

## COVID-19 RISK ASSESSMENT PROCESS - ARBOUR HOUSE



Arbour House completed COVID-19 risk assessments for all pupils with EHCP's during the Summer Term 2020 to support their continued education and implemented protective measures recommended by Department for Education and Public Health Authority.

The Government requires all schools to plan for all pupils in all year groups to be attending school full-time from the beginning of the Autumn Term 2020 and implement a 'system of controls'.

The aim of this risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

## COVID-19 Risk Assessment for Arbour House School

### ASSESS:

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

**Vulnerable groups:** If the measures here are applied the risks to vulnerable groups will be mitigated significantly, including those who are vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, pre-existing medical conditions, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those deemed vulnerable and for those who are very anxious about returning to their workplace/the school.

PLAN		DO			REVIEW
Prepare the building, timetables and lessons, policies and procedures	Prepare staff, parents, pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<p><b>Buildings:</b></p> <ul style="list-style-type: none"> <li>All health &amp; safety compliance checks have been undertaken before opening in September (e.g. fire alarm, emergency lighting, water hygiene, toilets, hand-washing facilities etc.)</li> <li>We have reviewed Pupils' PEEPs, emergency and evacuation procedures (e.g. sign in and sign out areas, fire wardens, escape routes, roll-call, assembly areas, etc.).</li> <li>Appropriate ventilation has been checked i.e. windows that should open do so and window</li> </ul>	<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>Staff all receive Potens' updates, have been briefed routinely and in weekly Team Meeting have had the opportunity to discuss and plan for their teams and pupils.</li> <li>Personal risk factors have been taken into account: age, pregnancy, existing health conditions and ethnicity and where necessary individual risk assessments conducted.</li> <li>Staff are briefed about the plans and protective measures</li> </ul>	<p><b>Access</b></p> <ul style="list-style-type: none"> <li>Entry points to school are controlled (inc. deliveries).</li> <li>Building access rules are clearly communicated through signage on entrances.</li> <li>Arrangements for Visitors on display in entrance.</li> <li>All visitors, staff and pupils' temperature tested and logged on entry.</li> <li>All staff sign COVID Self-Declaration on entry.</li> <li>One person at a time in the School</li> </ul>	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p><b>'Bubbles'</b></p> <ul style="list-style-type: none"> <li>Small, consistent groups of pupils split into bubbles with their own core staff team.</li> <li>Class groups will be kept together in separate 'bubbles' throughout the day and not mix with other groups as far as possible.</li> <li>If bubbles cannot be kept apart, ensure all staff and pupils stay within their</li> </ul>	<p><b>Minimise contact with individuals who are unwell:</b></p> <ul style="list-style-type: none"> <li>Anyone with COVID-19 symptoms, or who have someone in their household who does, should not attend school.</li> <li>If anyone becomes unwell at school they will be isolated in the Meeting Room, sent home and provided with information on what to do next.</li> <li>An unwell child awaiting collection, will be isolated in The Meeting Room with adult supervision.</li> </ul>	<ul style="list-style-type: none"> <li>The school will consult with staff and Potens' SMT on risk assessment, with due consideration given to trade union advice and DfE and PHE Guidance.</li> <li>This risk assessment will be published on school website.</li> <li>There are nominated staff tasked to monitoring protection measures.</li> <li>Staff on duty at drop off, collection and at breaks and lunch</li> </ul>

<p>restrictors are only fitted in areas that are deemed necessary for pupils' safety.</p> <ul style="list-style-type: none"> <li>• Provision for pupils or staff who display COVID-19 symptoms/become ill during the day to be isolated in the Front Meeting Room not within the main body of the school.</li> <li>• We have ensured the school has speedy access to sufficient supplies of PPE including cleaning materials and hand washing/ sanitising liquids that meet DfE/PHE requirements.</li> <li>• We have provided suitable and sufficient bins to support pupils and staff to follow the 'Catch it, Bin it, Kill it' approach.</li> <li>• There are sufficient tissues in all rooms.</li> <li>• The school has been split into separate Primary &amp; Secondary zones where groups of pupils can remain for all lessons to minimise mixing.</li> <li>• Staggered lunches with separate sittings to avoid mixing and to allow time for cleaning and to</li> </ul>	<p>identified in the risk assessment.</p> <ul style="list-style-type: none"> <li>• Regular staff briefings are in place with weekly updates too.</li> <li>• Any staff working from home keep in touch with school via Teams and regular catch ups to monitor their off-site working arrangements, including their welfare, mental and physical health and personal security.</li> <li>• All staff have received copies of the DfE Guidance re: Covid 19 &amp; Special Schools.</li> <li>• Regular communications are made to inform all that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> <li>• Information has been shared about testing available for those with symptoms.</li> <li>• Teachers have identified shared resources and how to prevent mixed contact (e.g.</li> </ul>	<p>Office in addition to NM to protect Reception staff.</p> <ul style="list-style-type: none"> <li>• Shared pens removed from Reception/School Office</li> <li>• Touch-free hand sanitiser provided at both entrances.</li> <li>• Pupils, staff and visitors to remove face coverings if used on arrival at school and wash hands immediately on arrival.</li> <li>• Face coverings if used to be placed in own sealable plastic bag on entry if reusable or disposed of correctly if not.</li> <li>• Sealable plastic bags provided for reusable face coverings.</li> <li>• Pupils aged 11+ to be shown how to remove and store/dispose of their face coverings correctly.</li> <li>• Gathering at the school entrances is prohibited.</li> <li>• Staff on duty outside school at the start and end of the day will</li> </ul>	<p>own 'Key Stage Zone' wherever possible.</p> <ul style="list-style-type: none"> <li>• A record of pupils and staff in each bubble, lesson or close contact group will be maintained.</li> <li>• If a member of staff has to move bubbles, to cover for staff absence for example, a record of that will be maintained.</li> </ul> <p><b>Minimise mixing</b></p> <ul style="list-style-type: none"> <li>• Whatever the size of the bubble, staff and pupils are to be kept apart from other bubbles where possible.</li> <li>• Groups should use the same room or area of the school throughout the day and avoid using other areas of the school.</li> <li>• Mixing between bubbles will be kept to a minimum during arrival, lunchtime, breaks and departure.</li> <li>• Pupil movements around the school site, either in groups or as individuals will be controlled to limit contact and mixing.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff caring for a child awaiting collection must keep a distance of 2 metres.</li> <li>• PPE must be worn by staff caring for the child if 2 metres distance cannot be maintained.</li> <li>• Staff must wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms has been will be cleaned after they have left and cannot be accessed again until after cleaning has taken place.</li> <li>• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</li> </ul> <p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>• Frequent hand washing is encouraged for adults and pupils (following guidance on hand cleaning).</li> <li>• Sufficient handwashing facilities are available.</li> </ul>	<p>will ensure compliance with rules.</p> <ul style="list-style-type: none"> <li>• Staff will be encouraged to report any non-compliance.</li> <li>• The effectiveness of prevention measures will be monitored by the Headteacher and the Regional Director.</li> <li>• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</li> </ul>
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<p>ensure safe capacity has been implemented.</p> <ul style="list-style-type: none"> <li>• Separate outdoor spaces are provided for Primary and Secondary pupils and their staff.</li> <li>• Staff and pupils have been advised to make full use of off-site spaces whenever feasible i.e. going for a walk or having lessons outside.</li> <li>• We have evaluated the capacity of rooms and shared areas and staff and pupils instructed to stay within their own areas as far as possible.</li> <li>• A door sign has been mounted to identify max number of people allowed in the School Office, the Meeting Room, Staff Room and Common Room at any one time to allow for social distancing.</li> <li>• Toilets have been allocated to specific classes and signage displayed.</li> <li>• 'Crunch points' (e.g. entrances/ exits/ corridors/ shared spaces) have been identified and movement has been timetabled and restricted to minimise</li> </ul>	<p>cleaning between bubbles or rotas for equipment use).</p> <ul style="list-style-type: none"> <li>• Teachers have identified and planned lessons that could take place outdoors.</li> <li>• Teachers have considered how online resources can be used to shape remote learning and a Skype/Teams link has been established for all pupils and their families, bar one, who could keep in touch via the phone and have work posted.</li> <li>• A plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate is in place.</li> </ul> <p><b>Parents/pupils</b></p> <ul style="list-style-type: none"> <li>• Review EHCPs where required.</li> <li>• Educate pupils about the need to stay apart from others and expectations around hygiene.</li> <li>• Communication to parents on the preventative measures being taken has been sent</li> </ul>	<p>monitor protection measures.</p> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Wherever possible meetings will be kept on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings, review meetings etc).</li> <li>• Parents/carers and visitors coming onto the site without an appointment is not to be permitted.</li> <li>• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Where possible essential visits are arranged outside of school hours.</li> <li>• A record is kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> <li>○ their name</li> <li>○ a contact phone number;</li> <li>○ date of visit;</li> <li>○ arrival and departure time;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Groups will stay within a specific 'zone' of the site to minimise mixing.</li> <li>• The number of pupils in shared spaces for lunch and recreation is limited to specific bubbles and if not possible then in their small Key Stage groups.</li> <li>• Large gatherings such as group trips or whole school activities is avoided.</li> <li>• Separate spaces for each group are clearly indicated with class names on each classroom door.</li> <li>• Multiple groups do not use equipment simultaneously.</li> <li>• The number of pupils who use the toilet facilities at one time is limited.</li> <li>• Pupils have access to toilets at all times during the day to prevent queues developing at social times.</li> <li>• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.</li> <li>• Staff that have to cross bubbles to</li> </ul>	<ul style="list-style-type: none"> <li>• Where there is no sink nearby, hand sanitiser will be provided in classrooms.</li> <li>• Skin friendly skin cleaning wipes can be used as an alternative to hand washing for pupils that cannot manage sanitiser or frequent hand-washing.</li> <li>• Pupils must clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>• Staff will use resources such as "e-bug" to teach effective hand hygiene etc and the resources for schools available via the DFE and PHE websites, supported by social stories if needs be.</li> <li>• A guide to correct handwashing procedure is on</li> </ul>	
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<p>the use of door handles and unnecessary mixing.</p> <ul style="list-style-type: none"> <li>Separate school entry and exit points have been created for individual classes and staff teams.</li> <li>Classrooms are organised so that each pupil has their own desk with space in between, and all pupils are encouraged to work in their own area at their own workstation as far as possible.</li> <li>All individual desks face walls/individual noticeboards.</li> <li>All staff have been instructed to remove unnecessary items from their classrooms and to keep all areas clutter-free.</li> <li>An enhanced cleaning schedule has been put in place that includes daily cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces.</li> <li>Cleaning checklists are completed daily.</li> </ul> <p><b>Timetabling and lessons</b></p> <ul style="list-style-type: none"> <li>Break times and lunch times have been</li> </ul>	<p>home and/or discussed via phone call with the class teacher.</p> <ul style="list-style-type: none"> <li>This risk assessment or details of measures is on the school website.</li> <li>Parents and pupils have been informed about the process that has been agreed for drop off and collection.</li> <li>Parents have the School Office as a point of contact for reassurance as to the plans put in place.</li> <li>Pupils have been asked to limit any equipment being brought into school each day to essentials only, such as water bottles, morning snack, PE kit, coats and hats, and mobile phones.</li> <li>All pupils are provided with their own personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class.</li> <li>Parents have been informed only one parent to accompany the child to school.</li> </ul>	<ul style="list-style-type: none"> <li>the name of who they are visiting.</li> </ul>	<p>support pupils' needs will be extra-vigilant re hand washing and social distancing.</p> <ul style="list-style-type: none"> <li>Staff that move between classes and year groups must keep their distance from pupils and other staff.</li> <li>To avoid mixing bubbles a carousel system can be operated with pupils from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) as long as cleaning surfaces between groups is strictly adhered to.</li> </ul> <p><b>Distancing</b></p> <ul style="list-style-type: none"> <li>Staff to keep 2 metres from other adults as much as possible.</li> <li>Where possible staff to maintain a 2 metre distance from their pupils.</li> <li>Staff must aim to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>The occupancy of staff rooms, meeting rooms, therapy</li> </ul>	<p>display in all washrooms.</p> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Adults and pupils are encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>Tissues are provided in each classroom.</li> <li>Bins for tissues are provided and are emptied throughout the day.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Sanitising spray and paper towels are provided in all classrooms for use by all staff.</li> <li>There will be thorough cleaning of rooms at the end of the day.</li> <li>Shared materials and surfaces will be cleaned daily e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.</li> <li>Resources that are shared between</li> </ul>	
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<p>staggered to avoid mixing and time for cleaning surfaces in the dining hall between groups.</p> <ul style="list-style-type: none"> <li>When timetabling, groups will be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits.</li> <li>Arrangements have been made to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year.</li> </ul> <p><b>Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>Policies have been updated to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> <li>Safeguarding/Child Protection</li> <li>First Aid</li> <li>Curriculum</li> <li>Visitors to School</li> </ul> </li> <li>A visitors' protocol has been established and is displayed in both entrances, so that parents, contractors and professionals working with individual</li> </ul>	<ul style="list-style-type: none"> <li>Parents, pupils and staff are encouraged to walk or cycle where possible.</li> <li>Clear messages have been given to parents and pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</li> <li>It has been made clear to parents that they cannot gather at entrance doors.</li> <li>Parents have been encouraged to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> <li>EHCP Annual Reviews and TAF's etc are currently via TEAMS unless deemed not in the child's best interests to hold remotely.</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>The School Office has made appropriate arrangements with contractors and suppliers to ensure our cleaning, catering, food supplies, hygiene</li> </ul>		<p>rooms and offices is limited.</p> <ul style="list-style-type: none"> <li>Use of staff rooms and communal staff spaces should be kept to a minimum with staff staying in their own area preferable.</li> <li>Staff working in shared spaces (e.g. School Office, Meeting Room, PPA Room should avoid working facing each other.</li> <li>Morning Briefing, End of Day Debriefs, Teachers' Meetings and Team Meetings should seek to seat staff facing away from each other and use TEAMS instead wherever possible or if not possible adhere to 2m social distancing.</li> <li>Staff will use a simple 'no touching' approach for young children to understand the need to maintain distance.</li> <li>Older children are encouraged to keep their distance within their own bubbles.</li> <li>'Who is in My Bubble' is displayed in each classroom and discussed with</li> </ul>	<p>bubbles (e.g. sports, art and science equipment) will be cleaned at the end of each bubble's use, and meticulously and always between bubbles.</p> <ul style="list-style-type: none"> <li>Outdoor equipment will be appropriately cleaned frequently.</li> <li>Toilets are cleaned daily.</li> <li>Staff providing close hands-on contact with pupils will need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> </ul> <p><b>PPE</b></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)</li> </ul>	
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<p>children are clear about the infection control measures that you have in place.</p> <ul style="list-style-type: none"> <li>Letters have been sent home to all parent/carers to explain our Visitor's Protocol.</li> <li>The Governing Body and school leaders have regard for staff's (including the headteacher's) work-life balance and wellbeing.</li> <li>Staff are encouraged to raise and escalate concerns.</li> <li>Information has been shared about the extra mental health support for pupils and teachers and is available on key school noticeboards and in the School Office and Staff Room.</li> </ul> <p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> <li>Staff members have been informed via Potens email and weekly update</li> </ul>	<p>supplies etc are routinely fulfilled and that we have excess stock where appropriate.</p> <ul style="list-style-type: none"> <li>The arrangements for staggered lunches (e.g. seating capacity, hot food, cleaning between sittings, distancing and minimising contacts is clear.</li> <li>School transport providers are on standby to cater for any changes to start and finish times and their protective measures during journeys is available on the Dorset County Council website.</li> <li>Visitors to the school are limited to priority contractors, and emergencies only.</li> <li>All visits to the school if deemed essential should aim to be when the school is closed to pupils or pupils are off-site.</li> </ul>		<p>children. Photos can be used instead if appropriate to support children.</p> <ul style="list-style-type: none"> <li>Social Stories are provided re touching and social distancing where appropriate.</li> </ul> <p><b>Minimising contact</b></p> <ul style="list-style-type: none"> <li>Staff to use their sleeve, arm or elbow to push a fobbed door open as opposed to using their hand.</li> <li>Taking resources home and any shared resources is to be avoided.</li> <li>Staff and pupils will have their own individual frequently used equipment, such as pencils and pens.</li> </ul> <p><b>PE and Off Site and Community Activities</b></p> <ul style="list-style-type: none"> <li>Pupils are to be kept in their same consistent bubbles where possible during PE and for off-site activities.</li> <li>Sports equipment should be thoroughly cleaned between each use.</li> <li>Contact sports should be avoided until guidance changes.</li> </ul>	<p>symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> <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><b>First Aid &amp; Medication</b></p> <ul style="list-style-type: none"> <li>Staff giving pupils medication must wear disposable gloves before handling the medication to be given and remove and dispose of the gloves correctly.</li> <li>Ensure designated First Aiders' qualifications are maintained and ensure all staff have completed their basic First Aid at Work e-learning.</li> <li>Staff providing first aid should wherever possible involve the injured in helping i.e. can they apply their own cream or cold pack for example if instructed what to do by the adult, to</li> </ul>	
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<p>briefings, and parents /carers have received a letter from the DfE explaining that they will need to be ready and willing to</p> <ul style="list-style-type: none"> <li>○ book a test if they are displaying symptoms;</li> <li>○ inform the school immediately of the results of a test;</li> <li>○ provide details of anyone they have been in close contact with;</li> <li>○ self-isolate if necessary.</li> </ul>			<ul style="list-style-type: none"> <li>• Outdoor sports should be prioritised where possible.</li> <li>• Large indoor spaces should be used where it is not possible to be outdoors.</li> <li>• Swimming pools are not to be used until guidance changes.</li> <li>• Distance between pupils from mixed bubbles will be maximised.</li> <li>• Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.</li> <li>• If pupils are out and about in the community they should access places at the least busy times and maintain social distancing and hand-washing sanitising off site where feasible.</li> <li>• Hand sanitiser should be in all Going Out Bags to use off site where hand-washing facilities are not available.</li> <li>• Going Out Bags should also contain tissues.</li> </ul>	<p>limit the needs for physical touch/hands on contact.</p> <ul style="list-style-type: none"> <li>• Staff providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> <li>- washing hands or using hand sanitiser, before and after treating injured person;</li> </ul> </li> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> <li>• dispose of all waste safely.</li> </ul>	
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			<p><b>Educational Visits and Journeys</b></p> <ul style="list-style-type: none"><li>• From the autumn term, non-overnight educational visits only.</li><li>• Risk assessments of visits and journeys are undertaken by class teachers.</li><li>• No overnight and overseas school visits until government guidance changes.</li><li>• Pupils will be grouped together on transport in the same bubbles that are adopted within school where possible.</li><li>• Journeys will be planned with care and involve limited numbers to allow distancing within vehicles (this may mean large vehicles or more are used).</li><li>• The use of face coverings may be appropriate for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble.</li><li>• Use of hand sanitiser upon</li></ul>		
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			boarding and/or disembarking from vehicles <ul style="list-style-type: none"><li>• Cleaning of vehicles between each journey.</li></ul>		
<ul style="list-style-type: none"><li>• <a href="https://www.gov.uk/government/publications/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</a></li><li>• <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></li><li>• <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li></ul>					

