



# THOMAS BEWICK SCHOOL

GROWTH THROUGH UNDERSTANDING

## COVID 19: Operational Risk Assessment

<b>Policy reviewed and adopted by Local Advisory Committee</b>	<b>June 2020</b>
<b>Reviewed</b>	<b>Sept 2020 Oct 2020 Dec 2020 Jan 2021 March 2021</b>
<b>Responsible Officer</b>	<b>Headteacher</b>

## General Risk Assessment – Covid-19

Risk assessment carried out by: Daley Barber-Allen		Job Title: Head Teacher	Date: 26.02.2020
Activity: Schools re-open on Government instructions following Covid-19 pandemic		Location: Area: All areas within the school setting	
Reviewed	Weekly	Date reviews carried out: 12.06.20 (Diane Scott), 01.09.20, 06.10.20, 05.10.20, 14.12.20, 22.01.21, 26.02.2021 01.09.2020	
Reviews from Sep 2020 by Daley Barber-Allen – Head Teacher			

### Context- Coronavirus (COVID-19) Pandemic

This risk assessment reflects the government guidance 'Schools coronavirus (COVID-19) operational guidance' updated in Feb 2021 ready for implementation on 8<sup>th</sup> March 2021

([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf))

and the 'Additional operational guidance for special schools, special post-16 institutions and alternative provision' updated in February 2021 ready for implementation from 8<sup>th</sup> March 2021.

([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963557/Additional\\_operational\\_guidance\\_for\\_special\\_schools\\_special\\_post-16\\_institutions\\_and\\_alternative\\_provision.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963557/Additional_operational_guidance_for_special_schools_special_post-16_institutions_and_alternative_provision.pdf)). The guidance is applied to the context of Thomas Bewick School.

Schools are fully re-opening to all pupils and students from Monday 8<sup>th</sup> March and attendance is mandatory for all pupils. The government guidance states that ***'It is vital for pupils and students to attend school or college to minimise, as far as possible, the longer-term impact of the pandemic on their education, wellbeing and wider development'***.

Public Health England (PHE) and the Department for Health and Social Care (DHSC) continue to advise that ***'the risks to education staff are no different from those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education.'***

The government guidance advises that the essential measures to consider should include:

- A regularly reviewed and updated risk assessment to be in place
- Implementation of the PHE endorsed 'system of controls' to reduce the risk of transmission to the lowest reasonably practicable level
- A plan for how the school will respond to a positive Covid-19 case
- A contingency plan in place for any local outbreaks or changes in restrictions
- Clear communication about any changes in our processes with pupils, staff, parents and carers

Risk Matrix		Potential consequence of risk		
		Minor Injury (e.g. hazard can cause illness, injury or equipment to be damaged, but the results would not be expected to be serious)	Significant Injury (e.g. hazard can result in serious injury and/or illness)	Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of risk	Unlikely (injury rare, though possible)	Low	Low	Medium
	Possible (injury could occur occasionally)	Low	Medium	High
	Probable (injury likely to occur, can be expected)	Medium	High	High

<i>KEY: H – High, M – Medium, L - Low</i>					
Hazard	Who is at risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level	Finer detail for staff
1. Spread of Coronavirus to the school community	Staff and pupils	M	<ul style="list-style-type: none"> <li>• Social distancing and minimising contacts will be implemented wherever practically possible. However, there is an acceptance that this may sometimes be difficult to maintain in our school setting due to the complex needs and learning difficulties of pupils, the need to provide adequate staffing levels and the need to provide extra care and support to some pupils.</li> <li>• Any staff or pupil who is ill must remain at home until they have recovered. This is applicable to any illness.</li> <li>• Staff and parents/carers to report any symptoms of Covid-19 that they, the pupil or anyone in their household have shown</li> </ul>	M	<p>Senior Administrator to keep central log of reported Covid cases.</p> <p>Regular updates on Facebook, website etc.</p>

			<p>The main symptoms of coronavirus (COVID-19) are:</p> <ul style="list-style-type: none"><li>• a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li><li>• a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li><li>• a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li></ul> <p>*Head Teacher to remind staff, pupils, parents and carers of the above through regular communication*</p> <ul style="list-style-type: none"><li>• Staff and pupils displaying symptoms of Covid-19 will not be allowed into school as per government guidelines</li><li>• Head Teacher / SLT to be informed of staff or parents/carers concerns re any Covid-19 symptoms</li><li>• Any staff or pupils displaying Covid-19 symptoms to be advised to self-isolate for 10 days and self-refer to a Covid testing centre</li><li>• School has home testing kits to be given out if a staff member or parent has difficulty in accessing a test</li></ul> <p>Asymptomatic testing</p> <ul style="list-style-type: none"><li>• School has continued to offer all staff members a weekly asymptomatic lateral flow coronavirus test (LFT) in school throughout the spring term. From 8<sup>th</sup> March 2021, all staff will be provided with home testing kits so they can self-test twice weekly at home (Sunday evening and Weds / Thurs evening)</li><li>• If a lateral flow test is positive the staff member will be advised to self-isolate for 10 days</li><li>• From 8<sup>th</sup> March 2021, all secondary and Post 16 pupils will be offered twice-weekly tests, administered on site and supervised by a trained test operator.</li><li>• We recognise that many of our pupils behave very differently in school and that some parents may find it difficult to test their children at home. Schools have the flexibility to decide how testing will work best and we feel that onsite testing for pupils is</li></ul>	
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			<p>the best approach for now. We will review this as we approach the Easter holiday, with a view to potentially moving to home based testing after this.</p> <ul style="list-style-type: none"> <li>• Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person and the child and young person is willing to be tested.</li> <li>• Even if the child or young person or the parent or legal guardian has given consent, if the individual at any point is not willing to participate in testing then that choice should be respected.</li> </ul>		
2. Staff and pupils not attending school	Staff and pupils	M	<ul style="list-style-type: none"> <li>• Staff to be advised to follow the usual school procedures regarding sickness absence</li> <li>• Parents/carers to follow school processes regarding sickness absence</li> <li>• From 8<sup>th</sup> March 2021 school attendance is mandatory for all pupils and this will be communicated clearly to parents.</li> <li>• SLT and Phase Leaders will work with teachers and other multi-agency professionals where relevant / appropriate to develop plans for re-engaging reluctant / anxious pupils back into school.</li> <li>• Individual staff will be supported by a member of SLT if they have any worries or concerns about attending school</li> <li>• Parents, carers and staff are required to report positive Covid-19 cases and any absence related to Covid-19 (see above in 1)</li> <li>• Parents and carers should be made aware of the out of hours school phone number in case they need to inform SLT of any positive cases during holiday periods 07714 641121</li> </ul>	L	<p>Remind staff to report absence to HT/SLT</p> <p>Staff have been reminded about sickness absence procedures by admin</p>
3. Staff and pupils who are Clinically Vulnerable (CV) or living in a household with a CV person (Please refer to government guidelines)	Staff and pupils	H	<ul style="list-style-type: none"> <li>• Unless they have been advised to shield by a medical professional, CV staff and pupils can continue to attend school providing they follow the system of controls to reduce the risk of transmission.</li> <li>• Staff or pupils who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</li> <li>• Any parent/pupil/staff member in this category with any worries or concerns need to discuss their individual case with the head teacher/SLT member in order to understand their individual</li> </ul>	L	<p>Staff to inform HT/SLT</p> <p>Specific government guidance available for pregnant employees</p>

			<p>circumstances; if appropriate to carry out a risk assessment and provide reassurance</p> <ul style="list-style-type: none"> <li>All pregnant staff fall within the CV category and have been asked to work from home until further notice (<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a>)</li> </ul>		
4. Staff and pupils who are Clinically Extremely Vulnerable (CEV) or living in a household with someone who is CEV and required to “shield” (Please refer to government guidelines)	Staff and pupils	H	<ul style="list-style-type: none"> <li>CEV staff are advised not to attend the workplace.</li> <li>Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group here (<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>) . It provides advice on what additional measures individuals in this group can take.</li> <li>Any parent/pupil/staff member in this category to discuss their individual case with the head teacher/SLT member in order to understand their individual circumstances and provide reassurance</li> </ul>	L	Staff to inform HT/SLT
5. Staff in groups potentially more susceptible to Covid-19	Staff	H	<ul style="list-style-type: none"> <li>Head teacher and SLT to monitor for updates and inform when additional/new guidance is released.</li> <li>Staff who are concerned about their potential risk should contact their head teacher/SLT</li> <li>Risk assessment to be carried out for BAME and any other staff that are in a susceptible group where appropriate</li> </ul>	L	
6. Travelling to and from the school. Possible risk of infection from : <ul style="list-style-type: none"> <li>Use of public transport</li> <li>SEND transport from LA</li> </ul>	Staff and pupils	M	<p>This is largely out of the control of the school. Staff can</p> <ul style="list-style-type: none"> <li>Advise/remind students about social distancing and the importance of hygiene</li> <li>Advise parents/carers of good practice via schools web pages, social media and letters home</li> <li>Advise parents/carers/staff about current guidance regarding the use of masks on public transport so that an informed decision can be made by parents/carers</li> <li>We have received a comprehensive Risk Assessment from SEND transport. This is saved in the risk assessment folder</li> </ul> <p>Specific transport guidance includes:</p>	L	

			<ul style="list-style-type: none"> <li>• Distancing in vehicles should be put in place wherever possible</li> <li>• Hands should be cleaned before boarding and when disembarking</li> <li>• Vehicles should have good ventilation using external air and not internal</li> <li>• It is recommended that children aged 11 and above should wear face coverings when using home to school transport, although our pupils are exempt due to their ASD</li> <li>• Newcastle LA have recommended that transport staff wear face coverings</li> </ul>		
7. Infection being brought on site by people entering the school building/site	All site users	M	<ul style="list-style-type: none"> <li>• Anybody with symptoms will not be permitted to access the school buildings</li> <li>• Sanitisation stations with appropriate signage set up at main entrances. Classrooms, hall, gym, sensory and food technology rooms all to have hand sanitiser and cleaning materials in a identified basket which is kept away from pupils and use supervised by staff (a few classes can be more independent in their use of hand sanitiser).</li> <li>• Essential visitors only - Visitors to sign in as usual with date and time.</li> <li>• No visitors to be admitted beyond the initial area of entry without the prior authorisation of the head teacher or member of SLT</li> <li>• Repairs/Maintenance are to be conducted outside of pupil hours wherever possible.</li> <li>• Contractors should be on site through prior arrangement only , and have risk assessed their activities in relation to the Covid-19 virus</li> <li>• Deliveries are to be left in the Reception areas by delivery drivers. Delivery drivers should not enter the building beyond the agreed point. Staff should wash or sanitise hands after deliveries that require signature.</li> <li>• Kitchen deliveries to be delivered directly to the Kitchen entrance (Site 1).</li> <li>• Hands washed immediately after handling/unpacking any deliveries. Care should be taken not to touch face.</li> <li>• Pupils to bring a minimum of things with them from home.</li> </ul>	M	

			<ul style="list-style-type: none"> <li>Enhanced hand washing throughout the day for all pupils</li> <li>Speech and Language Therapists and Occupational Therapists and other multi-agency professionals who work with pupils can and should provide interventions as normal but must adhere to school guidelines.</li> <li>Any visitor should wear a face covering when entering the school buildings and should only remove this if they are in one space and able to socially distance from all other people</li> </ul>		
8. General: Risk of viral cross contamination. (Spread of virus due to airborne particles and residues of bodily fluids on surfaces).	All building users	M	<ul style="list-style-type: none"> <li>All building users are to wash hands/alcohol sanitiser once in the building, and frequently throughout the day. (For pupils and staff -on entry, playtime, before and after lunch or handling any foods, before and after using specialist rooms, after visiting the toilet and when leaving the building).</li> <li>Appropriate signage to be visible in toilets and key areas.</li> <li>On entering the building pupils should go directly to the teaching area and wash their hands/use alcohol sanitiser</li> <li>Pupils to be briefed daily about social distancing where appropriate, the importance of hand washing and respiratory hygiene.</li> <li>Social distancing signs to be displayed throughout the school sites.</li> <li>Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques.</li> <li>Soap and paper towels to be available next to sinks. Alcohol sanitiser to be made available in all teaching areas as an alternative.</li> <li>Internal doors should remain open wherever appropriate to avoid the use of push plates and door handles (not fobbed doors).</li> <li>Classroom windows to be open to allow natural ventilation (all windows have limiters). Ventilation systems which recirculate internal air should not be used.</li> <li>Frequently touched surfaces to be sanitised periodically with a suitable cleaner or antibacterial wipes, (Computers, keyboards, photocopiers)</li> <li>Boxes of tissues to be made available in all areas to limit potential staff/student movement.</li> </ul>	M	<b>Staff briefing SLT provide weekly bulletins to all staff with latest guidance and updates to risk assessment</b>

			<ul style="list-style-type: none"> <li>• Waste bins with lids to be available in each teaching and public area</li> <li>• Staff to advise the site team if additional tissues/sanitising products are required.</li> <li>• Areas of the building not in use will be locked. Signage should be placed on doors to advise that this area is out of use.</li> <li>• Use of drink fountains to be suspended.</li> <li>• Any hand driers to be turned off. Paper towels and bins to be provided as an alternative. Site team to replenish stock regularly</li> <li>• Resources should be kept in the bubble of classrooms and not shared. If possible, children should have their own pens, pencils etc. which are not shared. More general resources can be shared to support the delivery of the curriculum.</li> <li>• Cleaning materials to be available for staff (and pupils where appropriate) to wipe touch points and keyboards in the classroom. This should be stored safely away from pupils.</li> <li>• Wherever appropriate/possible social distancing to be adhered to by pupils and staff. Tables and chairs to be positioned front facing and 2m apart where possible and appropriate in accordance with social distancing guidelines. We recognise that this will not be possible for the majority of our pupils.</li> <li>• Staggered entry and exit from school buildings to avoid crowding, lunchtimes and break times to be arranged so pupils remain in own bubbles</li> <li>• Specialist rooms and gym to be timetabled for one bubble per day – PE equipment can be used by one bubble per day and cleaned down after use where possible</li> <li>• Stocks of essential items to be closely monitored by the site team (toilet rolls; soap; sanitiser etc). Concerns to be discussed with Head teacher/SLT.</li> <li>• Antibacterial wipes/cleaning fluids and materials to be available to allow staff to clean equipment during and at the end of their working day.</li> <li>• It is advised that staff and pupils should change and wash clothes on their return home where practical.</li> <li>• PPE available for intimate care- gloves, apron and mask (although PHE say no mask is required). PPE for working with</li> </ul>		<p>Who by? How can we ensure that this is done?</p>
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			<p>children who spit -as above plus we also have goggles and face visors. Individual pupil risk assessments and pupil profiles should indicate the level of PPE required for each pupil.</p> <ul style="list-style-type: none"> <li>• The school has been registered with the NHS PPE portal to ensure that we can access adequate supplies of PPE</li> </ul> <p>Face coverings</p> <ul style="list-style-type: none"> <li>• Within the new guidance, from 8<sup>th</sup> March 2021 face coverings are advised in classrooms, initially until the Easter holidays but we are exempt due to the communication needs of our pupils and their need to see staff faces during interactions. Page 25 of the guidance '<b>Additional operational guidance for special schools, special post-16 institutions and alternative provision</b>' (Feb 2021) states that:</li> </ul> <p><i>Some individuals are exempt from wearing face coverings. This applies to those who:</i></p> <ul style="list-style-type: none"> <li>• <i>cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</i></li> <li>• <i>speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate</i></li> </ul> <p><b>Pupils and staff are therefore <u>not</u> required to wear face coverings in classrooms when working with pupils.</b></p> <ul style="list-style-type: none"> <li>• When direct work with pupils is not happening, classroom staff should try to ensure social distancing between themselves wherever possible, even when working in their classroom bubble. Where this is not possible, they should wear a face covering. For example, when working in classrooms at the start and end of the school day before pupils arrive / leave, staff should take extra care to maintain social distancing, but if this is not possible, face coverings should be worn.</li> <li>• Face coverings are recommended for children in Y7 and above in communal areas where social distancing is not possible, however our pupils are exempt due to their autism and complex</li> </ul>		
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			<p>needs. Pupils in this age group who will tolerate a face covering should be encouraged to wear one when not in classroom or bubble.</p> <ul style="list-style-type: none"><li>• Unless there is a medical or other reason for exemption, all staff should continue to wear a face covering when moving around the school outside of their designated classroom / work area or bubble.</li><li>• Any member of staff who is exempt from wearing a face covering should inform SLT about the reasons why</li><li>• If a child arrives at school with a face covering, disposable ones need to be placed in a waste bin and reusable ones should be kept in a single plastic bag to take home with the child.</li><li>• Staff should dispose of disposable face coverings in a waste bin and should keep reusable ones in a single plastic bag when not in use.</li></ul> <p><u>Pupils or staff displaying symptoms of Covid-19</u></p> <ul style="list-style-type: none"><li>• Pupils or staff becoming ill with symptoms of Covid-19 to be held in a designated isolation area (Parents' Room on site 1 and 2 and outdoors at Broadwood) whilst arrangements for collection are being made with the parent/carer/lift for staff. The isolation area at each site should have minimal furnishing and where possible natural ventilation. This area will have a stock of PPE and a cleaning basket.</li><li>• At Broadwood a cleaning / PPE basket will be held at reception</li><li>• Any member of staff supporting the pupils should wear PPE – disposable gloves and apron are appropriate but if child is known to spit, face covering (e.g. visor) should be worn</li><li>• Any PPE waste generated in an isolation area must be put in a plastic waste bag and tied when full. This plastic bag should then be placed in a second bin bag and tied. It should then be stored in a safe and secure place for 72 hours or until the individual's test results are known.</li><li>• Staff/pupils showing signs of infection should self-isolate in line with government guidelines (currently 10 days) and be tested as soon as possible</li></ul>	
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**Self-isolate immediately if:**

- you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or has tested positive
- someone in your support bubble has symptoms or has tested positive
- you're told by NHS Test and Trace that you've been in contact with a person with coronavirus
- Further PLT guidance advises staff to **'think Covid'** and to seek a test if they have any symptoms of illness

**How long to self-isolate**

If you have symptoms or have tested positive for coronavirus, you'll usually need to self-isolate for at least 10 days (more if symptoms persist or unwell). You need to self-isolate if

- You have Covid-19 symptoms until you take a test
- If you test positive for Covid-19
- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- you've been told by NHS Test and Trace that you've been in contact with someone who has coronavirus

**If you are told by NHS test and trace that you have been in contact with a person who has coronavirus**

			<ul style="list-style-type: none"> <li>• stay at home (self-isolate) for 10 days from the day you were last in contact with the person – it can take up to 10 days for symptoms to appear</li> <li>• do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home</li> <li>• do not have visitors in your home, including friends and family – except for essential care</li> <li>• try to avoid contact with anyone you live with as much as possible</li> <li>• people you live with do not need to self-isolate if you do not have symptoms</li> <li>• people in your support bubble do not need to self-isolate if you do not have symptoms</li> </ul>		
9. Lunch time procedures : Risk of viral cross Contamination	All building users	M	<p><b><u>Pupil Lunchtimes</u></b></p> <ul style="list-style-type: none"> <li>• Pupils will remain in their bubbles and have their lunch in designated spaces supervised by the bubble teaching team (teacher on call), classroom support staff and allocated lunchtime supervisors.</li> <li>• Pupils to remain in bubbles for lunchtime outdoor play. Pupils will be supervised by bubble teaching teams and allocated lunchtime supervisors. Guidelines advise that there is a minimum risk of Covid-19 transmitting outdoors, especially where social distancing is put in place.</li> <li>• Adhere to guidelines on hand washing, respiratory hygiene and also social distancing where possible.</li> <li>• Lunchtime supervisors to clean playground equipment and touch points before and after shifts.</li> <li>• If it is anticipated that, due to bad weather, there will be an indoor playtime, this will be in the indoor bubble teaching base.</li> <li>• Where indoor playtime cannot be adequately supervised they will be outdoors whatever the weather. Staff and pupils need to be prepared for this with suitable outdoor clothing.</li> </ul> <p><b><u>Staff Lunchtimes</u></b></p>	L	

			<ul style="list-style-type: none"> <li>• Staff are allocated a lunch or playtime bubble to support (this will be in their own bubble). Their own lunch to be taken in an allocated staff room.</li> <li>• Staff should maintain social distancing during breaks and in staff rooms</li> <li>• Where the number of staff in the allocated staffroom does not allow for social distancing, other rooms within the leg should be used (e.g. classrooms, break out spaces, library areas). If in doubt please seek advice from SMT / SLT</li> <li>• Staff should only use the allocated rooms within their bubble.</li> <li>• Staff rooms are equipped with a kettle, microwave, hand sanitiser and a cleaning basket.</li> <li>• Staff should wash/sanitise their hands before and after their lunch break.</li> </ul>		
10. Rooms used by more than one 'bubble' and risk of viral cross contamination	Pupils/staff	H	<ul style="list-style-type: none"> <li>• Pupils and staff will remain in their 'bubble' for all activities including PE, rebound, OT room, sensory room and food technology. Staff will clean these areas after use ready for the next 'bubble'.</li> <li>• Each bubble will have access to specialist spaces one day per week so that bubbles do not mix on any one day.</li> <li>• Staff should use outdoor areas as much as possible without mixing bubbles.</li> </ul>	M	
11. Toilets: Risk of viral cross contamination	Staff/pupils	H	<ul style="list-style-type: none"> <li>• Periodic cleaning of toilets and associated sinks//taps should take place throughout the course of the day after a pupil has been supervised in the toilet area. Staff to do this at every available opportunity but should inform Facilities Management teams if support is needed to clean these areas.</li> <li>• No more than one/two persons allowed in the toilet area at any one time (depending on toilet area)</li> <li>• Extra cleaning of toilets and touch points will take place before and after lunch as part of the enhanced cleaning plan.</li> </ul>	M	

<p>12. Classroom: Risk of viral cross contamination</p>	<p>Staff and pupils</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• We will do everything we can as a school to ensure that pupils and staff remain in their own class and bubble as much as possible.</li> <li>• We will keep bubbles apart and minimise contacts between all pupils and staff as much as practically possible</li> <li>• Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</li> <li>• On Page 29 of the guidance <b><i>‘Additional operational guidance for special schools, special post-16 institutions and alternative provision’ (Feb 2021)</i></b> it states that  <i>Both the approaches of separating groups and maintaining distance are not ‘all or nothing’ options and will still bring benefits, even if partially implemented.</i></li> </ul> <ul style="list-style-type: none"> <li>• Page 29 of the guidance also states ‘All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision’.</li> <li>• Whilst we will take great care to ensure that this is a last resort, classroom staff may be required to work in a different bubble on any given day to ensure that an adequate amount of adult resource is available to provide the support and care needed for an individual pupil, group or class of pupils.</li> <li>• Where staff need to move between groups, they should pay close attention to other wider infection control measures such as maintaining distance where possible and good hand hygiene.</li> <li>• We will try to minimise the number of interactions or changes wherever possible.</li> <li>• To ensure the continuation of education for all classes and minimal disruption to our pupils’ education in the event of staff absence, it may be necessary to rely on the support of day to day supply staff.</li> <li>• Day to day supply staff will only be used when we cannot cover absence internally and where staffing levels are deemed to be unsafe.</li> </ul>	<p>M</p>	
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- Where day to day supply staff are used, we will try to ensure that they are only allocated to one bubble per week.
- SMT / SLT will deploy staff and arrange supervision of pupils in response to absences

Page 28 of the guidance ***'Additional operational guidance for special schools, special post-16 institutions and alternative provision' (Feb 2021)*** it states that

***'Maintaining distance or forming bubbles could be difficult in special settings, particularly given the need for staff to administer care, support and provide therapies to the children and young people attending. However, the average number of pupils or students attending a special school... is much lower than the average number in a mainstream school. This will help to limit the number of contacts for any individual.'***

- Sanitisation, tissues and lidded bins should be available in all classrooms.
- Seating arrangements in classrooms will take into account social distancing guidelines wherever possible, although we acknowledge that this may not be possible in our classrooms due to the needs of our pupils
- Unused furniture/equipment to be removed from the teaching area to allow more effective cleaning and also prevent confusion as to where to sit. Pupils to have specified chairs with their photo/name on.
- Soft furnishing and toys i.e. cloth chairs to be kept to a minimum
- Educational toys and resources out in the classroom to be kept to a minimum that can easily be cleaned after use.
- Wherever possible pupils to have own sensory exploration materials (tray and bags of materials just for them and clearly labelled). Class teams are responsible for managing this.
- Weighted blankets/jackets must be advised by occupational therapist and only used by one pupil
- Pupils to be given guidance/reminder about Covid-19 procedures at the start of the day (through social stories/songs

			<p>etc) wherever appropriate (e.g. build hand washing into the daily routine and make it a fun activity where you can)</p> <ul style="list-style-type: none"> <li>• <b>There should also be an emphasis on how safe they are in school.</b></li> </ul>		
13. Emergency evacuation situation	Staff and pupils	M	<ul style="list-style-type: none"> <li>• Facilities management to carry out normal fire alarm testing</li> <li>• Evacuation procedures to be reviewed to taken into account revised student/staff numbers, social distancing and changes in the usage of the building. One test evacuation drill involving the use of alarms to be carried out in the autumn term.</li> </ul>	M	<p>One test carried out in Autumn A at Site 1 and Site 2</p> <p>One test to be carried out in Spring B at all sites</p>
14. Educational Visits	Staff and students	H	<ul style="list-style-type: none"> <li>• Educational visits are to cease until further notice except in specified exceptional circumstances with prior agreement from a member of SLT</li> <li>• Parental/Carer permission is required for all visits.</li> <li>• No overnight or overseas visits allowed.</li> </ul>	L	
15. Minibus use	Staff and pupils	H	<ul style="list-style-type: none"> <li>• Minibuses must only be used for approved educational visits or for an exceptional circumstance which is approved by the head teacher /member of SLT</li> <li>• At least one window should remain open throughout the journey.</li> <li>• Social distancing on the minibus should be in place as much as possible</li> </ul>	L	

			<ul style="list-style-type: none"> <li>• A hand sanitiser (alcohol based) should be available in the glove compartment.</li> <li>• Hands should be washed by all parties prior to entering the minibus and at the end of the journey. Then at the start of the next journey etc.</li> </ul>		
16. Pupils entering and leaving school from transport/parent drop off	Pupils/staff	M	<ul style="list-style-type: none"> <li>• 'Bubbles' to be called one at a time to collect students from transport/parents in order to avoid pinch points. Same procedure for the end of the day.</li> <li>• Bubble areas of school allocated specific entrances and exits.</li> <li>• Parent drop off – parents to adhere to social distancing.</li> <li>• Staff to wear face coverings at pick up and drop off times when collecting from / taking pupils to buses / taxis</li> </ul>	L	
17. Safeguarding procedures	Staff and Pupils	H	<ul style="list-style-type: none"> <li>• Staff received safeguarding refresher training in early September.</li> <li>• Rolling programme of initial safeguarding training in place for new staff delivered by DSL</li> <li>• Staff consulted on school RA</li> <li>• DSL or deputy to be present in school at all times.</li> <li>• If DSL/deputies are not available due to illness/self isolating, DSL trained staff will be from used within the Trusts Executive Team or partner schools</li> </ul>	L	
18. Response to any infection	All building users	M	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</p> <p>North East Health Protection Team Public Health England Floor 2 Citygate, Gallowgate Newcastle City Council NE1 4WH</p> <p>0300 303 8596 0191 269 7714 (out of hours number)</p> <p>Any positive cases or suspected cases need to be reported to the Single Point of Contact – SPOC. Referrals are to be made via this site</p>	M	

<https://publichealth.newcastle.gov.uk/covid19notifications>

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child 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. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Schools should ask parents and staff to inform them immediately of the results of a test:

- 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 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

			<p>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>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>All close contacts with the affected person must be traced immediately (anybody who has had contact up to 48 hours before the onset of symptoms or in the case of no symptoms, a positive test result).</p> <p>Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>If necessary, the health protection team will 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.</p> <p>If necessary, the health protection team will work with schools in this situation to guide them through the actions they need to take.</p> <p>Schools must 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. Close contact means:</p> <ul style="list-style-type: none"><li>• 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)</li></ul>		
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[households with possible or confirmed coronavirus \(COVID-19\) infection'](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

**Containing an outbreak by following local health protection team advice**

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

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. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

- Refer to and follow the latest Public health guidance.  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

			<ul style="list-style-type: none"> <li>• External provider normally cleans daily (morning) and cleaning regimes have been revised, adhering to Covid-19 guidelines. Extra cleaning has been commissioned during and after lunchtime to clean frequently touched areas and toilets.</li> <li>• Cleaning procedures for in-house provision will need to consider the following: <ul style="list-style-type: none"> <li>○ Consideration must be given to ensure there is sufficient staff available to ensure school sites are cleaned to a high standard</li> <li>○ School to review staff training needs in relation to pandemic and provided additional/refresher training i.e. e-learning in Covid-19, Infection Prevention Control training</li> <li>○ All learning areas have been decluttered of all unnecessary furniture/equipment to support intensive cleaning. Rooms not in use or being used for storage should be locked.</li> <li>○ Ensure ongoing cleans are carried out at the end of the school day.</li> <li>○ Staff within bubbles and classrooms need to give consideration to increased cleaning throughout the school day to prevent the virus spreading of key areas: tables, chairs, door handles, handrails, toilet areas etc.</li> <li>○ Where possible use disposable cloths, mop heads and dispose of as per government guidance.</li> </ul> </li> </ul>		
19. Shortages of essential supplies due to mass purchasing following government announcements	All building users	M	<ul style="list-style-type: none"> <li>• Weekly stock checks to be undertaken by office manager / senior administrator</li> <li>• Purchase orders for replacement items to be placed as soon as stock levels hit a set level – due to delayed deliveries, lack of stock available</li> </ul>	L	
20. The use of small rooms and confined spaces	All building users	M	<ul style="list-style-type: none"> <li>• The use of smaller rooms with inadequate ventilation should be avoided where possible</li> <li>• Office spaces should not have desks positioned so that users face each other. Where this is unavoidable, screening should be installed</li> </ul>		

21. Administering of First Aid and managing medicines	First aiders/ students	M	<ul style="list-style-type: none"> <li>• If a member of staff or a student is ill with non Covid-19 symptoms or requiring first aid, they should go to the medical room at sites 1 and 2 and reception office at Broadwood</li> <li>• Only qualified/identified staff are to administer first aid and medicines</li> <li>• First Aiders should wash hands prior to and after administering first aid or issuing medication.</li> <li>• Where social distancing cannot be maintained PPE should be used.</li> <li>• PPE available includes: disposable gloves, aprons, face masks, goggles and visors</li> <li>• Any waste generated, including disposable PPE whilst administering first aid should be binned in accordance with government guidelines (yellow bags)</li> <li>• First aid boxes need to be audited regularly and stock replenished</li> </ul>	M	
22. Challenging Behaviour	All building users	H	<ul style="list-style-type: none"> <li>• PPE should be worn (masks and gloves if possible) when using any physical intervention wherever possible and practical</li> <li>• All pupils have an existing Positive Handling and Behaviour Management Plan</li> <li>• Staff are to regularly review plans, taking into account Covid-19</li> <li>• Concerns to be discussed with SMT / SLT</li> </ul>	M	
23. Confirmed case of Covid-19 on-site	All building users	H	<ul style="list-style-type: none"> <li>• All persons identified as a close contact (staff and pupils) are to self-isolate in-line with government guidelines.</li> <li>• Covid-19 thorough clean of all areas used by the individual to be arranged with either an external provider or in-house cleaning team. Areas should be locked and taken out of use until this is completed. Sign to be placed on door</li> <li>• SLT or member of admin team to inform the facilities management teams at the relevant site</li> <li>• SLT / SMT or admin to inform any other relevant person (e.g. SALT, music therapist, Social Worker etc.)</li> </ul>	M	
24. High levels of pupil anxiety	Pupils, Parents/carers	M	<ul style="list-style-type: none"> <li>• Class teams to provide bespoke support as required for any pupil / parent that may be anxious.</li> <li>• SMT / SLT to be made aware of any issues relating to this</li> </ul>	M	

			<ul style="list-style-type: none"> <li>• The school are working with Kalmer counselling to provide support to identified pupils</li> <li>• Bereavement counselling to be provided on a bespoke basis</li> </ul>		
25. High levels of staff anxiety	Staff	M	<ul style="list-style-type: none"> <li>• Staff to advise SLT of any concerns they may have. All concerns will be dealt with on a confidential basis.</li> <li>• Staff to be signposted to additional support networks which are available to them by SLT/PLT Well-being group</li> <li>• Bereavement counselling to be provided on a bespoke basis.</li> <li>• SLT to make contact with the anxious employee to review their wellbeing</li> <li>• Where needed staff to be referred to occupational health service</li> <li>• Staff wellbeing survey to be completed periodically where required</li> <li>• SLT will keep staff informed of any new guidance and will remain transparent about Covid related issues in school</li> <li>• All staff will be invited to consult on this risk assessment</li> </ul>	M	

**Signed: Headteacher**

Name:	Daley Barber Allen	Signature:		Date	01/03/2021
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**Signed: Chair of Local Advisory Committee**

Name:	Adam Green	Signature:		Date	01/03/2021
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