

COVID Re-Opening Risk Assessment – All Year Groups – March 2021

Location / Site	The Parkside School
Activity / Procedure	Full re-opening of school in March 2021
Assessment date	1.8.21
Assessment serial number	01.

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

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Identified Hazard	1. Lack of social distancing in the classrooms resulting in direct transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. Classrooms must be well ventilates with windows open at the start/end of day and where appropriate in between 2. Set seating plan so children have their desk which is the same every day where possible 3. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom 4. Children stay in their class for the majority of the time, including lunchtimes. 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 6. Sitting on the carpet needs to be as spread out as possible (some could sit at desks) 7. Water bottle on desks or under desk to remove need of children moving around classrooms 8. All pupils to have own A3 plastic wallet for own resources (pens paper etc) 9. Classes to have own class cleaning kits to clean as they go 10.No assemblies in hall they will be via zoom 11.No sensory circuits in hall- class based only 12.Food tech and science to be taught in classrooms wherever possible. Only the upper school to use specialist rooms 13.Separate risk assessments for therapy and intervention 14.BUBBLES: Children - Majority of the school day will be in class groups (sub-bubbles) and Break time and lunchtime – year group bubbles. The large bubbles will be primary and middle together (Jay have joined this bubble (93) and the upper and pathways Staff (77) These pupils will not mix bubbles– majority of the school day will be in class bubbles– year group bubbles. (exceptions – for staff teaching and supporting across bubbles IM, CK, RG, HS, WN, JA, SN, HW DR HL FD LR and BC) 	

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Identified Hazard	2. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. Toilets to be allocated for classes to use in order to limit possible transmission of virus 2. Pupils to be supervised for toilet breaks 3. Children instructed – if cubicles are in use – wait outside 4. Hand gel used after toilet use as well as washing hands 5. Extra Signs in toilet re washing hands. 6. Extra soap ordered to ensure we do not run out 	
Identified Hazard	3. Lack of social distancing waiting to enter classroom in morning/after school resulting in direct transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. Pupils go straight to classes in the morning for settling time before personal progress lesson 2. Pupils collected for buses from classrooms 3. Breakfast club to be in classrooms 4. Face coverings for adults and optional for secondary children when outside the classroom 5. SLT to be on duty to supervise 6. Classes have walkie talkies to send pupils for buses 1 bus at a time at end of day 7. Bus times staggered at start and end of day 8. SLT bring pupils into school each morning 9. 	
Identified Hazard	4. Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. Staggered playtimes and/or allocated play area organised in bubbles and class groups 2. Reduced playtime equipment – hard surfaces and can be easily cleaned- must be wiped down at end of each play session 3. Games discussed which encourage social distancing 	

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Identified Hazard	5. Lack of social distancing when eating resulting in direct transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. Children eat in their classrooms 2. Snack and breakfast club to be in class 	
Identified Hazard	6. Lack of social distancing in the corridors resulting in direct transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. Messages to office/SLT/Pastoral and nurture via walkie-talkies/phone calls 2. Staff to wear face coverings when not in classrooms 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 	
Identified Hazard	7. Contact of shared resources resulting in indirect transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. Children have own resource packs 2. Tubs of resources for pairs if needed – maths cubes etc 3. Each subject has their own risk assessment for sharing resources in paired classes etc and for specialist subjects such as hair and beauty. 4. Tables, door handles and other surfaces cleaned every night 5. Children encouraged to wash hands / use hand gel before lessons and after each lesson 6. Outdoor playground equipment allocated to year group children and cleaned each day at the end of the play session 7. Resources left on front tables for cleaning – if shared within the day 8. All surfaces left clear at end of the day 	

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Identified Hazard	8. Emotional distress of the children
Control Measures	
<ol style="list-style-type: none"> 1. Elsa support available from 2 trained ELSAs 2. School Counselling hours amended for first term- upped by 3 hours 3. Individual risk management plans for children with behavioural needs 4. Recovery curriculum in place across the school following training for all staff 5. STEPs de-escalation training re-visited for all staff 6. Part time timetable for transition for those pupils in need 7. Staff trained in emotional support for SEN pupils 	
Identified Hazard	9. Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. Individual risk management plans updated 2. Behaviour policy amended for this period 3. Welfare staff re-deployed and in classes to support. Class teams to manage toileting and medication 4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 5. PPE training for all staff 6. PPE available for staff working closely with a child needing RPI 7. Personal care – PPE (mask, face shield, gloves and apron) 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 9. Teeth brushing supported only when wearing PPE 10. 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) 11. Twice weekly testing for all staff at home using lateral flow tests 12. Twice weekly in school testing of pupils with consent 	

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Identified Hazard	10. Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. Hand sanitizer dispenser inside of all classrooms 2. Washing stations outside 3. Hand gel sanitizer in large quantities 4. Extra soap dispensers and re-fills in each classroom 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 6. Washing hands posters replaced in all washing areas 7. Reminders how to wash hands properly – videos and posters 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. 9. Hygiene lessons in primary 	
Identified Hazard	11. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using 2. Guidance given for cleaning staff 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) 4. Soft furnishings and soft / cloth toys will be limited and any additional removed from use in classrooms – including reflection areas 5. Shared resources left on front desks for cleaning at end of the day 6. Anti-bac spray in each classroom to be used before and after lunch 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. 	

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Identified Hazard	12. Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus
Control Measures	
<ol style="list-style-type: none"> 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. 2. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute 3. Second staff room to be created in the dining room and 1 kitchen area fir this from food tech room 4. If unable to keep socially distanced with other staff members- staff asked to wear a mask outside the classroom 	
Identified Hazard	13. Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus
Control Measures	
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.	
Identified Hazard	14. Lack of understanding and compliance to guidance by staff employed by school and families.
Control Measures	
<ol style="list-style-type: none"> 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 <u>coronavirus (COVID-19) symptoms</u>, 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.) 2. Discussions with SLT for staff breaking guidance and disciplinary policy to be followed 	

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Identified Hazard	15. Out of school activities/visitors in school increase risk of transmission
Control Measures	
<ol style="list-style-type: none"> 1. Work experience to be held in school for Autumn Term and Spring term then re-risk assessed 2. No school visits for Autumn and Spring Term 3. Only previously known volunteers allowed in to support 4. Visitors into school will have details taken 5. Visitors will wash hands and use sanitiser through the day 6. Risk assessments from all therapists will be taken onboard regarding use of PPE and cleaning equipment 	

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Summary

OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments	Insert comments relevant to findings as appropriate	
<p>This Risk assessment is based around two principles</p> <ol style="list-style-type: none"> 1. Increased hygiene levels (For Parkside this means increased handwashing, sanitizer, enhanced cleaning and teaching catch it, bin it, kill it for tissues) 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). 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. 4. Full Guidance: 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 		

Staffing contingency for safety
What staffing do we need to make sure we are safe to open?

Job Role/Classes	Current number	lowest number to stay safe	Any other circumstances to be considered	Further Information
SLT	7	3	Head, Deputy and AHT can all lead from home if needed.	Please see SLT contingency Plan
DSL	7	2 in school	Can support as DSL from home	
First Aider	over 20	Minimum 2 per bubble		

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Steps Tutors	5	1	If only 1 steps tutor there must be experienced step up trained staff in each bubble in order to support	Specific pupils with Risk Management plans may need certain staff
Buffalo	4	3	LK /CK share as teachers	Look case by case look at pupils in that day to be considered- could lose a TA if fewer pupils are in
Elephant	4	3	ASC provision	Look case by case look at pupils in that day to be considered- could lose a TA if fewer pupils are in
Leopard/Rhino/ Lion	8	6	Leopard have teacher job share	Look case by case look at pupils in that day to be considered- could lose a TA if fewer pupils are in
Jay	4	3	This is a high needs class	Look case by case look at pupils in that day to be considered- could lose a TA if fewer pupils in
Maple	4	3	job share Teacher	Look case by case look at pupils in that day to be considered- could lose a TA if fewer pupils are in
Sparrow/Blackbird/ Robin	10	8	IM job share Nurture TAs share	Look case by case look at

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				pupils in that day to be considered- could lose a TA if fewer pupils are in
Willow	4	3	RH needs 2 trained staff	Look case by case look at pupils in that day to be considered- could lose a TA if fewer pupils are in
Holly/Beech/Sycamore/Rowan	11	8	CS job share	Look case by case look at pupils in that day to be considered- could lose a TA if fewer pupils are in
Pathways	4	3		Look case by case look at pupils in that day to be considered- could lose a TA if fewer pupils are in
staff that can be re-deployed	JA/ HN/ HS/RF/HW/WN/ RN/	job shares can be used	School would become class based and we would need to make sure PPA was covered at 10% but TLR time would not be covered.	Classes in the same bubble could be amalgamated if needed to prevent classes closing due to staffing.

- Closing to certain pupils with risk management plans may be considered if staffing does not reach safe levels.

Staged Response to Crisis Levels of Staffing

- 1. Move staff to cover from the same bubbles and redeploy HS/RF/ SC and all available support staff**
- 2. Use agency supply staff**
- 3. Move staff to cover from other bubbles**
- 4. Work on minimum ratios**

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5. Re-Deploy SLT to classes
6. Stay class based and only cover 10%PPA (not TLR time)
7. Amalgamate appropriate classes in the same bubbles (this may be done earlier if classes have fewer pupils than normal)
8. Close to pupils that have high needs of staff ratios (risk management plans/medical)
9. Close to certain classes/year groups and initiate remote learning.

Name of assessor	Signature of assessor	Date
Carolyn Ellis-Gage		

Governor comments	Insert comments relevant to assessment as appropriate

Name of Governor	Signature of manager	Date

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Risk assessment review 1	
Date 3.10.20	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

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Risk assessment review 2	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	After forth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

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Risk assessment review 7	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	