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 Registered Charity No.1117092

**Risk Assessment for Re-opening the Centre 8th of March 2021**

**Please note:** From 8 March, all pupils should attend school. Secondary pupils will be offered testing from 8 March.

**Risk:** Coronavirus (Covid-19)      **Carried out by:** Heather Ndaji      **Version Number:** 15      **Date:** 25/03/2021

**Date of next review:** Upon new government guidance.

<b>Risk identified:</b>	<b>Who is at risk:</b>	<b>Risk rating</b>	<b>Control measures to remove and reduce risk to people</b>	<b>Review:</b>
<u>Centre attendance and Social Distancing</u>	Children	Med	The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. Therefore they should continue to learn online.	Regularly check Government scientific guidance for

<p>“The risk to children themselves of becoming severely ill from coronavirus (COVID-19) remains very low. For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19)”</p> <p><a href="https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021">https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021</a></p>			<p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p> <p>Due to the small size of the centre and the limited number of pupils. We will be operating a whole centre bubble approach. Within this approach we are limiting students to year groups as much as possible. However, there may be times when this is not possible such as socially distanced lunch times in the dining room or occasional lessons. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres.</p> <p>We will support students to maintain distance and not touch staff and their peers where possible.</p> <p>The centre will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and will include moving unnecessary furniture out of classrooms to make more space.</p> <p>Students can have access to the whole building except the kitchen and the covid testing site.</p> <p>We will maximise teaching outdoors to minimise transmission where possible.</p> <p>Students should come in via the garden room and leave the centre via the garden room.</p> <p>Students and staff will be given their timetables in advance, so they know which rooms they will use and when.</p> <p>One person to queue for the toilet at any one time. Students and staff should observe social distance.</p>	<p>any change in increased risks to children.</p>
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			<p>The photocopier should not be used too much while students are in the building. This is to avoid a build up of people by the toilet and hand washing facilities, to therefore maintain social distancing. It can be used before and after the teaching day. It will be cleaned after use.</p> <p>Students should not access the kitchen.</p> <p>Circle time will be in the garden room using the socially distanced room set up.</p>	
Adults	Med		<p>Clinically Extremely Vulnerable staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this.</p> <p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Clinically Vulnerable staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff 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.</p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this.</p> <p>All centre staff have been offered the first vaccine. Staff who opted for the vaccine have now had the first dose. All staff who have had the vaccine will have had it for three weeks on the 1st of March. All staff have been offered the second vaccine.</p>	<p>Regularly check Government scientific guidance for any changes in risk to adults.</p>

		<p>All staff can request to have an individual risk assessment or a BAME risk assessment. Please request these through contacting Heather Jolly or Heather Ndaji.</p> <p>Pregnant staff members will be risk assessed.</p> <p>There is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain at a 2 metre distance from each other and from children. <b>We know that this is not always possible, particularly when working with pupils with complex needs, or those who need close contact care. Provide educational and care support for these pupils as normal, with other increased hygiene protocols in place to minimise the risk of transmission.</b></p> <p><b>When staff and pupils cannot maintain distancing, the risk can be reduced by keeping pupils in the smaller, class-sized groups.</b></p> <p>We will make small adaptations to the classrooms to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and will include moving unnecessary furniture out of classrooms to make more space.</p> <p>Staff breaks should not be shared.</p> <p>Only one person to use the kitchen at any one time. The kitchen to be for exclusive use of Mandi unless she is ill.</p> <p>The morning staff briefing will be cancelled as it will be impossible to socially distance in the office. A morning staff bulletin will take its place.</p> <p>Staff meetings will be socially distanced in the garden room with good ventilation and masks.</p> <p>The photocopier should not be used too much while students are in the building. This is to avoid a build up of people by the toilet and hand washing</p>	
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			<p>facilities, to therefore maintain social distancing. Can be used before and after the teaching day. It will be cleaned after use.</p> <p>Staff should enter the building via the front door and go straight to their teaching rooms. Staff should also exit via the front door.</p>	
Face Coverings	Everyone	Med	<p>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.</p> <p>In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties</li> </ul>	

			<ul style="list-style-type: none"> <li>• speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul> <p>Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. We will have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>• have forgotten their face covering</li> </ul> <p>No pupil should be denied education on the grounds that they are not wearing a face covering.</p> <p>Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Disposable masks must be disposed of in a covered bin. They are a hazard if they are put into the normal classroom bins. There are clearly marked bins at exit points.</p>	
Lateral Flow testing	Everyone	High	Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.	

**The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines**

For secondary school staff and pupils we are moving to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self use. Home test kits will be available for all staff on return. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.

Both pupils and staff in secondary schools will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.

Adolescents aged 12 to 17 should self-test and report with adult supervision.

Households, childcare and support bubbles of primary and secondary-age pupils and staff will have access to regular rapid lateral flow testing made available to them as schools reopen.

From 1 March 2021, if you're a member of a household, childcare bubble or support bubble of staff or a pupil you can get a twice-weekly test:

- through your employer if they offer testing to employees
- at a local test site
- by collecting a home test kit from a test site
- by ordering a home test kit online

Schools should retain a small on-site ATS on site so they can offer testing to pupils who are unable or unwilling to test themselves at home.

The centre's Covid testing site is located in Linda's room. Although this will then be moved to Maria's room once the first three onsite tests have been completed.

The covid testing team should wear full PPE in the testing room. This should be taken off upon leaving the testing room.

Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person. No one will be prevented from receiving face-to-face education if for any reason they are not tested. Testing is similarly voluntary for members of staff. However testing is strongly advised.

The LFDs provided to schools and colleges are simple to use (young people can swab themselves, with a trained person supervising them). They produce a result in around 30 minutes.

Anyone with a positive result will need to leave school/college, take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines (currently 10 days).

Where a child or young person has tested positive for coronavirus (COVID-19), they need to be sent home. The setting should contact the parent or carer who should make arrangements for the child or young person to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to wear a face covering and keep a safe distance from others. **They must not travel on public transport.** In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the child's or young person's journey home, home to school transport may be provided.

'Serial contact testing' is now on pause. These tests are for asymptomatic people. Anyone with one or more of symptoms of coronavirus - a high temperature, a new continuous cough; or a loss or change in sense of smell or taste - should self-isolate and book a test.



			Please see the separate risk assessment for the centre's Covid testing for asymptomatic staff and students.	
New approach to close contacts – 'serial contact testing'	Everyone	High	'Serial contact testing' is now on pause.	
Sickness/illness & Isolation periods  <b>Coronavirus symptoms</b> <i>Guidance updated 28/05/2020</i> <ul style="list-style-type: none"> <li>● New continuous cough</li> <li>● Fever</li> <li>● Anosmia – loss of or a change in your sense of smell and/or taste</li> </ul>	Everyone	High	<p>The centre will engage with the NHS Test and Trace process.</p> <p>Staff and students should check their own temperatures where possible before coming to school.</p> <p>No staff, visitors or children should enter the building if they are displaying any symptoms of coronavirus or anyone in their household is self-isolating.</p> <p>The testing facility in the centre is for asymptomatic people. <b>Anyone with one or more of symptoms of coronavirus - a high temperature, a new continuous cough; or a loss or change in sense of smell or taste - should self-isolate and book a test.</b></p> <p>Staff to follow current procedure for reporting of sickness and must go home immediately if unwell.</p> <p><b>We will ensure that staff members and parents/carers understand that they will need to: <a href="#">book a test</a> if they or their child are displaying symptoms.</b> 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.</p> <p><b>Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>.</b></p> <p>Parents and staff should then inform the centre immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>● If somebody tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-</li> </ul>	

			<p>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.</p> <ul style="list-style-type: none"> <li>• if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> 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 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. Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms.</li> </ul>	
Difficulties in booking COVID-19 tests	Everyone	High	<p>We have signed up to the key worker testing facility for staff. If staff cannot book a test they need to inform Heather J, Linda or Heather N who will pass on their details to the key worker testing facility who will contact that staff member directly.</p> <p>If someone cannot book a test on the government website, we will advise that the government testing site updates the tests on the hour. So if someone cannot book a test we will advise them to keep checking the site.</p> <p>We have a small amount of government provided tests in the centre. These are to be used if a young person comes down with symptoms in the centre. We will send them home with a test if we do not feel they will otherwise access a test. These can also be given to staff.</p>	
<b>Developing Coronavirus symptoms in centre</b> <i>Guidance updated 28/05/2020</i>	Everyone	High	<p>No staff, visitors or children should enter the building if they are displaying any symptoms of coronavirus or anyone in their household is self-isolating.</p> <p>Parents should check their child’s temperature where possible before bringing them to school.</p>	

<ul style="list-style-type: none"> <li>● New continuous cough</li> <li>● Fever</li> <li>● Anosmia – loss of or a change in your sense of smell and/or taste</li> </ul>			<p><b>Ill children should not come into the centre.</b></p> <p>It is essential that family contact details are up to date as any child showing symptoms of coronavirus must be removed from school as quickly as possible to limit spread of infection. We must have at least two emergency contacts for each child. They should be for separate people.</p> <p>An unwell child awaiting collection will be cared for by a member of staff in an isolated room, at least 2 metres away from the child. PPE should be worn by the member of staff caring for the child. The door should be closed, and the window should be opened. The area and resources will be thoroughly cleaned (see cleaning) As an extra precaution, the staff member should wash their hands after the child has left. If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. In an emergency, call 999 if the child is seriously ill or injured or their life is at risk.</p> <p><b>Anyone displaying symptoms should get tested for confirmation of coronavirus.</b></p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>The centre has digital ear thermometers and a temperature gun. They should be tested if they are working correctly and have a good supply of caps for thermometers Friday weekly. Everytime the thermometers are used a new cap should be used. This should then be disposed of straight away.</p> <p>The office has an emergency temperature testing kit for suspected cases of COVID-19. Which includes a thermometer, PPE and cleaning products. The kit is clearly labeled and easy to access.</p>	
Management of confirmed cases of COVID-19	Everyone	Med	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact	

<p>amongst the school community</p>			<p>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>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>Based on the advice from the health protection team, 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.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>● face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>● been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>● been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>● travelled in the same vehicle or a plane</li> </ul> <p>To support this process the centre will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>● if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> </ul>	
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			<ul style="list-style-type: none"> <li>if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms.</li> </ul>	
NHS COVID- 19 APP	Staff and students	Med	<p>Students have all had a lesson on the use of the NHS APP in the centre.</p> <p>Advice on the app use has been shared with parents and carers.</p> <p>Advice on the app use and how it should be used in the centre has been shared with staff.</p> <p>Posters with guidance on how to use the app have been put up in the centre.</p> <p>We will not be changing the centre mobile phone policy this is because most of our students are under 16.</p> <p>Phones will still need to be put in students boxes switched off. If they have the app they should also put it on pause just in case- this is because they could give false readings if they keep it on. If students need to use their mobile phone during the day they can still ask to use it in the office to ring a parent etc.</p> <p>Students could still get a message on their app at the beginning of the day when they go to put their phone away or at the end of the day when they get it out of their box. They could also get a message on the app if they ask to ring your parent/ carer on their phone from the office during the day. Students have been advised if they get a message from the app telling them that they need to self isolate they need to tell a member of staff straight away and show them the message. Even if they are under 16 and using the app. If this was to happen we will then contact their parents/ carers and get them to pick them up from the centre straight away.</p>	

			<p>Staff have been asked to inform management if they have the app. They have also been advised that if they get a notification from the app then they need to report this to Heather J or her deputies straight away and leave the centre to start their isolation period.</p>	
Set up of classrooms for social distancing	Staff and students	Med	<p>The English room has been moved to the front room due to the bigger teaching groups for this subject.</p> <p>Lessons such as PSHEE, Citizenship and Wellbeing should be taught in the garden room as these are normally larger groups.</p> <p>The rooms have been set up to have maximum capacity for students sitting side by side and facing forwards and the staff member being two metres away. New tables have been provided where appropriate. <b>Rooms should NOT exceed maximum capacity set out below.</b></p> <p>Daily room checks to be done by SLT to make sure furniture is in the correct places.</p> <p>The maximum capacity for each room is as follows:</p> <ul style="list-style-type: none"> <li>● Science room: 3 students and 1 staff member.</li> <li>● History room: 4 students and 1 staff member</li> <li>● Mentoring room: 4 students and 1 staff member</li> <li>● Art room: 4 students and 1 staff member</li> <li>● Textiles room: 4 students and 1 staff member</li> <li>● ICT: 2 Students and 1 staff member</li> <li>● Maths: 4 students and 1 staff member</li> <li>● Music: 1 student and 1 staff member</li> <li>● Front English room: 6 students and 1 staff member</li> <li>● Teaching kitchen: 4 students and 1 staff member (Please note this is now the Covid testing site and is set up for two testers and one subject at any one time.)</li> <li>● Dining room/ garden room: 20 students sitting, 4 staff members sitting and 1 staff member standing</li> <li>● Kitchen: 1 staff member (should not be used for teaching)</li> <li>● Office: Not to be used for teaching. To be used for meetings and as a first aid room/ sick bay.</li> </ul>	

			Each room risk assessment to now include information about COVID-19.	
Break times	Students and Staff	Med	<p>Fruit and cereal bars to be available at break times for students. Toast and hot chocolate for breaktime to be made in the kitchen by the centre cook.</p> <p>All students can be in the garden room at break times as they are a bubble. However, they should be encouraged to socially distance and not touch each other as much as possible within the space we have. They should be encouraged to sit side by side. Staff will give students verbal reminders of this. Students will sit in the same way as during the meal when in the garden room. Students can get out board games and craft activities etc. Games can be used at break times however, these should be cleaned regularly, after every use. Games will be limited.</p> <p>Students should be encouraged to go outside as much as possible to socially distance in the garden and can take part in activities such as badminton.</p> <p>Students should be encouraged to go for walks in small walking groups with staff. Students will be expected to go on at least two walks a week.</p> <p>The garden room will be kept well ventilated with the doors open.</p> <p>At break times there should be four staff members on duty inside and one staff member on duty outside. There will be a rota for staff.</p> <p>The Wii can now be used at break times but only for sitting down games because sports should take place outdoors or in a large indoor space because of the way in which people breathe during exercise. The controllers need to be cleaned before and after use.</p> <p>Clubs will run every lunch time and students will be expected to attend one club per week. Students will choose the clubs at the beginning of the autumn term. This will reduce the amount of students in the main social space at any one time whilst students get to take part in extracurricular activities.</p>	

			Another room in the centre can be made available for any students that are struggling being within the group. For example struggling with anxiety or struggling with social distancing. Staff support will be available in these situations.	
Catering and dining room	Everyone	Med	<p>Please see separate risk assessment for the kitchen reopening.</p> <p>The kitchen should not be used by students.</p> <p>The kitchen to be for exclusive use of Mandi unless she is ill.</p> <p>Staff tea and coffee facilities will be moved to the upstairs teaching room with kitchen facilities. They should only be used at break times and lunch time when students are not present. Staff will wash or sanitise their hands before and after using these facilities. (These facilities are currently not available as this room is now the testing site.)</p> <p>Fruit and cereal bars to be provided for students at break times. Toast and hot chocolate for breaktime to be made in the kitchen by the centre cook.</p> <p>COVID-19 transmission may be a particular concern in communal areas, in particular canteens due to difficulties in maintaining social distancing. We will undertake the following actions:</p> <ul style="list-style-type: none"> <li>• ensure handwashing facilities or hand sanitiser are available at the entrance to all communal areas, and provide reminders to use these on entrance and exit</li> <li>• increase the frequency of cleaning, especially surfaces that are regularly touched by hand, such as table tops, light switches and door handles</li> <li>• make social distancing more manageable by increasing the amount of existing communal space that can be used to support improved social distancing measures</li> <li>• consider measures such as greater use of outdoor space, marquees, or other temporary structures where feasible</li> </ul>	



			<p>Four members of staff should supervise students during the lunch time period. This is because our vulnerable students were struggling with the limited amount of staff in the dining room. Staff have now got the added protection of the first vaccine.</p> <p>Students should sit in the dining room side to side. Students will sit in two rows at lunch, facing each other but two metres apart so they can talk with the four staff (two metres away where possible) and their peers. This is to help students with social skills and support their wellbeing.</p> <p>Picnic tables outside can be used for added eating spaces. However, picnic tables should be cleaned before and after use.</p> <p>Mandi will plate up the food in the kitchen and Linda will serve the food to students in the garden room.</p> <p>Table cloths will be removed.</p>	
Access to water	Everyone	Low	<p>As the kitchen is out of bounds due to the fact that only one staff member will be able to use it at any one time, a drinking station will be set up in the dining room where staff and students can get fresh water. Until this has been set up bottled water will be provided.</p> <p>Sanitiser will be set up by the station and staff and students will sanitise their hands before getting water.</p>	
Personal hygiene	Everyone	High	<p>Students and staff will all be encouraged to <b>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. Staff can supervise this if it is possible to remain socially distanced in doing so. Paper towels should be put into the provided bins (not onto the floor.)</b></p> <p><b>Students and staff should sanitise their hand on entry and exit of the centre.</b></p>	

			<p>Students and staff will sanitise their hands on entry to any room.</p> <p>We will encourage children and staff not to touch their face, nose or mouth.</p> <p>We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Tissues and hand sanitiser supplies will be in each classroom.</p> <p>Posters on hand hygiene, and covering coughs and sneezes, to be displayed in bathrooms, classrooms and shared spaces.</p> <p>Frequently touch surfaces will be cleaned using standard cleaning products.</p>	
Clothing	Everyone	Med	<p>Clothing does not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p>	
Transport	Everyone	High	<p>Where possible Taxi groupings for students should reflect the bubbles that are used within the centre.</p> <p>Hand sanitizer should be used upon boarding and disembarking.</p> <p><b>Students should wear facemasks in taxi's unless they are exempt.</b></p> <p>Public transport capacity will continue to be constrained. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.</p> <p>The centre will consider staggered start times to enable more journeys on public transport to take place outside of peak hours.</p> <p>Advice for passengers on public transport is to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible and to wear a mask.</p> <p>Parents, staff and pupils should walk or cycle to school if at all possible.</p>	

			<p>Students and staff can only travel to and from school by car with people from their own household or school bubble.</p> <p>Students and staff not to car share with anyone outside of their home or school bubble.</p> <p>Students and staff to only walk to and from school with members of their household or school bubble.</p> <p>One person to use the cycle rack at a time to put bikes away.</p>	
<p>Drop off &amp; collection</p> <p>Entering and leaving the centre</p> <p>Beginning and end of the day</p>	Everyone	High	<p>The centre will have a process for removing face coverings when pupils and staff who use them arrive at school and will communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>The centre has a clear policy that parents and siblings cannot gather at entrance or remain on site after their child has been dropped off or collected.</p> <p>Children are to use hand sanitiser before entering the building and then wash hands thoroughly immediately on arrival. <b>Cleaning 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.</b></p> <p>Students should enter by the garden room. Students to leave via the garden room. A staff member will stand in the carpark and then we will dismiss students as and when their transport/ parents arrive.</p> <p>A covered bin should be placed outside the entry door for temporary facemasks to be disposed of.</p> <p>The back gate should be left open.</p>	

			<p>Students should come in via the back gate and remember social distancing when entering the building. A staff member should wait by the window outside to welcome them into the centre one at a time.</p> <p>Hand gel is set up by the door in the garden room to be used upon entry.</p> <p>All students should start their day in the garden room with two members of staff. However, all other staff should enter the building via the front door and go straight to their teaching rooms.</p> <p>Students should store their shoes in their bags on the coat hooks. However, they should maintain social distancing when hanging up their coats and in the hallway.</p>	
Hand washing provision	Everyone	High	<p>Everyone to wash or sanitise hands thoroughly immediately on arrival, before any snacks, before lunch, after using the toilet, if seen sneezing, coughing or blowing nose into hands &amp; before going home.</p> <p><b>Cleaning 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.</b></p> <p>Sanitisers to be in hallways and all rooms. Staff and students to wash or sanitise hands regularly.</p> <p>Posters on hand hygiene, and covering coughs and sneezes, to be displayed in bathrooms, classrooms and shared spaces.</p>	
Ventilation	Everyone	High	<p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.</p>	

			<p>It is <b>extremely</b> important to ensure the centre is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"><li>● mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li><li>● natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li><li>● natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li></ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"><li>● opening high level windows in preference to low level to reduce draughts</li><li>● increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li><li>● providing flexibility to allow additional, suitable indoor clothing.</li><li>● rearranging furniture where possible to avoid direct drafts</li></ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	
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Cleaning	Everyone	High	<p>Regular cleaning plays a vital role in limiting the transmission of COVID-19. Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</p> <p>Staff will be given time to declutter rooms during staff training days at the beginning for the term.</p> <p>As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</p> <p>Staff will each be provided with cleaning wipes and gloves. They will be responsible for cleaning their room after every lesson. This should be cleaning the door handles, desks, chairs and stationery. The cleaning of rooms before each lesson is a wipe over with cleaning wipes and should not take too long. Any cleaning of equipment should happen as and when it is used in lessons.</p> <p>When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</p> <p>There will be a cleaning rota for cleaning the toilets more frequently. Named staff members will be on the rota, Staff will sign to say the toilets have been cleaned on the cleaning charts in the toilets. Bathroom – taps, soap dispenser, toilets and handles to be cleaned.</p> <p>A cleaning rota for cleaning the banisters in the hallways has been created. To provide more cleaning for these frequently touched surfaces.</p>	
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			<p>Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time. Staff who carry out cleaning and disinfection have the appropriate equipment required. Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows and doors.) Prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Dishwasher to be used for washing up as this is the most effective method.</p> <p>Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>The white board can be used in the garden room however staff should use their own board markers/wipers.</p> <p>Laptops should not be shared or borrowed. Each student and staff member uses their assigned laptops.</p>	
Waste disposal	Everyone	Med	<p>Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p>Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</p>	

			Waste should be disposed off that day and should be put in the bins outside of the centre.	
Supply of PPE	Staff	Med	<p>PPE (gloves, visers masks &amp; aprons)</p> <p>To be worn by staff if/when caring for a child who has developed symptoms of coronavirus while at school. PPE will be disposed of after use.</p> <p>Staff to wear PPE if giving first aid to a child. PPE to be kept with the first aid kits.</p> <p>Staff have been given training on how to use PPE. Staff will get a refresher in the training days at the start of the school year.</p> <p>Poster's of how to use PPE have been put up in the centre.</p>	
<p>Equipment and resources</p> <p>Equipment brought in from home</p>	Everyone	Med	<p>Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	



			<p>Students should have a school bag that they carry around the centre with their equipment in. School bags should not be in students boxes unless it is breaktime. This will reduce any unnecessary movement around the building.</p> <p>Laptops brought in from home should be cleaned at the beginning and the end of the day. Laptops should not be shared or borrowed. Each student and staff member uses their assigned laptops.</p> <p>Students and staff should bring in a filled water bottle from home.</p>	
RIDDOR		X	RIDDOR – If a staff member or child is diagnosed as having COVID-19, this must be reported as a case of disease	
Deliveries	Everyone	Low	All deliveries will be taken in from the front door and brought straight into the office. They should not go into the hallway. With exception of the food deliveries which should arrive at the backdoor. Food deliveries should be scheduled where possible outside of break and lunch times.	
Visitors	Everyone	High	<p><b>VISITORS TO THE SITE SHOULD BE KEPT TO AN ABSOLUTE MINIMUM. Appointments where at all possible should be conducted over zoom.</b></p> <p>Schools should consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school’s control measures and ways of working as part of planning for the autumn term. Schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be</p>	

			<p>delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff.</p> <p>Visitors must complete a Covid-19 questionnaire prior to entering the school.</p> <p>They must also thoroughly wash or sanitise their hands on arrival and maintain social distancing regulations throughout their time at school.</p> <p>Advice posters for visitors to be put up on the front door and to be shown and discussed with visitors on their arrival.</p> <p>Posters to include the following:</p> <ul style="list-style-type: none"><li>● <b>DO NOT</b> come into the centre without an appointment.</li><li>● <b>DO NOT</b> come into the centre if you are displaying symptoms of Covid-19:<ul style="list-style-type: none"><li>- A high temperature,</li><li>- or a new continuous cough,</li><li>- or a loss or change to your sense of smell or taste.</li></ul></li><li>● <b>DO NOT</b> come into the centre if you or any of your household are self isolating.</li><li>● <b>DO NOT</b> enter if you have visited a country in the last 14 days which is on the government isolation list.</li><li>● On entry to the centre use the hand gel provided.</li><li>● Report to the office and then fill in a COVID-19 questionnaire.</li><li>● Please keep two metres distance at all times from both staff and students.</li><li>● Sanitise your hands regularly and on entry to every room.</li><li>● Use catch it, kill it, bin it approach if you sneeze or cough in the centre.</li></ul> <p>Visitors who sign in either use their own pen or are provided with a pen that they take with them.</p>	
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			<b>Parents and other visitors are advised that they should not come onto the site without an appointment.</b>	
Volunteers	Everyone	Low	No volunteers to work in the centre currently.	
Maintenance work	Everyone	Low	Maintenance workers to complete work outside of the school day where possible.  Maintenance workers to fill out a Covid- 19 questionnaire prior to entering the school.	
Staffing levels	Everyone	Low	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation.  This should include making sure we have at least one Designated Safeguarding lead on site at all times.  This should also include having two trained Covid testors available on site at all times.	
Home visits for mentoring	Staff and families	High	Please see separate mentors home visit risk assessment.	
Ingesting hand sanitiser	Students	Med	Supervision of hand sanitiser use by staff is needed given the risks around ingestion.  Each student to have an individual risk assessment and this risk to be assessed within that.  All staff members to be aware of any students we feel may be at higher risk of ingestion of hand sanitiser.	

Music lessons	Students and staff	High	<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Music lessons that involve singing, chanting, playing wind or brass instruments or shouting should take place in the gazebo in the garden.</p> <p>Avoid sharing instruments and equipment wherever possible and place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If possible, do not share microphones. If they are shared, follow the guidance on <u>handling equipment</u>.</p> <p>If instruments and equipment have to be shared, they should be regularly disinfected (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on <u>cleaning and handling equipment</u>. Instruments should be cleaned by the individuals playing them, where possible.</p>	
Drama lessons	Students and staff	High	<p>Particular care will be taken in drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. Physical contact between pupils will be prevented in drama.</p> <p>We will not encourage teachers or other performers to raise their voices unduly in Drama lessons.</p>	
Sports lessons		Med	<p>It is important that children continue to remain fit and active and, wherever possible, have the 60 active minutes of daily physical activity recommended by the Chief Medical Officers.</p>	

			<p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.</p> <p>We will be carrying on with the timetabled walking sessions for students.</p>	
School trips	Everyone	High	<p>We advise against all educational visits at this time. This advice will be kept under review.</p> <p>The daily walks will continue.</p>	Updated upon change of guidance.
Work Placements	Students and staff	Med	<p>Work placements to be put on hold. This will then be reviewed.</p> <p>Alternative work placements are being explored such as online placements within the museum services etc.</p>	
Pets/ centre dog	Everyone	High	<p>The virus that causes COVID-19 has been confirmed in one cat in England from a household containing people who had tested positive for COVID-19. This is a very rare event and the animal has made a full recovery. There is no evidence to suggest that pets directly transmit the virus to humans.</p> <p>However animal fur is just like any other surface, the Covid-19 virus can be carried on fur (if they are exposed to it). This is why it's important to:</p> <ul style="list-style-type: none"> <li>• Keep yourself and your pet a safe distance from other people and their pets</li> <li>• Wash your hands regularly</li> <li>• Take extra precautions if you are showing symptoms of Covid-19</li> </ul> <p>Pets should not be in the centre. Impulsive students may not be able to resist and not touch pets. This is especially risky when they are eating as</p>	

			they will be using their hands to eat and may spread the virus. Pet fur is an impossible surface to clean in the centre.	
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Government guidance:

1. [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)
2. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>
3. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
4. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
5. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
6. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/947799/schools\\_and\\_colleges\\_testing\\_handbook.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf)
7. <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>
8. <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings>

