

## Whole school risk assessment – Covid-19

This document is written to support staff and children by putting in measures to ensure that we are reducing the risk of transmission in and around school. This will allow education for children to continue during the pandemic offering them a full, broad and balanced curriculum. We cannot eliminate the risk 100% but we can follow guidance set out by the Government and Public Health. Each school is different; Talbot House's risk assessment has been written to best suit the needs of our children. The risk assessment is a working document and will be updated regularly and when necessary. Please read through the risk assessment when it is circulated, updates will be in green to help you identify any recent changes made. If you have any questions or are unsure please see the Head Teacher.

### **The school opened fully on September 9<sup>th</sup> 2020**

(Update 26<sup>th</sup> January 2021, updates in green)

Following the latest guidelines issued for children (in special schools) I have outlined below the measures we have taken to ensure children, parents/carers and staff feel safe and confident to return fully at the start of the autumn term. In some cases, we have gone above and beyond the statutory guidelines to further minimise any risks to children and staff. We intend to deliver a full broad and balanced curriculum for all children on their return.

### **September opening**

#### **The school building has had their regular checks:**

Because the building was never shut down completely during the pandemic the normal routine checks continued throughout.

- Flushing the water system in accordance with the school's legionella risk assessment and policy. Checking that there are no leaks in the water system and that there is provision of hot water.
- Disinfecting the water system by raising the temperature of the heating of the system
- Testing the fire alarms/smoke alarms/panic and accessible-toilet alarms.

In school, measures have been taken to ensure that children can return fully, with a broad, balanced and ambitious curriculum.

Daily routines:

Process	Risks	Action	RAG
Temperatures taken every morning for staff entering the building	Member of staff has come into the building with a high temperature, potential risk of symptoms of Covid-19	If the temperature gauge flashes amber this means that the person's temperature could potentially continue to rise, usually the reading will be between 37 and 37.6. Sit the person down and let them rest. The person must sit in the readily prepared isolation room. A 2 <sup>nd</sup> temperature can be taken in 15-20 minutes. If the temperature gauge is in the red this means that the person is higher than 37.6 and potentially have symptoms of Covid-19. If the person is feeling unwell they should go home.	
Temperatures taken every morning for children entering the building	A child has come into the building with a high temperature, potential risk of symptoms of Covid-19	As above: depending on the age and need of the child, a member of staff should wait outside, (or inside if the child needs supervision) wearing; mask, visor, rubber gloves, apron. The parent will be contacted; the child will remain in the isolation room until collect. The room will be cleaned by the domestics after use.	
Staff who work in Nurture and Class 1 alongside the Assistant Head of Primary will enter via the primary door, (the old NHS corridor door).	The door has not been unlocked, therefore the staff cannot open by their pass card.	Staff will have to enter via the main entrance, sanitise their hands on entry, walk through the double doors and enter primary or Nurture via the doors, ensuring they sanitise their hands again once through the doors.	
Staff who work in the upper school, Teachers, Learning support, care team and SENCO will enter via the upper school back door, (pupil entrance).	The door has not been unlocked .	All staff have a key to open this door. In the event the door is jammed, staff will enter via the main entrance, sanitise hands on entry, then again after they go through the main hall door .	

Staff who work in Aces will enter via their front door.	The door has not been unlocked or is jammed.	All staff have a key to open this door. In the event the door is jammed, staff will enter via the main entrance, sanitise hands on entry, then again after they go through the main hall door.	
All catering, domestics and maintenance staff will enter via their entrance.	The door has not been unlocked or is jammed.	All staff have a key to open this door. In the event the door is jammed, staff will enter via the main entrance, sanitise hands on entry, then again after they go through the main hall door.	
Admin staff will enter via the main entrance, this includes the CEO and Head of Development. The Head Teacher also enters via the main entrance to switch off the alarm.	The Head		
<b>Weekly routines</b>			
<b>Lateral testing</b>			
Lateral testing is now in place, prior to 20 <sup>th</sup> January this took place once a week, government guidelines changed, this is now twice per week. The school has a number of testing areas. Please see the lateral testing risk assessment for full details	Cross contamination Invalid test Positive test	See the full risk assessment for lateral testing	

Temperatures are taken every morning for staff and pupils, we understand that this is not necessarily an indicator of Covid-19, however, it gives some reassurance that a member of staff or pupil is not showing signs of a temperature first thing in the morning. If any member of staff shows symptoms while at school they will leave immediately and will be asked to go for a test, they will inform the school of the result as soon as possible. If a child shows symptoms they will be placed in a secure room, the member of staff supervising will wear full PPE, visor, face mask, rubber gloves and a plastic apron. The parent/carer will be informed immediately to come and collect their child. If this is not possible the child will be transported in our mini bus, the driver will wear PPE, the supervising member of staff will wear PPE and will sit adjacent to the child at the back of the bus. Depending on the age of the child (or capability) they will sit one seat away unless it is vital they sit next to them. The mini bus will be cleaned on its return. The staff will inform the parent/carer that the child will require a test and they must inform the school as soon as possible of the outcome. We have been issued a small amount of tests from the government, these tests are to be used only if it is difficult for the child or member of staff to get an appointment or if they are unable to travel to the testing centre.

All staff will wear surgical masks, (if they wish they can also wear a visors, but we are not asking staff to wear both) when moving around communal areas. When outside during break, when playing games and when it is not possible to keep 2 metres distance all staff need to wear a surgical mask. Teachers do not have to wear a surgical mask when teaching but will wear a visor and keep a 2 metre distance, they can wear a surgical mask if it makes them feel more comfortable. Learning support staff must continue to wear the surgical mask when supporting a child.

Children under 11 will not be expected to wear face coverings. Children 11 and over can remove a mask when sitting in class but will wear the mask when moving around the school (unless exempt). If anyone believes they are exempt they should inform the school with proof.

We will take into consideration our younger children and those who are unable to wear a face covering due to anxiety, medical or sensory need. We will address each case individually.

Morning and evening briefings are a vital part of our communication systems, however, due to recent changes in guidelines all meetings will take place via Teams, communications will be through radio, telephone, email. Staff can verbally communicate when in school taking into consideration the distance and time when with another member of staff.

CPD will continue via Teams or power points sent out to staff, all gatherings of staff are suspended, this will be reviewed half termly or when government guidelines change.

Each week we will review the risk assessment and update as required.

Further measures have been put in place following:

- Aces staff and pupils will enter and leave the building via the Aces front door
- Class 1 and Nurture staff will enter through the primary doors, the pupils will be taken in their taxi to the primary back entrance
- Upper staff will enter by the upper school children's entrance, upper school children will continue to use the back upper door entrance
- Aces 1 & 2 will be one bubble (Aces 2 is not yet open)
- Class 1 are one bubble
- The upper school are one bubble
- Admin staff are one bubble
- Kitchen and domestic staff have their own facilities and deployed to deliver food to primary, breakfast and lunchtime
- Primary will now eat in their own areas
- Upper school will keep the same seating arrangements for breakfast as they have for lunch –this is now updated, one pupil or staff will be on a table themselves, using the full dining hall and outer hall, the benches around the hall and the coffee area to ensure a 2 metre distance is between staff/pupils when removing their mask to eat and drink.
- All staff will wear a surgical mask when they are with other staff and children, the teacher continue to wear the mask if a 2 metre distance is not possible. They can continue to use both the visor and mask, but do not have to wear a visor, (masks must be worn)
- Children will wear face masks (provided by the school) when walking around the school, as well as encouraged to wear in classrooms whenever possible, under 11's are exempt, we will consider those who believe there are exempt from wearing a mask but must show proof
- Apron and glove dispensers will be placed in high risk areas for easy access
- No member of staff will enter the admin office, this includes the CEO and Head of developments office. If staff need to visit admin they will radio in advance to inform admin staff.
- Perspex screen will be placed around the salad bar
- All staff and pupils must wear a mask when at the salad bar and on route to the salad bar
- A temporary Thrive room will be created in the staffroom; the staffroom will be temporarily be moved to the top landing the 'Lumsden room'. Only 1 member of staff should be in the room at any one time and it is not to be used to sit in.
- Lateral testing twice per week

Risks	Actions	RAG
<b>Physical building</b>		
<b>Classrooms</b>	Small bottles of sanitiser in each classroom (x2)	
	Desk in each classroom dedicated to a child – (sprayed and wiped after each lesson)	
	Their own pot of pens/pencils etc. in each room on their desk	
	Wipes for keyboards at hand	
	Tissues on desks	
	Bottle of spray cleaner for an emergency	
	Paper towels at hand	
	Desks sprayed at the end of each lesson	
	Classroom equipment to be sprayed at the end of each day	
	Soft coverings to be washed regularly – (no transferable soft furnishing)	
	Therapy equipment to be sprayed after each use	
<b>Common areas</b>		
<b>Coffee area</b>	Wall mounted dispenser	
	Sit at separate round tables	Good practice
	Paper towels at hand	
	Disposable cups and plates	
<b>Hall</b>	Wall mounted dispenser	
	Ensure any activity is timetabled. Primary to have use of the hall each afternoon, Dedicated to Aces on Friday afternoons	Good practice
	Staff meetings, <b>will now take place via; telephone, email, cpoms, only in person with one other member of staff to pass urgent information, limited time and all staff must keep 2 metres distance, must not remove their mask.</b>	
<b>Whole school</b>	Throughout the school – posters reminding; 2 metre distance, washing hands, catch it, bin it, kill it. Foot print markings and other informative stickers on floors reminding all ‘2 meters’ Temperature of all staff and children on arrival Surgical masks to be worn <b>at all times when 2 metres is not possible</b> Pupils to wear surgical masks around school unless under 11 or exempt.	
<b>Gym</b>	Only to be used by one group a day, to be timetabled and cleaners notified after session	Good practice

<b>Kitchens/staffrooms/care office</b>	<p>1 member of staff allowed in the upper kitchen at any one time  1 staff allowed in the small kitchen outside the gym at any one time  Aces 2 staff room &amp; kitchen  1 member of upper school staff at a time in the 'Lumsden room' when putting their coats and bags in lockers  Care office – only the care team allowed to use desk space (Care team will move into G5 giving them more space) – Perspex screens on staff desks  if other staff need to communicate with the care team they will ensure they are the only other person in the room, sit/stand by the door and leave once they have shared information. (using sanitiser on entry and exit)</p>	
<b>Outdoor areas</b>	<p>Kept to one group at a time  Class 1 will use their outdoor space, dedicated to them  Aces can use the upper school outside area (break time or end of day, timetabled), swings to be put up specifically for Aces pupils, then taken down after break.</p>	<p>Good practice</p>
<b>Curriculum</b>		
<b>Primary</b>	<p>Aces (bubble),  class 1 (bubble)  Upper school (bubble)  Follow their full timetable</p>	
<b>Upper school</b>	<p>5 groups  Follow their full timetable</p>	
	<p>The school is small enough to be one bubble, however, we are taking extra measures and splitting the school into even smaller bubbles, Upper school, Aces and Class 1 are now in place.  Admin staff are now classed as one bubble, no other staff are allowed in inside the admin area. If staff need to go to reception they will radio ahead to make sure it is safe to do so.</p>	
	<p>Pupils have 4 lessons in the morning, classes are no bigger than 5 children therefore the risk is less for children moving to a different class than staff. This is also to support mental wellbeing of children; our children find it difficult to remain</p>	

	<p>in one space for any length of time. The upper school's classrooms are mainly upstairs in one area, the exception being the Art room.</p> <p>Staff have set the classroom so each child has their own desk, in the rare occasion that another pupil has to sit at that desk.</p> <p>The class staff will wipe down the desk/chair once pupils leave the room. Equipment is then swapped over</p> <p>Doors are wedged open and windows opened for ventilation but at times it is necessary to close a door due to sensory needs</p>	
<b>Printing</b>	<p>An extra printer has been purchased so primary do not have to enter the admin area, this reduces the traffic. The upper school's printer has been moved to G5, Aces have use of a printer in their area.</p>	
<b>Blended learning</b>	<p>We now have remote learning in place and this was trialled during the closure prior October half term. Although the feedback from the survey from parents was they would rather have learning packs two thirds of our children attempted on line learning. We now have a mixture of blended learning in place, personalised to each child and their need.</p>	
<b>School day</b>	<p>Pupils arrive at 09:00 and leave at 15:00 (Mon – Thur) and 14:30 on Fridays</p> <p>Temperatures taken on arrival, sanitise hands, then wash hands (every day)</p> <p>Surgical masks are expected for all pupils unless under 11 or exempt; some may have exceptions, we will look at every case individually.</p> <p>Pupils and staff have lateral testing on a Monday and Thursday</p>	Good practice
<b>Food</b>	<p>On arrival pupils can still have breakfast, paper plates/cups will be used; all pupils/staff must dispose of these themselves</p> <p>If you want to visit the salad bar or counter you must wear a mask, both pupils and staff</p> <p><b>Breakfast:</b> tables will be partially laid out, the catering staff will serve other items, staff to encourage children to use the one-way system and sanitise hands.</p> <p>Extra tables have been placed to help reduce the number of people further on each table. Upper school will sit in the same seats as lunch, only the upper school will use the dining hall. Primary will have breakfast in their own area.</p> <p><b>Lunch:</b> Pupils sit at their allocated seat, the catering staff will bring your dinner, if you or a pupil want to visit the salad counter a face covering will be required.</p>	On going

	<p>Extra tables have been placed in the main hall so staff/pupils can be further spaced out. The number of staff/pupils on a table has now been reduced further. Only upper school will sit in the dining area, primary will eat in their own area.</p> <p><b>Morning break:</b> drinks will be served, using paper cups for easy disposal, fruit will be available but limited.</p> <p>Only 1 person per table (as these are very small tables)</p> <p>During spring term 1 the upper school will spread out more on tables in the dining room, hall and coffee area, one member of staff or one pupil per table. This allows a 2 metre distance when removing masks to eat and drink. We will continue to review this and follow guidance given from DFE and Public Health. Primary and Aces will continue to eat in their areas, they currently sit at their own table, extra care will be taken with 2 metre distance.</p>	
<p><b>Enrichment</b></p>	<p>The expectation is that we continue our enrichment program, all venues will be risk assessed and alternative events will be put in place if required.</p> <p>Surgical masks will be worn by staff and pupils on the mini bus (taking into consideration the need of the child)</p> <p>Staff and children will be expected to follow national guidelines/measures when in the community</p> <p>Extra systems in place for seating arrangements on each mini bus.</p> <p>In light of the recent government announcement on Saturday 30<sup>th</sup> October we will need to look at our enrichment program as we will no longer be able to access off site facilities therefore this whole school risk assessment will be updated for Thursday 5<sup>th</sup> November.</p> <p>Due to the current lockdown beginning at the start of spring term (January 5<sup>th</sup> 2021) we are now unable to use any public facilities. Enrichment will be all on site and adapted so we can continue to follow our program.</p>	<p>On going</p>
<p><b>Gatherings/meetings</b></p>	<p>Assemblies this half term will be held in house groups on a Friday afternoon – (review at the end of term)</p> <p>Annual reviews will be remote</p> <p>Meetings will initially be virtual unless we feel it is vital to for a parent/child to attend the building. If this is the case, face coverings are required when entering the building and can only be removed when seated (and if there is at least 2m distance)</p>	

	End of day briefings are now cancelled and will be communicated via; telephone, radio, Teams, email. Unless it is an emergency and staff need to communicate in person. Extra care will be taken, no removal of masks and keeping a 2 metre distance, taking extra care of the time spent in a room.	
<b>visitors</b>	<p>Visitors will be limited, however, essential visits can still take place, but meetings will be virtual where possible / appropriate. All visitors should follow school safety procedures.</p> <p>Interviews for staff will be held via Teams until the successful candidate is named.</p> <p>Governor's plan to carry out monitoring via Teams</p> <p>The school improvement partner visits will be agreed</p>	
<b>Transport</b>	<p>SEND transport is organised, Senior managers have read the transport guidelines.</p> <p>SEND transport may require pupils to wear a face covering if they are aged 12 or over. The decision will be that of the driver.</p> <p>When children are in the school minibus, they will be required to wear a face covering if aged 12 or over unless there is a valid reason for not wearing one.</p> <p>Staff will always wear a face covering.</p> <p>SEND transport has shared updated information with school and parents for travel to and from school.</p>	
<b>Signposting</b>	<p>We have posters displayed throughout the school, visually reminding staff and pupils to keep 2 metres distance or 1 metre with face coverings, washing hands regularly and catch it, bin it.</p> <p>The school also has 2 metre indicators on the floor for visual reminders</p> <p>Extra 'footprints' and 'keep distance stickers have been stuck on the floor in the main hall, coffee area, and on the top corridor for visual reminders</p>	
<b>Positive handling</b>	<p>In extreme circumstances that may lead to a more serious outcome positive handling may be used, if this happens the members of staff will be expected to wash immediately or as soon as possible.</p> <p>We will continue to follow the addendum to our behaviour policy for Covid-19</p> <ul style="list-style-type: none"> <li>• Pupil risk assessment updated (working document)</li> <li>• Staff should call for support immediately</li> <li>• Use distraction, anticipate pupils becoming heightened and intervene before they become distressed</li> </ul>	Good practice

	<ul style="list-style-type: none"> <li>• Use outdoor space for 'time out'</li> <li>• Staff needed to use positive handling should put on rubber gloves, face mask and apron</li> <li>• A spare set of clothing at school to change into if required</li> <li>• All staff should wash hands immediately after using positive handling</li> <li>•</li> </ul>	
<b>Communication</b>	Regular communication will continue – parents/carers, social workers, family workers and any other professionals involved.	
	Limited face to face meetings held, virtual meetings will continue and should be the first suggestion	
	Training day will involve staff CPD to cover Covid-19 guidance and measures	Mon 7 <sup>th</sup> Sept
	Information to parents' guide will be sent out prior the first day of return to parent's and carers and other professionals.	
	Measures the school have in place can be found on the website Whole school risk assessment can be found on the website (updated as required)	
	Individual pupil risks assessments to be updated and continued as a working document	
	Whole school risk assessment to be updated as changes to guidance	
	Senior managers to ensure distancing is taking place – all staff to remind each other and ensure all are following good practice measures	
<b>Whole school cleaning</b>	Cleaning staff has been increased to cover the majority of the full school day and beyond. This ensures there is a high level of cleaning throughout the Trust	
<b>Catering</b>	Catering staff will wear PPE and serve meals, they will follow food hygiene regulations and guidelines outlined by Health and safety	
	Primary to eat in their own area, upper in the dining hall – <b>Pupils and staff will sit 2 metres between each other when eating/drinking</b>	
	Staff/pupils allocated their own table for breakfast and lunch <b>one member of staff or one pupil to be on a table, use the hall, dining hall and coffee area</b>	
	Catering staff will serve meals to the table, if staff/pupils require food from the salad bar they will queue (2m distance) and must have a face covering.	
	Children/staff will enter the dining area via a one-way system, staff/pupils will dispose of cutlery and food waste by placing on the trolley and using the allocated bin. They will then be expected to sanitise their hands	
	Paper cups will be used for water and then placed in the bin provided	

	Breakfast – pupils/staff will sit at a table, the table will have ready toast, and condiments for the table, staff will queue, wearing face coverings, keeping a 2m distance when they can. Staff will request extra food for pupils at their table (see <a href="#">dinner time arrangements and follow</a> )	
	Paper cups will be used for tea/milk and then placed in the bin provided	
	Break times, whole pieces of fruit will be offered, however, this is limited to apples, tangerines and small bananas	
<b>Admin area</b>	<p>A clear screen has been erected at reception.          No school staff will enter the admin area.          All staff needing supplies ring ahead to reception and pick up supplies from the other side of the Perspex          Medication/first aid will be administered <a href="#">in the reception area through the Perspex screen. Staff will radio ahead to ensure that the area is clear.</a>          Care team who are responsible for offsite registers, bus keys and money will request these from admin at reception (they will not enter the office)          Clear screens have been erected in the admin area to section admin staff</p>	

**This risk assessment should be a working document and updated or amended as required and as new guidance is shared**

In the event of a school/bubble closure:

Measures are in place in the event of the school temporarily closing due to Covid-19 outbreak or lack of staff to ensure the school can safely stay open and safeguard the children. We completed a survey with our parents and carers. Due to uncertain times ahead we prepared for a bubble/school closure by asking our parents/carers views about remote learning. The majority of our parents said they would prefer individualised learning packs. We will continue to communicate with our parents/carers to deliver learning that is best suited for the pupil, this could be; weekly paper based personalised work packs, Teams lessons, live lessons. All packs reflect learning outcomes from the EHCP and consisted a wide variety of subjects, supported by teaching staff if needed. We continue to work with our parents and carers to learn, upskill and support them with virtual learning. We have developed user guides, on line lessons and video links. In school children are learning how to access online learning and stay safe on line. We are now able to offer a range of remote learning: Microsoft Teams, Goggle Classrooms, See Saw, individual paper based packs and verbal support via telephone, by email or one of the platforms mentioned.

We need to keep in mind that our children are not all from one authority, we currently have pupils from 6 local authorities, we keep a vigilant eye on data so we are prepared for a localised lockdown.