



# The Parkside School

## June / July COVID Re-Opening Risk Assessment – All Year Groups – September 2020

|                                 |   |
|---------------------------------|---|
| <b>Location / Site</b>          | The Parkside School                                   |
| <b>Activity / Procedure</b>     | Full re-opening of school in September 2020           |
| <b>Assessment date</b>          | 07/07/2020 – to be updated regularly until re-opening |
| <b>Assessment serial number</b> | 01.   |

|                                |            |
|--------------------------------|------------|
| <b>Identify people at risk</b> | YES or NO  |
| <b>Employees</b>               | <b>YES</b> |
| <b>Children</b>                | <b>YES</b> |
| <b>Visitors</b>                | <b>YES</b> |
| <b>Contractors</b>             | <b>Yes</b> |



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| Identified Hazard   | 1. <b>Lack of social distancing in the classrooms</b> resulting in direct transmission of the virus |
|---|---|
| Control Measures  |   |
| <ol style="list-style-type: none"><li>1. Where possible staff to be at front or side or back of room</li><li>2. Set seating plan so children have their desk which is the same every day where possible</li><li>3. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom</li><li>4. Children stay in their class for the majority of the time, including lunchtimes.</li><li>5. Playtimes – in year group (2 year groups can have half of the play area each but year group children and staff must not mix – 2 metre distance at minimum</li><li>6. Sitting on the carpet needs to be as spread out as possible (some could sit at desks)</li><li>7. Water bottle on desks or under desk to remove need of children moving around classrooms</li><li>8. Ensure good ventilation in each classroom all day (windows or doors open)</li><li>9. Phased return for 3 weeks to support children in their transition back to school and learn new routines</li><li>10. All pupils to have own A3 plastic wallet for own resources (pens paper etc)</li><li>11. Classes to have own class cleaning kits to clean as they go</li><li>12. No assemblies in hall if they are re-introduced they will be via zoom</li><li>13. No sensory circuits in hall- class based only</li><li>14. Food teach and science to be taught in classrooms wherever possible. Only the upper school to use specialist rooms</li><li>15. Very limited access to Open Door for certain pupils</li><li>16. Separate risk assessments for therapy and intervention</li><li>17. BUBBLES:<br/>Children - Majority of the school day will be in class groups (sub-bubbles) and Break time and lunchtime – Class bubbles. The large bubbles will be primary and middle together (93) and the upper and pathways Staff (77) These pupils will not mix bubbles– majority of the school day will be in class bubbles – class group bubbles. (exceptions – for staff teaching and supporting across bubbles IM, CK, RG, HS, WN, JA, SN, HW DR HL FD LR and BC )</li></ol> |   |



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| <b>Identified Hazard</b>  | <b>2. Lack of social distancing using toilets and poor hygiene</b><br>resulting in direct and indirect transmission of the virus     |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. Toilets to be allocated for classes to use in order to limit possible transmission of virus</li><li>2. Pupils to be supervised for toilet breaks</li><li>3. Children instructed – if cubicles are in use – wait outside</li><li>4. Hand gel used after toilet use as well as washing hands</li><li>5. Extra Signs in toilet re washing hands.</li><li>6. Extra soap ordered to ensure we do not run out</li></ol>  |  |
| <b>Identified Hazard</b>  | <b>3. Lack of social distancing waiting to enter classroom in morning/after school</b> resulting in direct transmission of the virus |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. Pupils go straight to classes in the morning for settling time before personal progress lesson</li><li>2. Pupils collected for buses from classrooms</li><li>3. Breakfast club to be in classrooms</li><li>4. Face coverings optional for adults and children when waiting and on site – removal on entry – in tissue bin (one in each class) – if reusable – given to parent to take home – removal decision based on child's mental health and risk (SLT to be consulted if child wants or needs to wear in school.)</li><li>5. Instructions shared re social distancing between families in the morning with parents and children – specific information sheet for this situation</li><li>6. Signage for parents and children displayed outside the classroom</li><li>7. SLT to be on duty to supervise</li><li>8. Phased return in first three weeks to support routines for adults and children re drop off and pick up</li></ol> |  |
| <b>Identified Hazard</b>  | <b>4. Lack of social distancing during playtimes and lunchtimes</b><br>resulting in direct transmission of the virus                 |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. Staggered playtimes and/or allocated play area organised in bubbles and class groups</li><li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned- must be wiped down at end of each play session</li><li>3. Games discussed which encourage social distancing</li><li>4. Staff supervision throughout – class staff to organise cover for lunch/break playtimes in department bubbles (primary and middle lunch 12.30-1.00 then play 1.00-1.30, Upper and pathways opposite)</li></ol>   |  |



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| <b>Identified Hazard</b>  | <b>5. Lack of social distancing when eating</b> resulting in direct transmission of the virus      |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. Children eat in their classrooms</li><li>2. Children asked to bring packed lunch in first instance – FSM children to receive school provided packed lunch.</li><li>3. Snack and breakfast club to be in class</li><li>4. MSAs to support delivery of lunch and cleaning classes- allocated to each phase</li></ol>   |  |
| <b>Identified Hazard</b>  | <b>6. Lack of social distancing in the corridors</b> resulting in direct transmission of the virus |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. Messages to office/SLT/Pastoral and nurture via walkie-talkies/phone calls</li><li>2. Agree instructions with children concerning going and returning to toilet</li><li>3. When moving class around the school –keep to the left -1regular practice this in the first few days – Staff keeping at least one metre away from children</li></ol>   |  |
| <b>Identified Hazard</b>  | <b>7. Contact of shared resources</b> resulting in indirect transmission of the virus              |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. Children have own resource packs</li><li>2. Tubs of resources for pairs if needed – maths cubes etc</li><li>3. Each subject has their own risk assessment for sharing resources in paired classes etc and for specialist subjects such as hair and beauty.</li><li>4. Tables, door handles and other surfaces cleaned every night</li><li>5. Children allocated a white board and have on their desk</li><li>6. Resources on tables ready for lesson and not distributed within the lesson</li><li>7. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li><li>8. Outdoor playground equipment allocated to year group children and cleaned each day at the end of the play session</li><li>9. Resources left on front tables for cleaning – if shared within the day</li><li>10. All surfaces left clear at end of the day</li></ol> |  |



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| <b>Identified Hazard</b>  | <b>8. Emotional distress of the children</b> |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. Phased transition for three weeks to support children's mental health and build relationships with adults in their classrooms</li><li>2. Elsa support available from 2 trained ELSAs</li><li>3. School Counselling hours amended for first term- upped by 3 hours</li><li>4. Individual risk management plans for children with behavioural needs</li><li>5. Zoom transition class meetings with new pupils and the teacher before end of term</li><li>6. Recovery curriculum in place across the school following training for all staff</li><li>7. STEPs de-escalation training re-visited for all staff</li></ol> |  |

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| <b>Identified Hazard</b>  | <b>9. Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. Individual risk management plans updated</li><li>2. Behaviour policy amended for this period</li><li>3. Welfare staff re-deployed and in classes to support. Class teams to manage toileting and medication</li><li>4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li><li>5. PPE training for all staff</li><li>6. PPE available for staff working closely with a child needing RPI</li><li>7. Personal care – PPE (mask, face shield, gloves and apron)</li><li>8. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask</li><li>9. If child has temperature or new and continuous cough – child taken to medical room for isolation (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in disabled toilet by office and place in yellow bins, wash hands and use hand gel. (Staff can return to work after this situation)</li></ol> <p>Please note the Government guidance states “Wearing face coverings or face masks is not recommended”</p> |  |



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| <b>Identified Hazard</b>   | <b>10. Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus |
| <b>Control Measures</b>  |  |
| <ol style="list-style-type: none"><li>1. Hand sanitizer dispenser inside of all classrooms</li><li>2. Washing stations outside</li><li>3. Hand gel sanitizer in large quantities</li><li>4. Extra soap dispensers and re-fills in each classroom</li><li>5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li><li>6. Washing hands posters replaced in all washing areas</li><li>7. Reminders how to wash hands properly – videos and posters</li><li>8. Procedure agreed for children to wash hands so thorough hand washing – soap walk to back of line, rubbing hands and then rinse off when back to the front of the line.</li><li>9. Hygiene lessons in primary</li></ol> |  |

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| <b>Identified Hazard</b>  | <b>11. Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using</li><li>2. Guidance given for cleaning staff</li><li>3. Reading books given and collected out once a week – home reading record (to be left at home and collected in once every 3 weeks) (No library books in first instance)</li><li>4. Soft furnishings and soft / cloth toys will be limited and any additional removed from use in classrooms – including reflection areas</li><li>5. Shared resources left on front desks for cleaning at end of the day</li><li>6. Anti-bac spray in each classroom to be used before and after lunch</li><li>7. Displays to be designed to engage children but not encourage touching – so decoration above the children's heads and class doors to be left clear.</li></ol> |  |

## June / July COVID Re-Opening Risk Assessment – All Year Groups – September 2020

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| <b>Identified Hazard</b>   | <b>12. Risk of illness of vulnerable staff and family members</b><br>through direct and indirect transmission of the virus    |
| <b>Control Measures</b>  |   |
| <ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible.</li> <li>2. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute</li> <li>3. Second staff room to be created in the dining room and 1 kitchen area fir this from food tech room</li> <li>4. Staff encouraged not to share the tea/coffee etc but bring own in</li> <li>5. If unable to keep socially distanced with other staff members- staff asked to wear a mask outside the classroom</li> <li>6. Staff meetings to be via zoom or in the hall to enable staff socially distancing</li> </ol> |   |
| <b>Identified Hazard</b>   | <b>13. Risk of illness of vulnerable children and family members</b><br>through direct and indirect transmission of the virus |
| <b>Control Measures</b>  |   |
| Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT and individual risk assessment completed if necessary.   |   |
| <b>Identified Hazard</b>   | <b>14. Lack of understanding and compliance to guidance by</b><br>staff employed by school and families.                      |
| <b>Control Measures</b>  |   |
| <ol style="list-style-type: none"> <li>1. Staff, pupils and parents to sign a COVID agreement which will ensure they will follow the guidance from DFE and Government and willingly partake in the track and trace system if needed. (Ensuring that pupils, students, staff and other adults do not come into the setting if they have <a href="#"><u>coronavirus (COVID-19) symptoms</u></a>, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.)</li> <li>2. Discussions with SLT for staff breaking guidance and disciplinary policy to be followed</li> </ol>  |   |



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|---|--|
| <b>Identified Hazard</b>  | <b>15.</b> Out of school activities/visitors in school increase risk of transmission |
| <b>Control Measures</b>   |  |
| <ol style="list-style-type: none"><li>1. Work experience to be held in school for Autumn Term then re-risk assessed</li><li>2. No school visits for the first term</li><li>3. swimming and horseriding not in place for first half term- then re-assessed</li><li>4. PE held on-site not at Rec Road Sports Centre for first term</li><li>5. Only previously known volunteers allowed in to support</li><li>6. Nativity may be live zoomed to parents</li><li>7. Visitors into school will have details taken</li><li>8. Visitors will wash hands and use sanitiser through the day</li><li>9. Risk assessments from all therapists will be taken onboard regarding use of PPE and cleaning equipment</li></ol> |  |



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### Summary

|  |  |                                      |
|--|--|--------------------------------------|
| <b>OVERALL level of risk</b>   | Consider level of risk following use of control measures<br>HIGHLIGHT the appropriate assessment of risk |                                      |
| <b>NOT REDUCED THE OVERALL RISK</b>  | <b>REDUCED THE OVERALL RISK TO SOME DEGREE</b>   | <b>CONSIDERABLY REDUCED THE RISK</b> |
| <b>Assessor's comments</b>   | Insert comments relevant to findings as appropriate  |                                      |
| <p>This Risk assessment is based around two principles</p> <ol style="list-style-type: none"> <li>1. Increased hygiene levels (For Parkside this means increased handwashing, sanitizer, enhanced cleaning and teaching catch it, bin it, kill it for tissues)</li> <li>2. Limiting the mixing of groups of people wherever possible. (For Parkside this will mean lots more class based activities and separate teams of people working only in primary/middle OR upper/pathways- a limited number of teachers will work in both).</li> <li>3. The biggest risk is lack of social distancing and the control measure is to limit interactions between groups where possible and clean any shared resources between use.</li> <li>4. Full Guidance: <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</a></li> </ol> |  |                                      |

| Name of assessor   | Signature of assessor | Date |
|--------------------|-----------------------|------|
| Carolyn Ellis-Gage |                       |      |

|                          |   |
|--------------------------|---|
| <b>Governor comments</b> | Insert comments relevant to assessment as appropriate |
|                          |   |

| Name of Governor | Signature of manager | Date |
|------------------|----------------------|------|
|                  |                      |      |



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## June / July COVID Re-Opening Risk Assessment – All Year Groups – September 2020

|   |               |
|---|---------------|
| <b>Risk assessment review 1</b>             |               |
| <b>Date</b>                                 | After day one |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |               |
|   |               |
|   |               |
| Who was involved in the Review              |               |
| Signature of those involved in the Review   |               |

|   |             |
|---|-------------|
| <b>Risk assessment review 2</b>             |             |
| <b>Date</b>                                 | After day 3 |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |             |
|   |             |
|   |             |
| Who was involved in the Review              |             |
| Signature of those involved in the Review   |             |

|   |                  |
|---|------------------|
| <b>Risk assessment review 3</b>             |                  |
| <b>Date</b>                                 | After first week |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |                  |
|   |                  |
|   |                  |
| Who was involved in the Review              |                  |
| Signature of those involved in the Review   |                  |



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### June / July COVID Re-Opening Risk Assessment – All Year Groups – September 2020

|   |                   |
|---|-------------------|
| <b>Risk assessment review 4</b>             |                   |
| <b>Date</b>                                 | After second week |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |                   |
|   |                   |
|   |                   |
| Who was involved in the Review              |                   |
| Signature of those involved in the Review   |                   |

|   |                  |
|---|------------------|
| <b>Risk assessment review 5</b>             |                  |
| <b>Date</b>                                 | After forth week |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |                  |
|   |                  |
|   |                  |
| Who was involved in the Review              |                  |
| Signature of those involved in the Review   |                  |

|   |  |
|---|--|
| <b>Risk assessment review 6</b>             |  |
| <b>Date</b>                                 |  |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |  |
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| Who was involved in the Review              |  |
| Signature of those involved in the Review   |  |



# The Parkside School

## June / July COVID Re-Opening Risk Assessment – All Year Groups – September 2020

|   |  |
|---|--|
| <b>Risk assessment review 7</b>             |  |
| <b>Date</b>                                 |  |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |  |
|   |  |
|   |  |
| Who was involved in the Review              |  |
| Signature of those involved in the Review   |  |