

COVID-19 RISK ASSESSMENT PROCESS - ARBOUR HOUSE (Updated January 2022)



The aim of this risk assessment is to implement protective measures to

- prevent COVID-19 cases at the school;
- reduce the spread of infection both in the school and in the wider community;
- minimise the risk of an outbreak;
- reduce the risk of resorting to remote learning or possible school closure if the numbers of staff absent peaks.

It will be updated in line with current Government guidance, and to best meet the needs and circumstances of our school, as appropriate.

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. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, pre-existing medical conditions, deprivation, ethnicity, vaccination status etc.). An individual risk assessment may be appropriate for those deemed vulnerable and for those who are very anxious about attending 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 unnecessary contacts and maintain appropriate distancing	Infection Control Measures	Communicate and Review Arrangements
<p>Buildings:</p> <ul style="list-style-type: none"> All health & safety compliance checks are undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, toilets, hand-washing facilities etc.) 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.). 	<p>Employees:</p> <ul style="list-style-type: none"> 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. Personal risk factors have been taken into account: age, pregnancy, existing health conditions, vaccination status, and ethnicity and 	<p>Access:</p> <ul style="list-style-type: none"> Entry points to school are controlled (inc. deliveries). Building access rules are clearly communicated through signage on entrances. Arrangements for visitors are on display in main entrance. All visitors, staff and pupils' temperatures will continue to be 	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will continually consider how best to implement this.</p> <ul style="list-style-type: none"> Small, consistent groups of pupils split into bubbles with their own core staff team is no longer advised from January 2022. Primary and Secondary groups are in separate 	<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> Anyone with COVID-19 symptoms, should not attend school. 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. Pupils will need to be collected by a parent/carer as opposed to be placed 	<ul style="list-style-type: none"> The school will consult with staff and Potens' SLT on risk assessment, with due consideration given to trade union advice and DfE and UK Health Security Agency (UKHSA) Guidance. This risk assessment will be published on school website. There are nominated staff tasked to monitor

<ul style="list-style-type: none"> • Appropriate ventilation has been checked i.e. windows that should open do so and window restrictors are only fitted in areas that are deemed necessary for pupils' safety. • CO2 Monitors are in use in classrooms. • Provision is in place 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. • We have ensured the school has speedy access to sufficient supplies of PPE including cleaning materials and hand washing/ sanitising liquids that meet DfE/UKHSA requirements. • We have provided suitable and sufficient bins to support pupils and staff to follow the 'Catch it, Bin it, Kill it' approach. • There are sufficient tissues in all rooms. • The school has separate entrances and exits for Primary & Secondary. 	<p>where necessary individual risk assessments have been conducted.</p> <ul style="list-style-type: none"> • Staff are briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings are in place with weekly updates if necessary. • 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. • All staff receive emailed copies of the latest DfE Guidance re: Covid 19 & Special Schools. • Regular communications are made to inform staff and secondary age pupils who are able to, to test 2 x weekly from home and register their results with the NHS. 	<p>tested and logged on entry.</p> <ul style="list-style-type: none"> • All staff and visitors sign a COVID Self-Declaration on entry. • One person at a time in the School Office in addition to NM/NB to protect Reception staff and ensure adequate space and ventilation is maintained. • Shared pens removed from Reception/School Office and sign-in areas. • Touch-free hand sanitiser provided at both entrances. • Gathering at the school entrances is discouraged. • Staff on duty outside school at the start and end of the day will monitor protection measures and will endeavour to maintain distance when communicating with parent/carers. <p>Visitors:</p> <ul style="list-style-type: none"> • Parents/carers and visitors 	<p>areas of the school due to their differing curriculum and age-related needs, but pupils can now mix across year groups for whole school events or social activities, if deemed appropriate.</p> <ul style="list-style-type: none"> • A record of pupils and staff in each area of the school will still be maintained to better support any outbreak management. • If a member of staff moves from Primary to Secondary or teaches across Key Stages a record of that will be maintained ordinarily. • Mixing between Primary & Secondary pupils is kept to a minimum during arrival, lunchtime, breaks and departure in usual circumstances. This supports our SEN pupils but will also reduce the risk of possible transmission of infection. 	<p>in school transport/SEN taxi.</p> <ul style="list-style-type: none"> • An unwell child awaiting collection, will be isolated in The Meeting Room with adult supervision. • Staff caring for a child awaiting collection must try to keep a distance to prevent transmission. • PPE must be worn by staff caring for the child if distance cannot be maintained. • Staff must wash their hands after caring for a child who is unwell. • All areas where a person who has been unwell will be cleaned after they have left and cannot be accessed again until after cleaning has taken place. • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. <p>Hand washing</p> <ul style="list-style-type: none"> • Frequent hand washing is 	<p>protection measures.</p> <ul style="list-style-type: none"> • Staff on duty at drop off, collection and at breaks and lunch will ensure compliance with rules. • Staff will be encouraged to report any non-compliance. • The effectiveness of prevention measures will be monitored by the Headteacher and the Regional Director. • 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. • In the event of an outbreak at the school the 'Arbour House Covid 19 Outbreak Management Plan' will come into force immediately. • The Outbreak management Plan is published on the school website.
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<ul style="list-style-type: none"> • Staggered pupil lunches with separate sittings are required to best support pupils' SEN and avoids overcrowding. • Time for cleaning and to ensure safe capacity has been implemented. • Separate outdoor spaces are provided for Primary and Secondary pupils and their staff ordinarily. • 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. • We have evaluated the capacity of rooms and shared areas. • A door sign has been mounted to identify max number of people allowed in the School Office, the Meeting Room, Staff Room Common Room, Kitchen and other communal areas at any one time to continue to allow for appropriate distancing. • Toilets are allocated to specific classes, year groups. • 'Crunch points' such as entrances/exits/ 	<ul style="list-style-type: none"> • Those who have coronavirus symptoms or a positive COVID test result are informed of the self-isolation arrangements. • Information has been shared about testing available for those with symptoms. • Teachers have identified shared resources and how to prevent mixed contact (e.g. cleaning between groups or rotas for equipment use). • Teachers have identified and planned lessons that could take place outdoors. • 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. • Plans are in place should any pupil not be able to manage remote learning – staff will keep in touch via the phone and 	<p>coming onto the site without an appointment is not permitted.</p> <ul style="list-style-type: none"> • Visitors to the site need to evidence a negative Lateral Flow test before accessing the main body of the school. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where possible non-essential visits are arranged outside of school hours. • A record is kept of all visitors to the school, including: <ul style="list-style-type: none"> ○ their name ○ a contact phone number; ○ date of visit; ○ arrival and departure time; ○ the name of who they are visiting. • In the event of an infection or transmission concern, all visitors to the school will be temporarily 	<ul style="list-style-type: none"> • The number of pupils in shared spaces for lunch and recreation is monitored and limited ordinarily to best support pupils' SEN, but this will also reduce the risk of transmission. • Large gatherings such as bigger group trips or whole school activities are permitted but only when deemed in the best interests of the pupils. • The number of pupils who use the toilet facilities at any one time is limited as each class has access to their own toilet facilities in their own area by the very nature of the school's layout. • Pupils have access to toilets at all times during the day to prevent queues developing at social times. • The same teacher(s) and other staff are assigned to each class and, as far as possible, unless staff are absent, these stay the same 	<p>encouraged for adults and pupils (following guidance on hand cleaning).</p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available. • Where there is no sink nearby, hand sanitiser will be provided in classrooms or in 'Going Out' Bags. • Skin friendly skin cleaning wipes can be used as an alternative to hand washing for pupils that cannot manage sanitiser or frequent hand-washing. • Pupils must clean their hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating and after using the toilet. • Staff help is available for pupils who have difficulty cleaning their hands independently (e.g. small children and pupils with complex needs). • Staff will use resources such as "e-bug" to teach effective hand 	
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<p>corridors/shared spaces have been identified and movement has been timetabled to minimise the use of door handles and unnecessary gathering.</p> <ul style="list-style-type: none"> Classrooms are ordinarily 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 when appropriate. Group tables in classrooms can now be used, but cleaning of communal tables should be maintained. All staff remove unnecessary items from their classrooms to keep all areas clutter-free and best support pupils' SEN. An enhanced cleaning schedule is in place that includes daily cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. Cleaning checklists are completed daily. 	<p>ensure work is posted.</p> <ul style="list-style-type: none"> A plan for remote learning for pupils in the case of an outbreak, lockdown or school closure is in place with a guide for parent/carers on the school website. <p>Parents/pupils</p> <ul style="list-style-type: none"> Review EHCPs where required. Educate pupils about the need to stay apart from others in the event of an outbreak and expectations around hygiene. Communication to parents on the preventative measures being taken has been sent home and/or discussed via phone call with the class teacher. This risk assessment or details of measures is on the school website. Parents and pupils have been informed about the process that has been agreed for drop off and collection. 	<p>suspended unless deemed essential for health and safety, safeguarding or child protection.</p>	<p>and timetables are not changed unnecessarily. This best supports our pupils' difficulties with transition and change but will also support reducing transmission risk.</p> <ul style="list-style-type: none"> Staff working across the school to support pupils' needs will be extra-vigilant re hand washing and distancing. A carousel system is operated e.g. inside, outside, snack time etc to avoid crowded areas and this will be maintained as will cleaning surfaces between group use. The occupancy of staff rooms, meeting rooms, therapy rooms and offices is limited. Use of staff rooms and communal staff spaces should be kept to the specified occupancy levels. Breaks for staff are rotated as a matter of course. Staff working in shared spaces (e.g. School Office, 	<p>hygiene etc and the resources for schools available via the DFE and public health websites, supported by social stories if needs be.</p> <ul style="list-style-type: none"> A guide to correct handwashing procedure is on display in all washrooms. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> Adults and pupils are encouraged not to touch their mouth, eyes and nose. 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') Tissues are provided in each classroom. Bins for tissues are provided and are emptied throughout the day. <p>Ventilation/CO2 Monitors</p> <ul style="list-style-type: none"> All shared classrooms and communal spaces have CO2 monitors. All staff are supported to take regular readings and act promptly to 	
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<p>Timetabling and lessons</p> <ul style="list-style-type: none"> • Break times and lunch are routinely staggered as a 'norm'. • Cleaning surfaces in the dining hall between groups is routine practice. • When timetabling movement around the school site is kept to a minimum to avoid creating busy corridors, entrances and exits, all of which our pupils with SEN cannot manage. • 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. <p>Policies and Procedures</p> <ul style="list-style-type: none"> • Policies have been updated to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> • Safeguarding/Child Protection • First Aid • Curriculum • A visitors' protocol has been established and is displayed in both entrances, so that parents, contactors and 	<ul style="list-style-type: none"> • Parents have the School Office as a point of contact for reassurance and speak to class teachers weekly. • Pupils should continue 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. • All pupils are provided with their own personal equipment (pens, pencils, rulers calculators etc.) • Clear messages have been given to parents and pupils about how to reduce the risks of transmission outside of school. • Visits to the school by parent/carers will be limited at any time that a concern arises re infection/transmission. <p>Others</p> <ul style="list-style-type: none"> • The School Office has made appropriate arrangements with 		<p>Meeting Room, PPA Room should avoid working facing each other and ensure good ventilation.</p> <ul style="list-style-type: none"> • Morning Briefing, End of Day Debriefs, Teachers' Meetings and Team Meetings can now resume in communal areas, but staff should continue to monitor space and ventilation when working together. • Children are encouraged to be aware of and understand the need for space and ventilation. <p>Minimising contact:</p> <ul style="list-style-type: none"> • Staff should continue to use their sleeve, arm or elbow to push a fobbed door open as opposed to using their hand. • Taking resources home and using any shared resources needs to take into account the risk of transmission. • Staff and pupils will have their own individual frequently used 	<p>improve air quality if readings indicate it is necessary to do so.</p> <ul style="list-style-type: none"> • CO2 readings will be taken at break and at lunch time on a daily basis and recorded on the daily checklists for all classrooms and communal spaces. <p>Face Coverings</p> <ul style="list-style-type: none"> • Given the vulnerable nature of our pupils, the very small size of our school, and the inability to socially distance, all staff will wear face coverings when in the school or when in school transport, or at any time they cannot socially distance from pupils and from each other if there are concerns around positive cases at the school, in the event of an outbreak, or on the advice of UKHSA to step up measures. • All staff may wear face masks at their own discretion at any time. • Pupils aged 11+ that are able to do so and would like to do so, are to be supported to wear face 	
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<p>professionals working with individual children are clear about the infection control measures that are in place.</p> <ul style="list-style-type: none"> • Letters have been sent home to all parent/carers to explain our Visitor's Protocol. • The Governing Body and school leaders have regard for staff's (including the Headteacher's) work-life balance and wellbeing. • Staff are encouraged to raise and escalate concerns. • Information has been shared about the extra mental health support for pupils and staff and is available on key school noticeboards and in the School Office. • Potens provide all employees with access to the Employee Assistance Programme that offers free and confidential support to any member of staff experiencing difficulty. <p>Response to a rise in the number of infections and/or in</p>	<p>contractors and suppliers to ensure our cleaning, catering, food supplies, hygiene supplies etc are routinely fulfilled and that we have excess stock where appropriate.</p> <ul style="list-style-type: none"> • The arrangements for staggered lunches (e.g. seating capacity, hot food, cleaning between sittings, distancing and minimising contacts is clear. • 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. • Visitors to the school are limited to priority contractors, and emergencies only. • All visits to the school if deemed essential should aim to be when the school is closed to pupils or pupils are off-site. 		<p>equipment, such as pencils and pens.</p> <p>PE and Off Site and Community Activities</p> <ul style="list-style-type: none"> • Sports equipment should be thoroughly cleaned between each use. • Outdoor sports should be prioritised where possible. • Large indoor spaces can be used if there is appropriate ventilation and space. • Swimming pools can only be used if current guidance indicates they are safe to access. • Sporting activities delivered by external coaches, clubs and organisations will go ahead if they can satisfy the above requirements. • If pupils are out and about in the community they should access places at the least busy times and maintain hand-washing/sanitising where feasible. • Hand sanitiser should be in all 	<p>coverings if it is their choice to do so.</p> <ul style="list-style-type: none"> • Pupils aged 11+ who choose to wear face masks are to be shown how to remove and store/dispose of their face coverings correctly. • Staff that work with pupils with hearing disabilities and/or speech, language and communication difficulties should wear transparent face masks or clear face visors to best meets the needs of the child. <p>Cleaning:</p> <ul style="list-style-type: none"> • Sanitising spray and paper towels are provided in all classrooms for use by all staff. • There will be thorough cleaning of rooms at the end of the day, at break and at lunch time. • Shared materials and surfaces will be cleaned daily - toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc. • Resources that are shared between classes (e.g. sports, 	
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<p>the event of an Outbreak:</p> <ul style="list-style-type: none"> • Leadership understands how to contact their local health protection team/DFE Helpline. • Staff members are kept informed via Potens email and weekly update briefings. • Parents /carers receive letters from the school and immediate update calls from the School Office/Class Teachers in the event of any positive cases, outbreaks or any necessary changes to our Covid-19 Risk Assessments or Outbreak Management Plan. • Parent/carers have received a letter from the DfE explaining that they will need to be ready and willing to <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms; ○ inform the school immediately of the results of a test; ○ provide details of anyone they have been in close contact with to the 			<p>Going Out Bags to use off site where hand-washing facilities are not available.</p> <ul style="list-style-type: none"> • Going Out Bags should also contain tissues. <p>Educational Visits, Journeys, and Use of School Vehicles</p> <ul style="list-style-type: none"> • Risk assessments of visits and journeys are undertaken by class teachers and signed off by the Headteacher. • Pupils will be grouped together on transport in the same groups that are adopted within school where possible. • The use of face coverings may be appropriate for pupils aged 11+ - and are required for all staff in school vehicles. • Use of hand sanitiser is required upon boarding and/or disembarking from vehicles/public transport. • Cleaning of school vehicles between each journey should be maintained. 	<p>art and science equipment) will be cleaned at the end of each group's use.</p> <ul style="list-style-type: none"> • Outdoor equipment will be appropriately cleaned frequently. • Toilets are cleaned daily. • Staff providing close hands-on contact with pupils will need to increase their level of self-protection, such as having more frequent hand-washing and other hygiene measures. <p>PPE – Aprons and Gloves:</p> <p>The majority of staff in education settings will not need to wear apron and gloves except in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with (COVID-19) symptoms while at schools, and only then if a safe distance cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case 	
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<p>NHS Test and Trace Service.</p> <ul style="list-style-type: none"> ○ self-isolate if necessary, dependent on the latest government and UKHSA Guidance. • An Outbreak Management Plan has been written and is available for all staff, parent/carers and pupils via our school website. It will be routinely updated to reflect changes in line with DfE/Government Guidance. 				<p>the same PPE should continue to be used.</p> <ul style="list-style-type: none"> • If a pupil has a risk assessment for spitting or biting additional protection may be required. <p>First Aid & Medication</p> <ul style="list-style-type: none"> • Staff giving pupils medication must wear disposable gloves before handling the medication to be given and remove and dispose of the gloves correctly. • Ensure designated First Aiders' qualifications are maintained and ensure all staff have completed their basic First Aid at Work e-learning. • Staff providing First Aid should wherever possible involve the injured in helping themselves i.e. can they apply their own cream or cold pack for example if instructed what to do by the adult, to limit the needs for physical touch/hands on contact. • Staff providing First Aid to pupils will not be expected to maintain distance. 	
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