

# Christopher Place Full School Opening Risk Assessment

## Introduction

The Government document 'Guidance for full opening: special schools and other specialist settings' sets out actions that schools must take. They are grouped into 'prevention' and 'response to any infection' and are called the 'system of controls.' They are:

### Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate PPE.

Numbers 1 to 4 must be in place in all settings, all the time.

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

Number 6 applies in specific circumstances.

### Response to any infection:

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
- 9) Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Our risk assessment is based on the system of controls and also takes guidance from the Government document 'Working safely during Covid-19 in office and contact centres' for the staff office areas. Working through the system of controls we are asked to adopt measures that:

- address the risk identified in the assessment
- works for our setting, and the individual, often complex, needs of the children and young people we teach
- allows us to deliver a broad and balanced curriculum, including full educational and care support for our pupils.

## Responsibility for enforcement and monitoring

The members of staff responsible for ensuring that these actions take place in the relevant areas of their responsibility are:

Joey Burgess, James Stavert, Jude Bellair, Annerie Shephard, Toby Cooper, Eleanor Chasser, Receptionist Padden, Zelah Hodges and Danila Arde.

What is the risk/hazard?	Who might be harmed and how?	What are you doing already?	What further action is necessary in order to reduce the risk?
<p>Risk of spread of virus due to contact with contagious staff / pupil / visitor on site.</p> <p>(System of control: Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend your setting)</p>	<p>Staff/pupils / visitors</p>	<p>If a child, young person or member of staff becomes unwell with symptoms of coronavirus while at School and needs direct personal care until they can return home PPE must be worn by staff if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE equipment is kept in the Reception office.</p> <p>If a member of staff has helped someone who was unwell, 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>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>All visitors to school are sent a coronavirus declaration form and email instructions prior to visit by Receptionist.</p> <p>A record is kept of all visitors to the School in the visitor's book.</p> <p>Displayed 'no entry if have symptoms' message on School entry gate.</p>	<p>The School is aware of and will follow the guidelines set out in the Guidance for full opening (<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>) regarding what to do if someone who has been in school becomes unwell with Covid symptoms.</p> <p>If we become aware that someone who has attended has tested positive for coronavirus (COVID-19) we will contact the local health protection team.</p> <p>All areas visited by someone sent home with symptoms will be cleaned with disinfectant.</p> <p>A 'next steps' leaflet is given to pupils/staff/visitors who are sent home with Covid symptoms. This includes the need to isolate and to get a test.</p> <p>Regular reminders are sent to parents/carers reminding them not to allow pupils to come to school if they have symptoms and that they must have an appointment or phone ahead of visiting.</p> <p>Staff must let Receptionist know if a visitor/contractor is booked in to visit the School.</p> <p>Receptionist has a 'script' to ask visitors/contractors on arrival (that follows the Covid-dec form).</p> <p>Staff who are asked to isolate for 14 days as part of track and trace or are on lockdown locally will be supported to continue working from home and contribute to the care and support of pupils.</p> <p>Pupils who are asked to isolate for 14 days as part of track and trace or are on lockdown locally are able to access education, care and support from home.</p>

		Office 365 training has taken place to support home learning and working.	
<p><b>Risk of spread of virus present on the skin</b></p> <p><b>System of control: Clean hands thoroughly more often than usual</b></p>	Staff/pupils / visitors	<p>Hand sanitiser station entrances to school and all classrooms.</p> <p>Disinfectant spray / wipes provided in all work areas and classrooms.</p> <p>Increased use of signage to promote washing hands.</p> <p>Teachers and other staff will use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories.</p> <p>Staff should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p>Staff should pay particular attention to handwashing before and after supporting children who need help with nappy changing, toileting or eating, as well as avoiding touching their own face whilst at work.</p> <p><b>Staff consistently model appropriate behaviour (social distancing, hygiene).</b> Training has been provided to staff.</p>	<p>Remind all staff to support pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating. This will take the form of classroom checklists.</p> <p>Remind staff and pupils to try not to touch their faces (posters and email).</p> <p>Pupils will be expected to wash/sanitise their hands at the beginning of every session this activity will be incorporated into the lesson timetable.</p> <p>Handwashing routines will be built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p> <p>The number of washing or hand sanitiser 'stations' available will be reviewed regularly to ensure that all pupils and staff can clean their hands frequently.</p> <p>Large notices are displayed so that staff and pupils and constantly reminded about hand hygiene</p>

<p>Risk of spread of virus due to poor respiratory hygiene</p> <p>System of control: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>Staff/pupils / visitors</p>	<p>Boxes of tissues are available close by to pupils and staff and around the school and classrooms and more bins than before.</p> <p>Staff encourage young children to learn and practise good hygiene through games, songs and repetition.</p> <p>Teachers and other staff will use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories.</p> <p>Staff should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p><b>Staff should consistently model appropriate behaviour (social distancing, hygiene).</b> Training has been provided to staff.</p>	<p>Increase signage for 'catch it, bin it, kill it'.</p> <p>SMT to plan and implement building respiratory hygiene routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p> <p>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. Staff working with these pupils will be consulted in order to put in place any necessary extra precautions.</p> <p>Door stops will be provided to enable classroom doors to be propped open whilst in use (this may not be possible when managing some types of behaviour).</p>
<p>Risk of spread of virus due to presence on surfaces</p> <p>System of control: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<p>Staff/pupils / visitors</p>	<p>Each group has own box of resources/toys for outdoor play to avoid sharing (these will be regularly cleaned by maintenance staff).</p> <p>It is staff protocol to clean tables, computers, keyboards, phones, door handles, surfaces and frequently touched objects within classrooms and offices regularly throughout the day with antibacterial wipes</p> <p>Staff are encouraged to make their own drinks to reduce contact.</p> <p>All crockery, cutlery and utensils to be put through the hot-wash cycle of a dishwasher Staff must not share food.</p>	<p>The School follows Public Health guidance for cleaning non-healthcare settings.</p> <p>Clear guidelines have been written on expectations on TAs, Teaching and Therapy staff on cleaning equipment and surfaces after use. These include (not an exclusive list): clean tables, computers, keyboards, phones, door handles, surfaces, any materials that have been shared (including pencils) and frequently touched objects within classrooms between classes with disinfectant provided.</p> <p>Outdoor equipment will be hosed down with disinfectant on a daily basis. Rene will do this as part of his daily clean.</p>

		<p>When using communal drinks (coffee/tea/milk/squash/sugar), staff to ensure they wash their hands before and after preparation.</p> <p>There will be no tea towels only paper towels.</p> <p>All kitchen equipment should be placed in the dishwasher and the cleaner will be responsible for emptying dishwashers.</p> <p>A cleaner is employed who does a thorough clean every day</p> <p>Staff and pupils are advised to wash or change their clothes following a day at School.</p> <p>Staff should limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.</p> <p>Staff should seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p>	<p>School staff will wipe down surfaces and frequently touched spots throughout the day including bikes and scooters with disinfectant after use</p> <p>To reduce transmission via pens for signing in, the receptionist will sign in each visitor/contractor.</p> <p>Food brought in should not go in the fridge because of the risk of contaminating others food – any food brought in should be kept with the member of staff. Staff should try and bring in lunch that doesn't require preparation in the kitchen.</p> <p>Communal doors are propped open at the start of the day (where safe to do so) to reduce touch and closed at the end of the day to reduce fire hazard.</p> <p>If staff use a workstation that has been used by another person they should wipe it down thoroughly before use with the disinfectant wipes provided.</p> <p>All deliveries to the school must be cleaned with disinfectant.</p>
<p>Spread of the virus due to lack of social distancing and increase in contact</p>	<p>Staff/pupils / visitors</p>	<p>Teachers and other staff will use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories.</p>	<p>There are two largely socially distanced groups, Early Years (N, R and Yr1) and Yrs 2-7. The pupils do not mix and staff are encouraged not to mix between these groups wherever possible in order to limit close contact.</p> <p>Additional work on explaining and understanding the principle of social distancing will be done through SLT, PSHE and group times A culture of social distancing will be developed and supported by behavioural expectations.</p>

<p>System of control: Minimise contact between individuals and maintain social distancing wherever possible</p>		<p>Staff should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p> <p><b>Staff should consistently model appropriate behaviour (social distancing, hygiene).</b></p> <p>Staff work at a computer at least 1 metre away from any other members of staff.</p> <p>The outdoor spaces are used as much as possible for play and outdoor learning with pupils whilst promoting and modelling social distancing guidelines.</p> <p>Large, visual posters are displayed to remind staff and pupils to maintain the social distancing guideline of 1m plus.</p> <p>There are circular signs on the floor to demonstrate how far 1m is.</p>	<p>All staff should aim as much as possible to stay at the front of the class and distance 1 meter from other adults in the classroom.</p> <p>Staff should avoid close face-to-face contact, unless absolutely necessary, and minimise time spent within 1 meter of anyone. This means not stopping to chat to colleagues in spaces where they are unable to stay 2 meters apart. To support this we have instigated the following rules:</p> <ul style="list-style-type: none"> <li>4 people maximum in the downstairs office</li> <li>3 people maximum in the upstairs office</li> <li>1 person in the small kitchen</li> <li>3 people maximum in the staff room kitchen</li> </ul> <p>Perspex screen have also been put up between some of the desks.</p> <p>There are laptops and computers that can be used by staff in other rooms (the computer room, the assessment room, the Principal's office, behind the reception desk and after school the classrooms can be used).</p> <p>Staff are reminded to help manage busy corridors, for example by encouraging pupils to keep apart from one another whilst transitioning and to wait for others to pass before entering the corridor. There is a one-way system in place for staff marked by footprint stickers on the floor.</p> <p>Following guidance from Gov.UK in relation to face coverings it is clear that in order for them to be effective, there are stringent directions for putting them on, wearing them and taking them off. We feel that this is unlikely to be adhered to by many of our pupils and consequently could cause more of a problem. So, for the present time, we will not be expecting everyone to wear masks when transitioning, however staff and pupils will be permitted to wear them during transition if this makes them feel more comfortable.</p> <p>The laminator and guillotine have been moved to Joey's office to reduce congestion in the downstairs staff office.</p> <p>We have limited the amount of staff who deliver interventions across the two schools but where it has remained necessary these members of staff will need to be particularly rigorous about hand washing and</p>
---	--	--	--

			<p>respiratory hygiene (catch it, bin it, kill it). <b>These members of staff are asked to be very aware of social distancing and reduce close contact with other members of CP staff unless essential.</b></p> <p>OT and Arts Therapy sessions have been reviewed in line with college guidelines and covid protocols instigated.</p> <p>Staff meetings can only be held in the top classroom where 2 meters plus distancing can be maintained.</p> <p>To minimise contact, during this period only, once the pupils have left staff may leave the School and finish work at home (it is expected that staff will make up travel time on their return home). If staff have been assigned work, have a meeting or a club then they should not go home.</p> <p>At September INSET awareness training to staff was delivered in the form of written guidelines.</p> <p>Staff are consistently asked to provide feedback.</p> <p>Staff will continue to use and adapt to the needs of our pupils Government recommended resources to help teach pupils about the need of social distancing (e.g. ebug and PHE websites).</p> <p>Information will be sent to Parents and Carers to support them to speak to their children about social distancing.</p>
<p>Risk of spread of virus due to travel to and from school.</p> <p>System of control: Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Staff/pupils /parents/carers/visitors.</p>	<p>Pupils are brought to school by a mixture of Local Authority transport and by their parents. .</p> <p>Staff are encouraged to drive, walk and cycle into school if possible.</p>	<p>We will continue to monitor ‘drop offs’ and ‘pick ups’ and how to minimise contact during these times. Staggered starting and finishing times has been considered, however this is very unlikely to be possible because of shared transport arrangements.</p> <p>Parents will be reminded not to gather in school or outside school at drop off and pick up. Parents are asked to wear a face covering at these times.</p> <p>Staff will be reminded not to gather at the School entrance on arrival and to move straight to a less busy area.</p>

		<p>Staff who use public transport have been provided with safer travel guidance.</p>	<p>If a meeting has been arranged at arrival or pick up time staff will be asked to find space away from the Reception area so that social distancing can be observed.</p> <p>Local authorities will be contacted to provide us with their approach to dedicated transport for our pupils. This is to ensure it aligns, as far as possible, with the principles underpinning the system of controls set out in the guidance for full school opening. This includes:</p> <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul> <p>Consultation will take place with parents of pupils who use public transport with regards starting school later to avoid peak travel times (using <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>).</p> <p>Once we know which pupils are travelling on public transport and therefore maybe wearing face masks we will assign a member of staff who is responsible for assisting them in the safe removal of their face mask. Pupils 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>We will not be making any educational visits in the next term unless essential. An individual risk assessment will be undertaken.</p>
--	--	--	---

<p>Risk of spread of virus due to not using PPE</p> <p>System of control: Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>Staff/pupils</p>	<p>PPE is currently worn by staff who change nappies / help with toileting.</p>	<p>We will follow government advice:</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be worn as part of their care and treatment, should be worn.</p> <p>Staff may be asked are asked to wear a face covering in shared staff areas (offices and kitchens) at busy times unless they are eating or drinking.</p>
<p>Risk of increase in infection rate due to lack of prevention</p> <p>System of control: Engage with the NHS Test and Trace Process &amp; Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community &amp; Contain any outbreak by following local health protection team advice.</p>	<p>Staff/pupils / visitors</p>	<p>Anyone who displays symptoms at school is sent home / asked to stay at home and asked to get a test.</p> <p>Staff and parents/carers are asked to inform the School immediately of any test result.</p>	<p>A 'next steps' leaflet has been produced to give to pupils/staff/visitors who are sent home with Covid symptoms. This includes the need to isolate and to get tested.</p> <p>The School will take swift action when it becomes aware that someone who has attended school has tested positive for coronavirus (COVID-19). We will contact the local health protection team. We are aware that this team will contact the school directly when they become aware of this- as identified by NHS Test and Trace.</p> <p>Joey Burgess, Principal, is responsible for instigating the appropriate response to a positive case of Covid in school as laid out in the guidelines (<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>).</p> <p>The School is aware that if we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if</p>

			additional action is required. Joey Burgess is responsible for reporting and co-ordinating this action.
Some staff and pupils at higher risk of severe illness due to:  Being extremely clinically / clinically or just vulnerable.  Being pregnant  Have particular characteristics may be at comparatively increased risk from coronavirus	Staff / pupils	Affected members of staff are currently working remotely.	All staff are asked to notify the HR team and their line manager if they have been shielding.  Line manager / HR / James Stavert to carry out individual risk assessments with relevant staff before returning to the workplace.  HR carried out a workforce risk assessment In August 2020 to obtain information on staff with other 'at risk' characteristics and then with James/line manager implement any further necessary controls.  The SA will carry out the above actions for pupils.
Staff and pupils living with a clinically vulnerable person and therefore passing on the virus if attend the school.	Staff / pupils	Affected members of staff are currently working remotely.	Government advice is that people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.  HR will contact relevant members of staff to discuss this further.  Admin will contact all pupils re this and concerns will be discussed with Specialist Advisor
Staff and pupil mental health and well being affected by the coronavirus.		Staff can access support: Discuss any concerns with line manager. Contact the Education Support Partnership on 08000 856 148 or access resources on their website <a href="https://www.educationsupport.org.uk/coronavirus-support">https://www.educationsupport.org.uk/coronavirus-support</a> Contact any member of the SMT or Zelah or Danila in HR.	Staff to be reminded of all support available - this will be done during Inset  A new Well-being Team has been established looking at how best to support our pupils the government has produced and school will share information and ideas with home.
Pupil learning loss and loss of support due to having to isolate or local lockdowns or whole school lockdown	Pupils		Staff will consult the guidance and need to consider how lessons can be delivered remotely to one or two pupils in a group, if necessary.  Should the school need to go into 'lockdown' again the remote learning model that was used before will be implemented - this may be adapted as a result of feedback from both parents and staff.

Transmission of virus through sharing reading books	Pupil and Staff	Reading books are returned on Friday to a box and then reissued on a Tuesday to allow for 72 hours (evidence suggests that the virus will be neutralised if present after this time) between old user and a new user.	Staff can wipe down books with sanitiser if required although this would only work for primary reading scheme books that have glossy pages.
---	-----------------	---	---

<b>Assessment Review</b> Date: October 4 <sup>th</sup> 2020	This risk assessment will be monitored continually with a review meeting with all those responsible at the end of each week.
--	--

**Main Risk Assessment carried out by: Joey / James / Zelah**

Date update made	Details of update	By whom