Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR

ALDERMAN KNIGHT SPECIAL SCHOOL

This Risk Assessment has been carried out by senior leaders at Alderman Knight School in conjunction with Governors to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment supplements the school’s existing risk assessments.

This Risk Assessment, with the school’s reopening plan, has been shared with staff so they can contribute to the final version. The school will ensure the assessment and plans are kept under review and amendments will be made if risk level changes.
COVID-19 Risk Assessment for Alderman Knight School

ASSESS

This part of the RA is to decide appropriate control measures for the school’s senior team and all teaching and support staff to implement under a ‘Plan’, ‘Do’, ‘Review’ cycle.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’. Individual risk assessments have been carried out with staff who are considered vulnerable and those who are very anxious about returning to school at this time.

<table>
<thead>
<tr>
<th>PLAN</th>
<th>DO</th>
<th>REVIEW</th>
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<tbody>
<tr>
<td><strong>Prepare Building</strong></td>
<td><strong>Prepare staff, parents, carers and pupils</strong></td>
<td><strong>Control Access</strong></td>
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<tr>
<td>• Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).</td>
<td>• Staff have been involved in plans to return to school and suggestions on preventative measures have been included as appropriate.</td>
<td>• Entry point to the school is via main reception and the reception staff will control access (including deliveries).</td>
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<td>• Ventilation and AC systems working effectively; (ventilation system will be kept on continuously, with lower ventilation rates when people are absent).</td>
<td>• Vulnerable staff and pupils (‘clinically extremely vulnerable’ and where also appropriate those that are clinically vulnerable or extremely anxious about coronavirus) have been identified and told not to attend school if shielding.</td>
<td>• The building access rules are clearly communicated through signage on the entrance door.</td>
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<td>• COVID-19 posters/signage displayed (packs provided by GCC).</td>
<td>• Personal risk factors such as: age,</td>
<td>• The protocol for parents and taxi drivers re drop-off and pick-up so as to minimise contact will be shared before June 2nd when the school starts to reopen to some pupils.</td>
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<tr>
<td>• Modify school reception entrance</td>
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<td>• School start times and finish times</td>
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<tr>
<td>Obstacles</td>
<td>Solutions</td>
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<td>Obesity, pregnancy, existing health conditions and ethnicity have been considered. Dynamic risk assessments have been carried out involving all staff to ensure staff are fit to return to school. Where necessary individual risk assessments for staff and pupils at special risk (taking account of medical advice) will be carried out and informed decision re return to school from June 2nd 2020. EHCP reviews have continued where required. Clear and regular communications with whole school community that those who have coronavirus symptoms, or who have someone in their household who does, should not attend school. Staff and parents will be made aware that testing is available for those who have been staggered for each Bubble so groups arrive at different times. Floor markings outside school to indicate distancing rules (if queuing during peak times) are in place. There is a screen/window in place to protect reception staff. Hand sanitiser is provided at all entrances. Visitors will be signed in by office staff and will not sign in by pen or the iPad we usually use. Senior staff will be on duty at drop off and pick up times to monitor protection measures. Groups do not mix to play sports or games together. The number of pupils in shared spaces (at this time only the playground) is limited to specific group(s). Assemblies are not being held at this time. Each group has its own classroom and designated out door area for play time and lunch time. Pupils eat their lunch in their classrooms and any having a lunch provided will have this delivered to the classroom. Pupils will visit the toilet one at a time. They will be escorted by a member of staff so pupils from different Bubbles do not mix. Groups will stay in the same classroom or area of a setting throughout the day. Seating plans will be in place to ensure pupils sit at the same desk. Products used at school becomes apparent, products available from home suitable for the individual concerned will be requested to be brought for this purpose. Hand dryers will be turned off. Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing. Hands also sanitised with hand gel when entering and leaving classrooms and toilets. Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. Staff help is available for pupils who have trouble. The senior team will monitor the effectiveness of prevention measures and feedback to Governors. This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</td>
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- Designated routes to classrooms for different groups and keep left system to ensure social distancing during movement around the building.
- Floor markings along the middle of two-way corridors to keep groups apart and ‘keep left’ signs.
- In areas where queues may form, floor markings are in place to indicate distancing.
- Staff to observe social distancing coming in and out of building. Office staff to sign staff in and out.
- All internal doors will be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. However please note internal fire doors will.
automatically close if the alarm goes off and staff will shut classroom doors if evacuating the building.

- Pupils access rooms directly from outside where possible to avoid shared use of corridors.
- All classroom spaces are organised to maximise space between seats and desks and maintain as far as possible social distancing.
- All unnecessary items have been removed including soft furnishings, soft toys and toys and other objects that are hard to clean.
- There will be a sanitation station outside toilets. Pupils will be escorted to the toilets and go in one at a time.
- Laminated picture signs have been placed in toilets and classrooms in front of sinks showing with symptoms of the virus.

- Desks will be spaced as far apart as possible.
- Each Bubble has a team of staff and are assigned to each group and, as far as possible, these stay the same.
- Pupils do not move from class to class.
- Rooms are accessed directly from outside where possible.
- The occupancy of staff rooms and offices is restricted.
- Walkie talkies or internal phones are provided to communicate between different parts of school.
- Break and lunch duties are carried out by staff from each Bubble and will ensure compliance with rules re social distancing.
- During any Fire evacuation procedures will stay the same but pupils in Bubble lines will be 2m apart and Bubble lines will be 4m apart.

- Staff will, as always, be vigilant to pupils putting items in their mouths etc. and make sure these are dealt with immediately and cleaned.
- Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste (‘catch it, bin it, kill it’)
- Lidded bins for tissues are provided in all classrooms and are emptied twice a day.
- All classrooms and staff bases are well ventilated using natural ventilation (opening windows) or ventilation units.
- Doors are propped open, where safe to do so to limit use of door handles. (Ensure closed when premises unoccupied.)
- Pupils wash hands in classroom on arrival at school and before leaving as well as before break/lunchtime. Timers and clocks with second hands are near sinks to teach pupils to wash for 20 seconds. Staff teams support and remind pupils how to wash hands.
- Arrangements with cleaners staggering of room cleaning after school to allow staff to do prep undisturbed but staff leaving by 4.15pm to ensure cleaners have time to finish all areas.
- A COVID-19 message to display on screens when locked.

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<thead>
<tr>
<th>how to wash hands effectively.</th>
<th>vulnerable and have already been attending school as a result of individual risk assessments.</th>
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<td>Pupils wash hands in classroom on arrival at school and before leaving as well as before break/lunchtime. Timers and clocks with second hands are near sinks to teach pupils to wash for 20 seconds. Staff teams support and remind pupils how to wash hands.</td>
<td>Teaching assistants will be supporting teachers and where appropriate and necessary will lead a group, working under the direction of a teacher.</td>
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<td>Arrangements with cleaners staggering of room cleaning after school to allow staff to do prep undisturbed but staff leaving by 4.15pm to ensure cleaners have time to finish all areas</td>
<td>The staff team of each Bubble is responsible for planning and reviewing timetables to decide which lessons or activities will be delivered on what days to meet the needs of the class.</td>
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<td>A COVID-19 message to display on screens when locked.</td>
<td>Each Bubble has one teaching base and one staff base. Not all the staff will be working in the teaching base at the same time. The staff team will manage their timetables to ensure the level of support is appropriate to the needs of their group and the subject being taught. Groups will in the first instance be</td>
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<th>Every classroom and teaching base will have a cleaning caddy with sanitising spray, paper towels and gloves to be used by members of staff.</th>
<th>Thorough cleaning of rooms at the end of the day by Glenn Cleaning staff.</th>
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<td>There will be no sharing of basic equipment and all pupils will have own pencil cases, pencils, colouring pencils, rubbers, rulers etc and basic resources to support learning such as number squares, counting blocks.</td>
<td>Any shared materials and surfaces will be cleaned and disinfected frequently (e.g. books, desks, chairs, doors, sinks, toilets, light switches, etc.)</td>
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<td>Staff will help pupils clean personal items such as glasses and glasses cases when they arrive at school and</td>
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determined by the size of the classroom space so as to ensure social distancing as far as possible. From June 2nd group size will be between 4 and 8 in each class
- Each Bubble has access to outside space and different parts of the school allocated to them at different times of the day so pupils can have sessions outdoors.
- Movement around the school will be very reduced as the great majority of sessions (unless outdoors) will be in same classroom.
- A session for secondary pupils is timetabled in the Food Room once a week from June 8th onwards. There is a separate RA for this and two staff allocated to ensure cleaning and management of this room.
- Breaks and lunch times outside are staggered so that all pupils are not before they go home.
- Play equipment will not be available to pupils at this point
- Equipment used in practical lessons (cooking) will be cleaned thoroughly between groups.
- Two members of staff are responsible for management of Food Room and there is a separate risk assessment for this activity and room.
- Outdoor equipment will not be used at this point.
- Pupils will not be taking resources home e.g. library books, homework
- In school sharing of resources will be avoided. If resources are shared e.g. desk top computers/ laptops they will be cleaned thoroughly by staff between pupils using them.
- Pupils will have their own A4 ring binder for any work they do this term. Staff will mark work but only
moving around the school at the same time or out on the playground at the same time.

- Parents are made aware of the plans and operational aspects of the school day and preventative measures via email and Zoom meetings/discussion and information is added to the website.
- Parent information highlights expectations on parents and how they can support the school to minimise the risk of spreading the virus. This includes;
  - Only one parent to accompany child to school.
  - Staggered drop-off and collection times planned
  - Parents cannot gather at entrance gates or doors.
  - Parents should phone school and make telephone appointments if they wish to discuss their

at the end of the week.
- There are clear procedures that have been shared with all staff and parents on what the school will do if someone becomes unwell whilst attending school with COVID and non-COVID related symptoms.
- Staff needing to provide close contact with pupils will increase their level of self-protection including more frequent hand-washing, use of PPE and regular cleaning of surfaces.

NOTE: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able
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<th>child (to avoid face to face meetings).</th>
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<td>• Parents need to make sure pupils do not bring in toys and other play items from home. They should send pupils in with just a bag with lunchbox/snacks, coat and trainers or plimsolls for outdoor play. (Pupils can bring in anything they personally need while in school such as glasses, hearing aids etc.)</td>
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<td>• The school sends regular communications to parents (and young people) includes advice on transport in a range of ways including SeeSaw, Dojo, email, text messages and direct phone calls.</td>
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<td>• The Staff teams will, during registration and tutor time at end of day, reinforce with pupils the rules and measures in place re hygiene and social distancing reminders before leaving rooms.</td>
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<th>to maintain a distance of 2 metres from others.</th>
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<td>PPE is only needed in a very small number of cases including:</td>
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<td>• pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way;</td>
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<td>• if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</td>
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<tr>
<td>• PPE packs are being provided by GCC for all schools. Staff providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</td>
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<td>• washing hands or using hand sanitiser, before and after treating injured person;</td>
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<td>• wearing gloves when dealing with open wounds;</td>
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• The school has a clear behaviour policy. However it has revised some of its basic classroom expectations and behaviours to support pupils understand the new rules, including the need for social distancing. Staff will discuss any pupils for whom this is extremely difficult with parents/carers and discuss how best to manage this.
• All staff are fully briefed about the plans and protective measures identified in the risk assessment.
• There are regular (daily) staff briefings 2X per week by Zoom and 3X per week by email.
• Each staff Bubble will have an additional meeting with the senior team weekly.
• Staff working at home will be supported by their tutor teams and the senior team and each will have a designated person.

Please note;
alternative gloves (latex-free) are available for any staff who have a latex allergy
• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;
• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.
• dispose of all waste safely in line with school procedure
• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.
• If a pupil or member of staff is sent home with COVID type symptoms a test will be arranged. The rest of the staff in the Bubble and the pupils in the Bubble will be sent home until the test results.
to phone and chat with them at least weekly to check on their personal wellbeing and provide support.

- The school Business and Site manager will continue to liaise with any contractors and suppliers that are supporting with the plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers).

- The senior team is liaising with the Local Authority SEND transport team to ensure there is clarity re taxi arrangements and that these cater for the slight amendments to the start and finish times and confirm protective measures during journeys as well as during drop off and pick up from school.

- There is specific information regarding visitors to school. This is limited to essential visits only from

- have been returned. Self isolation will be maintained in line with Government recommendations

- With the new track and trace, if staff are told to isolate as they have come into contact with someone who has the virus, they will stay at home for the recommended time. The rest of the Bubble will not be sent home at this point.

- If a member of one of our families' household has been contacted by Track & Trace they will be advised to isolate for up to 14 days, depending on when they last came into contact with the infected person. Guidance states that other members of the household would still be allowed to carry on as usual whilst taking extra precautions. However, as a precautionary measure, to protect our Bubbles, we will
| social workers, emergency repair people, delivery drivers and Local Authority officers for Risk Assessment meetings only. | Meetings with parents will continue to be held on a 'virtual platform.' | be advising parents and staff that in these circumstances the staff member or pupil would be required to self-isolate at home for up to 14 days. |