

# Doubletrees School - risk assessment – Produced August 2020

(Update on school partial reopening guidance in April 20)

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

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

Revised 26<sup>th</sup> February 21 to reflect new guidance and full opening

Revised 5<sup>th</sup> September 21 to reflect latest guidance and enhanced response area (Review in 2 weeks)

## Introduction

We have consulted the following government guidance in the preparation of this risk assessment and action plan:

- <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Implementing social distancing with young children is not possible and therefore the government are referring to a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These are the set of actions schools must take.

**CORNWALL IS CURRENTLY EXPERIENCING HIGH LEVELS OF COVID 19 AND HAS BEEN IDENTIFIED AS AN ENHANCED RESPONSE AREA. THIS RISK ASSESSMENT WILL BE DYNAMIC TO THIS SITUATION AND REVIEWED ACCORDINGLY.**

**Prevention:**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend childcare settings, schools or colleges
2. clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
6. where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all schools.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 5 applies in specific circumstances.

**Response to any infection:**

7. Any individual who has symptoms / tests positive for COVID 19 must not attend the school.
8. Individual staff who have been in contact with someone who has tested positive will carry out daily LFD tests for 10 days and will continue to attend school. Pupils who cannot test will be carefully monitored for symptoms. It is advised to undertake a PCR test (at a testing centre) on Day 1 and Day 5
9. confirmed cases of coronavirus (COVID-19) amongst the school community will be carefully monitored – any clusters of infection will be reported to PHE and additional/ enhanced outbreak control measures will be implemented – see attached outbreak risk assessment
10. contain any outbreak by following local health protection team advice

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**Sharing with the right people**

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

| HAZARD   | WHO MIGHT BE HARMED  | CONTROLS TO BE PUT IN PLACE   | WHO WILL BE RESPONSIBLE                    | WHEN THE CONTROLS NEED TO BE IN PLACE BY   | ADDITIONAL NOTES             |
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| <p>Contact with someone suffering from coronavirus</p> | <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul> | <p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this. Staff who are not required to self-isolate will follow updated advice.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> at a <a href="#">testing centre</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. <a href="#">The isolation area is the small meeting room in Orchard building</a>. A no entry sign will be used. 999 will be called if they are seriously ill or injured or their life is at risk. If there is more than one learner requiring isolation, they are encouraged to stay at opposite ends of the hall to maintain distance from each other.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. An emergency PPE kit is available in the isolation room.</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Home testing kits are available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting</p> | <p>Headteacher /LGB/staff</p> <p>Staff</p> | <p>Already in place unless dated</p> <p>Reminder in INSET Sept 21</p> <p>Testing kits are available within school upon request</p> | <p>See cleaning guidance</p> |

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|        |                     | <p>tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>. This will include any resources/equipment used by the symptomatic person.</p> <p>If the symptomatic person has entered/been working in a shared space, the other users will be relocated to the hall or outside space (dependent on weather) immediately to allow this deep clean with Tersano.</p> <p>If a learner or staff member is symptomatic, they will be asked to complete the required self isolation period or following a negative test result or full fitness can return to school before the end of the isolation period.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u> <a href="#">when there have been two connected cases</a>. <a href="#">Track and trace</a> will confirm who’s been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"><li>• The pupils and staff in each group</li></ul> <p>Close contact means:</p> <ul style="list-style-type: none"><li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:<ul style="list-style-type: none"><li>○ Being coughed on,</li><li>○ A face-to-face conversation, or</li><li>○ Unprotected physical contact (skin-to-skin)</li></ul></li></ul> | <p>Glen /Head</p> <p>Head/SLT</p> | <p>As required</p>                       | <p>Contact file in Head’s office</p> <p>File in Head’s office</p> |

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| <p>Failure to maintain supervision levels if staffing levels drop.</p> |                     | <ul style="list-style-type: none"> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>In case of COVID confirmed case, <a href="#">PH advice will be followed</a></p> <p>Procedures are in place and shared with staff re:<br/>           What to do if a child/staff becomes ill with Covid symptoms (including sample letters home)<br/>           Clear cleaning advice and PPE guidance. There are emergency PPE stations across the school.</p> <p>If there are any confirmed cases of 2 or more within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Protocols shared with staff and displays as part of a 'What to do if a child falls ill' poster. Staff signposted to these protocols and all aware.</p> <p>A first aider will be onsite at all times and where possible a Paediatric first aider if there are EYFS onsite.</p> <p>Staff levels to be checked daily. Agency staff to be used where necessary and appropriate. If staffing levels fall to unsafe levels (either due to lack of expertise/training or numbers) class closures may need to be considered a response. Pupil and staff safety will always be the main consideration.</p> <p>If no DSL available on site or off site, the provision may need to be closed.</p> |                         |  |                  |

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|        |                     | <p>School nursing team to be maintained on site where necessary.</p> <p>Staffing structure and teams to include range of training abilities, such as epilepsy, team teach, moving and handling. If no suitably trained staff available to support individual learners, risk assessment will be reviewed and offer of provision temporarily suspended until this becomes available. Parents to be informed accordingly.</p> <p>Lateral flow tests will be offered to all staff on a twice weekly basis – testing will be carried out at home, and regular on site workers and students and cleaners, on a weekly basis. Training will be provided in school and will be only carried out with full consent.</p> <p>All pupils will be asked to carry out two initial tests (where permission and self-administration is possible) Home testing kits will be available for all secondary pupils where consent is given. Where pupils cannot be tested (the majority of our learners) families will be encourage to test their wider households.</p> |                         |  |                  |

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| <p>Contact with coronavirus when getting to and from school</p> |                     | <p>Staff will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. They will be discouraged from car sharing. The local authority are supporting to ensure buses wait as needed to ensure safe loading.</p> <p>Anyone who needs to take public transport will be referred to <u>government guidance</u>.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> <li>• School staff who are also employed as transport PAs are asked to be extra vigilant with hygiene procedures between work places.</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <p>To wear masks in school and in communal outdoor shared spaces. Procedures for arrival/collection and dismissal to be organised within staff bubbles via the allocated external doors.</p> <ul style="list-style-type: none"> <li>• The protocols for minimising adult to adult contact include different entrances and exits for each class bubble and foot marking on the ground to support waiting and social distancing.</li> <li>• That only one parent/carer should attend, wherever possible</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> | <p>Head/staff</p>       | <p>Sept 20</p>                           |                  |

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|  |                     | <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be supported and reminded that they mustn't touch the front of the covering during use or removal.</p>  |                              |  |                  |
| Spreading infection due to touch, sneezes and coughs |                     | <p>Handwashing facilities will be provided. There is sanitiser at the front of the school. Each class has washing and or sanitising facilities.</p> <p>Whenever possible shared spaces are to be kept well ventilated through opening windows and doors.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these</p> | <p>Head</p> <p>All staff</p> | Sept 20                                  |                  |



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

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|  |                     | <p>until it had been deep cleaned.</p> <ul style="list-style-type: none"> <li>• PHE advice would be followed at all times.</li> </ul> <p>Cornwall special school specific guidance on the use of PPE has been written with the LA and PHE and has been shared with all staff.</p> <p>PPE donning and doffing guidance has been shared with all staff.</p>  |                         |  |                  |
| Spreading infection through contact with coronavirus on surfaces |                     | <p>Cleaning staff (supplemented by all staff throughout the day) will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent and Tersano), including:</p> <ul style="list-style-type: none"> <li>• Handrails</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> </ul> | Cormac                  | From March 20 onwards                    |                  |

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|        |                     | <ul style="list-style-type: none"> <li>Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils and staff will be cleaned thoroughly at the end of the day. Extra cleaning hours have been implemented from Sept. SLT and premises staff will sanitise shared bathrooms at lunchtime as an additional clean.</p> <p>Cleaning hours have been made 30 mins later to enable less staff to be onsite when cleaners are operating. Cleaners are to wear face coverings at all times.</p> <p>Cleaning sprays are available in all staff toilets and staff communal areas. All staff are to clean down the areas they have used after use. Staff to spray toilet seats and flush handles after toilet use.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>Cleaned frequently and meticulously, and always between groups using them by the bubble that has used them; or</li> <li>Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups – if this is the case they must be clearly marked and labelled.</li> </ul> | <p>Staff teams</p><br><p>Head</p><br><br><br><br><br><p>All staff</p> |  |                  |

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

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|  |                     | <p>Any PE/swimming kits, bags, lunch boxes should be stored within each class bubble space to reduce unnecessary movement around the building.</p>  |                         |  |                  |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p> |                     | <ul style="list-style-type: none"> <li>Our bubbles are based on class groups. The emphasis is on keeping groups separate rather than social distancing in groups. <i>Staff and pupils will avoid unnecessary mixing with other groups as social distancing will not be possible in many class grouping so we want to keep the groups small. However where mixing is crucial to the delivery if a high quality education this is permitted.</i></li> </ul> <p>Learners will be kept in consistent groups based on their age and needs, while adhering to the usual staffing ratios.</p> <p>Staff can work across different groups in order to deliver the school timetable,.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal. As social distancing will not be possible in these circumstances, staff will be provided with the appropriate PPE. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Class teachers to develop handwashing timetable, visual supports and classroom protocols regarding shared and appropriate resources.</p> | <p>Head Staff</p>       | <p>Sept 20</p>                           |                  |

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|   |                     | <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. PPE guidance will apply.</p> <p>Level 2 PPE will be worn by all staff where social distancing is not possible and where close contact is sustained for example during intimate care and or feeding or where a learners needs are higher risk. (for example suctioning) This will involve gloves, apron and a mask (It could also involve a visor where there is a splashing risk) Donning and doffing guidance must be adhered to at the end of the activity/session.</p>   |                         |  |                  |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p> <p>Increased risk due to behaviour</p> |                     | <p>Staff to staff contact to be minimised and social distancing to be in place at all times other than within bubbles.</p> <p>Pupils will be kept in the same groups at <b>most</b> times each day, and be kept <b>separate from other groups where it is practical to do so</b></p> <p><b>Staff are asked to wear face coverings - only adults (not pupils) when moving around indoors, such as in corridors and communal areas anywhere outside of your bubble where social distancing is difficult to maintain. This includes collecting and dropping off at the end of the day. This is now compulsory as we are an enhanced response area. Visors don't equate to a face covering and must not be worn as an alternative to a face covering in communal spaces but can be worn as additional protections from fluids but only in line with PPE guidance. It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are</b></p> | Head/all staff          | Sept 20                                  |                  |

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|        |                     | <p>lower. (other than for intimate care) Face coverings must be worn by all visitors to the school. <a href="#">Face covering can be worn by staff</a> entering bubbles and/or other people's work areas if they usually work in a different bubble or area of the school.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered, break and lunch times, and assemblies will be in class, to avoid too many pupils being in one place at the same time.</p> <p><a href="#">Lunches are to be eaten within the classroom 'bubbles' this will be reviewed in two weeks. Hands to be washed before any food is eaten.</a></p> <p>School lunches will be produced on site and will be delivered to the classrooms on a rota basis.</p> <p>Movement around the school site will be kept to a minimum. This is especially important for staff to consider. Use of IT and landline phones need to be maximised for communication.</p> <p>Pupils will be supervised at all times to <a href="#">minimise</a> mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors have clear passing places. Please wait until it is clear to proceed.</p> <p>All shared rooms, such as halls and dining areas, <a href="#">will be only used by one bubble at a time. (unless there is an educational reason otherwise)</a> They will be cleaned</p> |                         |  |                  |

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|        |                     | <p>between each use. The sensory room and sensory integration room must be booked before use to allow for cleaning.</p> <p>There is a separate risk assessment for the use of the swimming/hydrotherapy pool. This is subject to review. <a href="#">The pool is now open.</a></p> <p>Outdoor play equipment will be sprayed with 'Tersano' after use and before the next group. Cleaning kits are available for each class bubble.</p> <p>Toilet use will be managed to avoid crowding. <a href="#">Toilets are now back to full usage.</a> <a href="#">Staff use of the staff rooms will be limited to use where strict social distancing is followed.</a> <a href="#">Please do not use communal space if distancing is not possible, please socially distance if having lunch with staff outside your bubble and or outside.</a> Staff are encouraged to have lunch outside on the benches or off site when the weather is suitable to do so.</p> <p><a href="#">PPA is onsite with two designated room in the orchard building.</a></p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors, including track and trace contact details. QR Scanning is in place.</p> <p>Educational visits can take place but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. This must be carefully risk assessed and discussed at very early stages of planning.</p> <p>Staff to sign in with class teacher/team/front entrance via</p> |                         |  |                  |



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|   |                     | <p>class i pads on 'swiped in'. This must be up to date to maintain fire regulations. All staff to use their nominated entrances and exits and only nominated staff and 'booked' visitors to enter and sign in using front entrance.</p> <p>Where possible IT technical support will be completed remotely. Staff are encouraged to submit ticket requests, as per the normal protocol, rather than seek out technicians.</p> <p>In the exceptional circumstances where staff must use Team Teach to keep a learner safe, PPE may be worn and advice sought from the trainers on how to appropriately manage risk.</p> <p>Where first aid is needed to be administered, this should, wherever possible be done by staff with basic first aid certificates within the class team. If a full FAW trained first aider is needed, the dedicated staff from each phase of the school should be used. These are displayed in each room. All staff administering first aid to wear L2 PPE where close contact is required.</p> <p>Medications will be signed in and out via a trolley by the 'bottom' school entrance door nearest the hall.</p> |                             |  |                  |
| Spreading infection due to the school environment |                     | <p><u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures have been reviewed to make sure they can still be followed with limited staff and changes to how the school space is</p>  | Head/all staff<br>Site team | Sept 20                                  |                  |

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|        |                     | <p>being used.</p> <p><b>VENTILATION IS KEY</b></p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins have been provided in classrooms and other key locations to dispose of tissues and any other waste. These are equipped with double bags.</p> <p>Outdoor space will be used for exercise and breaks, and Social distance markers, indicating 2m spaces, have been placed within the corridors, alongside passing places where corridors are not wide enough to facilitate this. Signs encouraging appropriate social distancing measures displayed.</p> <p>Appropriate PPE available for staff, in accordance with current government guidance. Staff can order from the admin team</p> <p>Class teams are responsible for making sure they have what they need at the start of the day. Specific PPE bins in place within each learning space. PPE training and guidance is also shared.</p> <p>Fire evacuation procedures to be reviewed and shared with staff. Each bubble to initially leave the building via their closest exit which will in the majority of cases be their dedicated entrance and exit point. A false alarm will be called within 1 min. If this is not called evacuate as normal to dedicated zones. Only zones triggered will be initially evacuated to avoid bubbles meetings. If there is</p> |                         |  |                  |

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|   |                     | <p>an actual fire or multiple fire zones the normal procedures will take place. False alarms will be announced over the tannoy and radio systems. All bubble leads and SLT must have a radio charged and working at all times. Bubble leads to keep groups together at fire evacuation points. New telephone points have been added to all rooms.</p> <p>Learners have been asked to return to school in their uniform to aid understanding of the expectations of the day and help re-establish routines.</p>                        |   |  |                  |
| Spreading infection due to excessive contact and mixing in meetings |                     | <p>Meetings can now be face to face with internal school staff; with staff sat in bubbles. Where meeting online does not reduce to impact of the training then training and or meetings can take place online. New webcams have been installed for staff meetings so staff can remain in their bubbles at all times.</p>  | Head/SLT  | Sept 20                                  |                  |
| Individuals vulnerable to serious infection coming into school      |                     | <p>The school will continue to follow any shielding guidance in place to decide who should come into school. (Not applicable at this time)</p> <p>Usual absence reporting procedures remain in place for staff who fall ill.</p> <p>Any staff member or learner who chooses to wear a face covering will be supported in this as long as it does not negative impact on a learner's education.</p> <p>Perspex screens have been fitted in the main reception<br/>All office spaces are socially distanced and closed to learners.</p> | Head/LGB<br><br><br><br><br><br><br><br><br><br>All staff | Sept 20                                  |                  |

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|                              |                     | <p>Adult to adult communication will be socially distanced across bubbles and via radios and telephones as much as possible.</p> <p>Perspex sneeze guards are also available for vulnerable/staff for emergency meetings.</p> <p>For vulnerable staff in class bubbles additional measures include:</p> <p>Availability of additional PPE in all classrooms.</p> <p>Options to wear own fabric facemasks in communal areas</p> <p>Additional cleaning resources including installation of Tersano (H3O) and Zoono (sanitiser which lasts 24 hrs inc on hands)</p> <p>Consistent staffing where possible and small groups of learners</p>  | <p>All staff</p> <p>Head/LGB</p> | <p>In place Sept 20</p>                  |                  |
| Mental health and wellbeing. |                     | <p>CAMHS, educational psychology and EWO advice and support sought when and where necessary.</p> <p>TIS universal snapshot assessments and individual support programmes where required</p> <p>Minimum of weekly contact has enabled constant review of learners' progress this will continue for all pupils/staff self-isolating at home.</p> <p>Early help hub referrals continue to take place, when necessary.</p> <p>Staff well-being to be on the agenda of all staff meeting.</p> <p>Staff teachers supported by HLTA's are responsible for welfare calls and home education provision of any learners learning from home due to closure of bubbles or self-isolation.</p> <p>Silver Cloud counselling in place for all staff.</p> <p>Occupational health referrals can be made to support</p> | <p>Head/SLT</p>                  | <p>Sept 20</p>                           |                  |

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|  |                     | <p>staff.</p> <p>Staff are encouraged to share any changes in the circumstances or health to the senior leadership team (such as pregnancy, starting treatments for illnesses such as cancer) to allow adequate support to be put into place and risk assessment to be reviewed.</p>  |                         | <p>Staff Wellbeing Group implemented Autumn Term 20</p> |                  |
| <p>Risks posed by sanitiser, cleaning materials and other hygiene protocols.</p> | <p>Learners</p>     | <p>Though hand sanitiser is to be made readily available, it must be kept out of reach of learners and it's use should be closely supervised by staff to ensure it is not misused or ingested. Tersano does not require COSHH so will be used as the main classroom used solution. Learners will be monitored for any adverse reactions to the soap, sanitiser and other products used and parents asked to inform the school of any allergies.</p> <p>Staff to monitor the learners hands for dryness and cracking from overuse and discuss with families alternative products that can be used.</p> | <p>Head Staff</p>       | <p>Sept 20</p>  |                  |