVE – LOCKDOWN / PARTIAL OPENING**

| Hazard identified                           | People at Risk              | Existing Control Measures in place  | Risk Priority (High, Medium, Low) | Additional Controls Required to Minimize Risk  |
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| <b>Buildings and Facilities</b>             |                             |   |                                   |  |
| <b>New signage in toilets and reception</b> | Pupils, staff and visitors. | <p>Limited signage around school with regards to social distancing.</p> <p>Handwashing posters are not consistent across school.</p> <p>New signage required to remind visitors, staff and pupils about the importance of handwashing and social distancing</p> | High                              | <p>New signs order and will be in place for the 15th June.</p> <p>The new signage will be a reminder to all staff and pupils within school to ensure handwashing happens frequently and correctly.</p> <p>The posters are child friendly and practical so pupils and staff can follow these easily.</p> <p>They will be positioned at every sink in the classroom and bathroom.</p> <p>The posters and signage throughout school gives a consistent message of the expectation.</p> <p>This will adhere to current Government guidelines to prevent the spread of Coronavirus.</p> <p>There will be large signage in the reception of the Main School, Spring High and the sports barn.</p> <p>This will be a reminder to staff, pupils and visitors that we are adhering to the social distancing rules within school.</p> <p>This again will reduce the spread of infection by limiting contact.</p> <p>Where pupils are not able to follow the signage and posters due to their learning disability they will be supported by members of staff.</p> <p><b>All new signage in place throughout school in in place.</b></p> |

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| <p><b>Resources from classrooms that can not be wiped down to be removed</b></p> | <p>Pupils and staff</p> | <p>Classrooms which are already in use have had all soft toys and clothing removed to leave only plastic items for use within the classroom.<br/>Softs toys and clothing remain in some classrooms that have not been in use.</p>  | <p>High</p> | <p>Soft toys to be removed from classroom in the week beginning 8<sup>th</sup> June.<br/>By any items that cannot be wiped down will support the spread of the virus that lives on fabric etc until it is washed.<br/>With many pupils 'mouthing' objects as part of their sensory profile it is important that everything can be wiped down to prevent the spread of the virus between staff and pupils.<br/>By doing this all items will be plastic and be able to be washed with soap and water during and at the end of each day.<br/><b>Classrooms are fabric free where this is possible – where pupils need pillows etc there are for individual use only.</b></p> |
| <p><b>All classroom bins to have lids</b></p>                                    | <p>Pupils and staff</p> | <p>There are a limited number of classroom bins which have lids on.<br/>The clinical waste bins are fully compliant with NHS guidance and our waste disposal for clinical waste will continue as usual.</p>  | <p>High</p> | <p>New bins have been ordered and will be in place by 8<sup>th</sup> June<br/>By putting lidded bins into each classroom this will prevent the virus from spreading.<br/>Pupils who have used tissues or wipes during the class will need to use lidded bins to ensure safe disposal of tissues etc which can cause the spread of the virus.<br/><b>All rooms now have lidded bins with a good supply of cleaning products.</b></p>   |
| <p><b>Review Fire plan with all bubbles</b></p>                                  | <p>Pupils and staff</p> | <p>The fire plan is in place already in guidance with our usual procedures. Emergency fire alarms have been is use during COVID and staff are aware of current procedures.<br/>Staff are working in different areas of the school so need refreshing on fire procedures.</p> | <p>High</p> | <p>It is important that all staff are refreshed on fire safety and how to safely evacuate all pupils from each building.<br/>Although the plan hasn't changed staff have moved from their usual classrooms and must know where the fire exits are located to ensure pupils can quickly exit the building in the event of a fire.<br/><br/>Fire drills will be done weekly for the next three weeks to ensure new pupils re phasing back to school understand the process.<br/><br/><b>All staff have access to the fire procedures –</b><br/><br/><b>The bell has been sounded and recorded – staff are practicing within their own bubbles.</b></p>                      |

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| Floor signage  | Pupils and staff | Bubbles are now class based so no further floor signage needed,   | High          |   |
| Toilets  | Pupils and staff | Pupils already are supervised by staff in toilets due the nature of the pupils needs or intimate care requirements. |               | <p>Staff to ensure toilets are monitored for single occupancy only. No adaptations are needed to toilets as this already applies to the majority of toilets.</p> <p><b>Procedures for toilets will still apply with most bubbles having a separate toilet area.</b></p>   |
| <b>Class sizes and groups</b>  |                  |   |               |   |
| Classroom entry / exit signs are in place and bubbles are identified | Pupils and staff | Bubbles are now class based so no further floor signage needed,   | Medium / High | <p>Staff and pupils are aware of their bubbles and their responsibilities around staying in their own bubbles.</p> <p>All staff will need to understand the new arrangements of working in bubbles and staying in their own bubbles.</p> <p>Due to an increase in staff and pupils it is crucial that staff and pupils remain and work in their own bubbles to prevent further spread of corona virus.</p> <p>By working in smaller bubbles, it allows social distancing measures to be put into place.</p> <p>By ensuring social distancing measures are in place by using bubbles it will reduce the spread of the virus.</p> <p>Where pupils are not able to follow signage and posters due to their learning disability, they will be supported by members of staff</p> |

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| <p>Class Sizes, bubbles and Social Distancing</p>             | <p>Pupils and staff</p> | <p>Classrooms are of a good size and well ventilated. We are already operating on smaller groups within school during the pandemic. Social Distancing is difficult with the majority of our pupils and we are currently following the DfE guidelines:</p> <p><i>We know that, unlike older children and adults, early years and primary age children and Children with Special Needs cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out below:</i></p> <ul style="list-style-type: none"> <li>• <i>avoiding contact with anyone with symptoms</i></li> <li>• <i>frequent hand cleaning and good respiratory hygiene practices</i></li> <li>• <i>regular cleaning of settings</i></li> <li>• <i>minimising contact and mixing</i></li> </ul> <p>Parents are all aware of this through our current parent guide letter.</p> | <p>High</p> | <p>Primary children under the vulnerable and Key worker category will continue to follow the DfE guidelines around Social distancing.</p> <p>All pupils and staff will remain in bubbles, guidance to both parents and staff has been sent out with our expectations around bubbles.</p> <p>Bubbles remain the same for all pupils up to the end of summer.</p> <p>Windows will be opened to ensure ventilation. The risk for doors to be open in some areas will be too high risk for some pupils.</p> <p>All pupils will have their own trays with their own resources.</p> <p>Where PMLD pupils needs soft cushioning this is used for the child for the duration of the day and then washed at the end of the day.</p> <p>During a lockdown situation group sizes will be reduced.</p> |
| <p>Cleaning plan to be put in place and shared with staff</p> | <p>Pupils and staff</p> | <p>Current cleaning methods are in place for the smaller number of pupils who are currently in school, this will need to be increased to reduce as far as possible any COVID contamination.</p>  | <p>High</p> | <p>New cleaning schedule in place – including 1 cleaner on site all day to ensure hourly cleaning of toilets and key areas.</p> <p>A detailed plan of expectations for both staff and the cleaning team is now in place (please see cleaning regime document)</p> <p>By putting these measures in place this will reduce the spread of COVID 19 with regular washing and sanitizing of key area.</p>   |
| <p>Staff</p>  |                         |  |             |  |

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| <p><b>Staff Resources</b></p>  | <p>Staff</p>                | <p>Staff audit is reviewed on a weekly basis in conjunction with HR.<br/>All staff are currently on a rota system due to the number of pupils in school.<br/>Staff have been consulted with regards to the reopening of school.</p> <p>Staffing has been analysed to ensure cover would be in place for DSL, LT and site maintenance.</p> <p>NHS team on site</p> <p>Staffing workload and expectations have been outlined to staff. Due to staff being on a rota basis staff will take PPA on their non-contact days.<br/>Plans are already in place for staff absence due to staff being on a rota.<br/>Staff made aware two members of LT are available each day.<br/>Excellent wellbeing channels in place – LT , wellbeing officers and OHU support.</p> | <p>Medium</p> | <p>All new documentation was shared with staff on their return in September.</p> <p>All new documentation sent out in September including staff handbook with COVID amendments.</p> <p>Staff who are shielding need to assessed by the new RA issued by HR.</p> <p>Weekly full teacher meetings have been implemented each week.</p> <p>Wellbeing for staff has been offered on a regular basis at every meeting.</p> <p>The Leadership team will be visible all day to staff and will be permitted to enter bubbles due to the nature of the pupils and the required support.</p> |
| <p><b>Training to plan for staff</b><br/><b>WAH further training</b></p> | <p>All staff and pupils</p> | <p>First aid for some staff will be out of date and is required to be renewed.</p> <p>We already have an NHS nursing team on site who would take the lead on any first aid who are fully qualified.</p>   | <p>Low</p>    | <p>Where staff's first aid qualification has expired these have been extended in line with current guidance to ensure they are able to safely carry out first aid.</p> <p>Issue further training packages that can be completed by staff whilst working at home.</p>   |

**Communication**

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| <p><b>Communication</b></p> | <p>Parents</p> | <p>All letters have been shared with parents through a variety of channels.</p> <p>Good channels of communication already in place:</p> <p>All letters are sent via three channels:<br/>         Website<br/>         E Schools<br/>         E mail<br/>         Text message through SWAY</p> <p>Text messages are sent to alert parents to new information and send links for sway (online information portal)</p> <p>Weekly contact by phone or zoom with parents by class teacher.</p> | <p>High</p> | <p>Throughout COVID where parents haven't made contact the leadership team have pursued this and used Social Care to support of needed.</p> <p>This needs to continue if parents start to disengage.</p> <p>Virtual Tours to be created for transition purposes</p> <p>Parents have been phoned if they haven't responded to surveys.</p> <p><b>Communication will continue in this way to avoid parents coming into school.</b></p> |
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**Curriculum and Learning**

|                                     |                                       |   |             |  |
|-------------------------------------|---------------------------------------|---|-------------|--|
| <p><b>Sixth Form Curriculum</b></p> | <p>Sixth form staff and pupils</p>    | <p>A home learning programme is currently in place for every child.<br/> Each Teacher send home a planner to their pupils that can be followed by parents.<br/> Each teacher has a weekly online zoom meeting with their pupils to discuss any worries and concerns with them.<br/> They also support speech therapy through this method.<br/> Teachers deliver materials and packs especially for those sensory learners to doors at a distance.<br/> A contact log is completed by each teacher and analyzed by the Leadership team for any further follow up and safeguarding concerns.</p> <p><b>No external visits will take place for any pupils.</b></p> | <p>High</p> | <p>This offer needs to continue for pupils who are not attending school.</p> <p>For those attending school this offer needs to be revised to a full timetable to focus on academic accreditations.</p> <p>The timetable needs to include emotional wellbeing and health and hygiene.</p> <p><b>All pupils will return to school and they will follow a full curriculum in school. If a medical condition prevents a child from attending, a home learning package will be available – please see contingency COVID plan.<br/> Where a bubble has been sent home to self-isolate there will also be a home learning package in place.</b></p> |
| <p><b>Secondary Curriculum</b></p>  | <p>Secondary and Sixth Form staff</p> | <p>A home learning programme is currently in place for every child.<br/> Each Teacher send home a planner to their pupils that can be followed by parents.<br/> Each teacher has a weekly online zoom meeting with their pupils to discuss any worries and concerns with them.<br/> They also support speech therapy through this method.<br/> Teachers deliver materials and packs especially for those sensory learners to doors at a distance.<br/> A contact log is completed by each teacher and analyzed by the Leadership team for any further follow up and safeguarding concerns.</p> <p><b>No external visits will take place for any pupils.</b></p> | <p>High</p> | <p>This offer needs to continue for pupils who are not attending school.</p> <p>For those attending school this offer needs to be revised to a full timetable to focus on academic accreditations.</p> <p>The timetable needs to include emotional wellbeing and health and hygiene.</p> <p><b>All pupils will return to school and they will follow a full curriculum in school. If a medical condition prevents a child from attending, a home learning package will be available – please see contingency COVID plan.<br/> Where a bubble has been sent home to self-isolate there will also be a home learning package in place.</b></p> |

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| Primary Curriculum   |            | <p>A home learning programme is currently in place for every child.<br/> Each Teacher send home a planner to their pupils that can be followed by parents.<br/> Each teacher has a weekly online zoom meeting with their pupils to discuss any worries and concerns with them.<br/> They also support speech therapy through this method.<br/> Teachers deliver materials and packs especially for those sensory learners to doors at a distance.<br/> A contact log is completed by each teacher and analyzed by the Leadership team for any further follow up and safeguarding concerns.</p> | High | <p>This package needs to continue in place until we review the current arrangements.</p> <p><b>All pupils will return to school and they will follow a full curriculum in school. If a medical condition prevents a child from attending, a home learning package will be available – please see contingency COVID plan. Where a bubble has been sent home to self-isolate there will also be a home learning package in place.</b></p>                           |
| Vulnerable and Key Worker Pupils   |            | Our current offer is childcare with some structured activities   | High | <p>Review this offer to incorporate a timetable of Educational activities to ensure pupils stay motivated and engaged.</p> <p><b>N/A unless a local or UK Government instruction is received.</b></p>   |
| <b>Safeguarding and arrangements for vulnerable and keyworker children</b> |            |  |      |   |
| Safeguarding arrangements  | All pupils | <p>Weekly contact is made with all families by Teachers recorded on the contact log.<br/> They are analysed by KS leads with any concerns being raised.</p> <p>Working closely with social care to put packages in place where families are struggling.</p> <p>Three DSL's with at least one on site each day</p>  | High | <p>Policy has been amended in line with CE COVID amendment and publicised after Governors approval.</p> <p>Temporary provision plans need to be completed and discussed with parents.</p> <p>Our offer's need to be reflected within the temporary EHCP and address any further concerns.</p> <p>Staff to familiarize themselves with the latest Safeguarding updates.</p> <p>Pupils who remain at home have a weekly follow up call to ensure they are safe.</p> |

| Travel to school                                 |        |  |      |  |
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| To discuss plans with TSS                        | Pupils | Current plan will not be operational when pupil numbers increase. There would be a high volume of vehicles and we cannot allow large groups of pupils to mix, due to the spread of corona virus. | High | <p>The barrier will be used as a control measure to ensure vehicles come in controlled and safe numbers.</p> <p>We have 3 key areas for transport:</p> <ol style="list-style-type: none"> <li>1. Sports Barn</li> <li>2. Garages</li> <li>3. Front Reception</li> </ol> <p>This allows pupils and vehicles to be distanced</p> <p>They will be received by staff and taken to their bubbles. Once pupils are safely inside the vehicles will leave using the opposite entrance.</p> <p>Parents will drop off and collect after the buses have unloaded.</p> <p>This process will be reversed at the end of the day with the use of the barrier as a control measure.</p> <p>This will decrease large numbers of pupils and staff in one area at one time and prevent possible spread of COVID 19</p> |
| Lunchtime, Breaks and movement around the school |        |  |      |  |
| Staff lunches                                    | Staff  | We currently have one small staff room on site.  | High | <p>Provisions have been made for staff to take their mid-morning breaks in their bubbles with pupils</p> <p>At lunch time we have offered two further zones within school and two outdoor areas where staff can take their lunch socially distanced from each other.</p> <p>We have also offered the main school hall and Springhigh – staff are permitted to take their lunch off site.</p>   |

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| <b>Pupils break and lunches</b>    | Pupils | We currently have two play areas one for secondary and one for primary. |      | Play areas have been allocated to individual classes so each bubble has their own area.<br><br>An extra area has been refurbished during lockdown to create a further area for pupils to ensure safety.  |
| <b>Catering</b>                    | Pupils | We offer school dinners and an option of bringing in a packed lunch     | High | We encourage all pupils to have a hot meal within school.<br><br>Packed lunches must be brought in plastic bags which are disposed of after use.   |
| <b>External visitors</b>           |        |   |      |  |
| <b>Visitors</b>                    | All    | Visitor policy in place   | High | Provisions have been made for an off site meeting room at the hub in the event of an emergency where no pupils or staff are based.<br><br>CE RA will be completed for any contractors / visitors that need to access site in the event of a repair or needing to assess / see a pupil. |
| <b>Cleaning and waste disposal</b> |        |   |      |  |

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| <p><b>Cleaning plan to be put in place and shared with staff</b></p> | <p>Pupils and staff</p> | <p>Current cleaning methods need to be increased to reduce as far as possible any COVID contamination.</p> | <p>High</p> | <p>New cleaning schedule in place – including 1 cleaner on site all day to ensure hourly cleaning of toilets and key areas.<br/> A detailed plan of expectations for both staff and the cleaning team is now in place (please see cleaning regime document)<br/> By putting these measures in place this will reduce the spread of COVID 19 with regular washing and sanitizing of key area.</p> <ul style="list-style-type: none"> <li>- Toilets to be deep cleaned at the end of each day.</li> <li>- Toilets to be cleaned by the cleaner during the lunch period and after break with suitable cleaning detergent.</li> <li>- Tables and contact points to be cleaned regularly.</li> <li>- Equipment that has been used (and that can be cleaned) is identified by the teacher at the end of the day to the cleaner so that those objects can be disinfected.</li> <li>- No toys to be brought from home.</li> <li>- Tablets will be wiped several times daily and between use.</li> <li>- Contact points to be cleaned by cleaner hourly, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, arm rests, light switches etc.</li> <li>- Staff to clean surfaces and touch points when used.</li> <li>- Bins to be emptied before they are full and at least once daily.</li> </ul> <p>Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.</p> |
| <p><b>Water bottles</b></p>  | <p>Pupils</p>           | <p>Pupils were bringing in water bottles from home</p>   | <p>Low</p>  | <p>Pupils will be provided with an individual cup that is named and kept in their tray within their classroom.</p>  |
| <p><b>Hygiene and handwashing</b></p>                                |                         |  |             |   |

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| Further Handwashing posters         | Pupils and staff | Posters are not in all classrooms | High | The posters are child friendly and practical so pupils and staff can follow these easily. They will be positioned at every sink in the classroom and bathroom. The posters and signage throughout school gives a consistent message of the expectation. This will adhere to current Government guidelines to prevent the spread of Coronavirus. |
| Handwashing and hygiene             | Pupils and staff |                                   | High | Handwashing and hygiene will be part of the curriculum offer on a daily basis which will be taught by teachers and support staff.   |
| Personal Protective Equipment (PPE) |                  |                                   |      |   |

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| <p><b>New PPE Policy to be put into place</b></p> | <p>Pupils and staff</p> | <p>Current PPE measures need to be addressed in light of the new guidance.</p> <p>Currently our PPE for intimate care consists of:</p> <p>Apron and gloves this needs to be increased to reduce the spread of infection protecting both staff and pupils.</p> | <p>High</p> | <p>The new PPE policy (<b>please see document</b>) has increased PPE for intimate care to include a face mask to further prevent the spread of COVID 19.</p> <p>Staff are required to wear an apron, gloves and face mask when carrying out intimate care and feeding.</p> <p>Face shields and gowns are also available when working with children who may share more bodily fluids through their behavior.</p> <p>Staff have an option to wear full PPE due to the nature of pupils we have.</p> <p>NHS team provide training on PPE and posters are in each classroom and bubble.</p> <p>These are disposable and will be disposed of in the clinical waste to further prevent the spread of COVID 19</p> |
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| First Aid                            | Staff and pupils | First Aid policy in place and first aiders<br>Nursing team on site | High | <p>The first aid policy has been amended to reflect COVID 19 policy</p> <p><b>COVID 19 Amendment</b></p> <p><b>When administering first aid through COVID 19 PPE must be worn. An emergency bag of PPE is located in every bubble with a full set of PPE as outlined in the PPE policy.</b></p>   |
| <b>Testing and managing symptoms</b> |                  |  |      |   |
| Policy for staff and pupils          | Pupils and staff | Separate policy required for COVID 19                              | High | <p>New policy needs to be implemented ASAP with a clear process for staff and pupils</p> <p><b>Please see policy documents</b></p> <p>An isolation bay is located in the main school building.</p> <p>All staff and parents will be clear about the policy we will be implementing if a child or staff member develops symptoms.</p> <p>Staff are all aware of the procedures of disposing of PPE.</p> <p>By acting immediately and ensuring testing is carried out for staff and pupils we will further decrease the spread of COVID 19.</p> |
| <b>Governance</b>                    |                  |  |      |   |

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| Meetings | Governors | Meetings have continued virtually from the outbreak of COVID | High | <p>In addition, weekly updates have been sent out to all Governors to ensure they are fully up to speed with the ever-changing landscape.</p> <p>Governors have been consulted fully on all aspects throughout COVID 19 and have been sent all documentation.</p> <p>Key policy have been reviewed including safeguarding and behavior.</p> <p>Due to the nature of our pupils the behavior policy hasn't changed the focus is around the risk assessment of the pupil.</p> |
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## FOLLOW UP ACTIONS (IF REQUIRED)

| No. | Potential Hazard   | Action to be Taken  | By Whom     | Target Completion Date | Date Action Completed |
|-----|--|---|-------------|------------------------|-----------------------|
| 1   | Limited signage with regards to COVID                            | Signage to be ordered and displayed around school                     | LH / LS     | 15/06/20               | 15/06/20              |
| 2   | Lots of non-wipeable resources in classrooms                     | Removal of any non-wipeable resources in classrooms                   | Class teams | 10/06/20               | 10/06/20              |
| 3   | Some bins don't have lids  | All bins should have lids   | DH          | ASAP – ordered         | 15/06/20              |
| 4   | Staff teams may not know the fire procedures in new areas        | Fire policy and procedures to be sent to staff                        | LH          | 10/06/20               | 10/06/20              |
| 5   | No bubble signage  | Add new bubble signage to classrooms                                  | LT Team     | 15/06/20               | 10/06/20              |
| 6   | First Aid certificates expired                                   | Make staff aware of extensions  | LS          | ASAP                   | 03/06/20              |
| 7   | Current Transport plan   | Plan to be revised based on the number of vehicles coming into school | LT Team     | 15/06/20               | Ongoing               |
| 8   | Cleaning Regime needs to be increased                            | New cleaning regime in place to accommodate an increase in pupils     | Site Team   | 01/06/20               | 01/06/20              |
| 9   | Non consistent handwashing posters around school                 | Posters to be consistent in all classrooms / toilets                  | LT Team     | 08/06/20               | 08/06/20              |
| 10  | Current PPE not appropriate through COVID 19                     | New policy with increase levels of PPE                                | LH          | 03/06/20               | 03/06/20              |
| 11  | Ensuring all staff are clear of procedures around COVID symptoms | New policies for both staff and pupils                                | LH          | 01/06/20               | 08/06/20              |

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|----|--|--|-------------------|----------|----------|
| 12 | Individual resources for pupils                              | Trays of individual resources need to be collated for individual pupils use. | Class teams       | 12/06/20 | 10/06/20 |
| 13 | Assess shielding staff against the RA                        | Assess all staff who are currently shielding using the HR guidance           | LH                | 19/06/20 | Ongoing  |
| 14 | Virtual Tours for pupils who may not be able to visit school | To be created for transition purposes  | KA/HR             | 15/06/20 | 15/06/20 |
| 15 | Curriculum Offer   | To be revised and sent to parents  | LT Team           | 15/06/20 | 15/06/20 |
| 16 | EHCP   | To be completed to reflect latest offers to parents                          | LT Team           | 30/06/20 | 29/06/20 |
| 17 | Test and Trace   | Inform staff and parents about the test and trace system and how will work   | Awaiting guidance | 01/09/20 | 30/09/20 |
| 19 | Staff RA   | Staff RA for return need completing  | LT Team           | 01/09/20 | 15/09/20 |
| 20 | Transport  | Need to plan for transport for September – awaiting lists from TSS           | TSS               | 07/01/20 | 07/01/20 |
| 21 | New lock down Measures – staff                               | Staff not to be in school if they have a shielding letter                    | LT Team           | 04/01/21 | 08/03/21 |
| 22 | New lock down measures – pupils                              | Monitor pupils who may fall into the ECV or CV                               | LT Team           | 04/01/21 | 08/03/21 |
| 23 | PPE  | Monitor stocks and costings  | LH / LS           | 04/01/21 | Ongoing  |
| 24 | Monitor staffing absence                                     | Ensure classes are safely covered where supply is required                   | LT Team           | 22/02/21 |          |

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