

- School will only open where the Governors and Trustees consider it safe and correct to do so based on this risk assessment.
- Staff will not be asked to teach and operate schools outside their contractual requirements
- Where there are insufficient staff to meet health and safety requirements, school will be supported by the Local Authority/Trust with decisions over closure if all options have been considered and exhausted.

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

This risk assessment will reflect local arrangements and school will only close if we do not have enough participating pupils or staff to warrant the school remaining open and/or in the event of a coronavirus outbreak.

Phase Seven: From the week commencing 1st September 2021 - referencing updated guidance from the Government August 2021

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Public Health Advice to Minimise Risks			
Area for concern	Recommended Control	Risk Rating prior to action H/M/L	Risk Rating following action H/M/L
<p>The system of controls:</p> <p>PREVENTION</p>	<p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home.</p> <ul style="list-style-type: none"> • All staff to conduct an LFT on return – results to be emailed by 31st August 21 • All students who are able and willing to perform LFT invited on site 31st August and 3rd September 21. • Parents are informed via letter, text, email and social media not to bring their children to school or on the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus. • Pupils who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school. • We will have a working list (updated daily) of staff and students who are absent with reasons clearly recorded. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus through briefings, staff newsletter and email updates. <p><u>Covid Outbreak at School:</u> In the event that a member of staff or student shows Covid symptoms on entering the school the following will happen:</p> <ol style="list-style-type: none"> a) Staff member will be sent home immediately and asked to self-isolate for 10 days in the first instance. They will arrange a PCR test and communicate the outcome of that test asap to the school. b) Parents/carers will be called for a student suspected with signs of Covid. The child will be escorted to the sensory garden, weather dependant and student ability dependent. When parent's collect, student must leave by the side gate. The staff member will remain at least 2m away and wear PPE consisting of apron, gloves, face mask and clear visor. The child must not touch any door handles or surfaces inside. Where the weather is deemed not suitable to being outside or the student is unable to be safe outside, Gallery will be used. Where a student can independently sit within gallery, the escorting member of staff will sit outside of the room. The room will be fully ventilated with windows 	H	L

	<p>open. The member of staff will wear PPE consisting of gloves, apron, face mask and clear visor. Once the student has been collected by the parent, the student will be asked to self-isolate for 10 days and seek PCR testing. Parents to confirm the test result to school asap. School will assist in obtaining the test where appropriate.</p> <p>c) In the event gallery has been used to isolate a student with Covid symptoms, the site team will deep clean the areas the student has been located. Site team will wear PPE consisting of gloves, aprons, face masks and clear visors.</p> <p>d) In the event a student/staff member becomes ill during the day with suspected Covid symptoms – the above applies but there will also be a deep clean conducted by the site team (wearing PPE as above) of any areas that the student has been during the day. School staff to always have a change of clothes to enable them to have a shower where they have been working within 2m of suspected Covid student.</p> <ol style="list-style-type: none"> a. KS3 – New Hygiene suite b. KS4 Hydro showers c. Thrive – Thrive Hygiene suite d. SP – SP Hygiene suite e. Nurture – Independent Living Room Shower. f. College – Gym showers <p>e) In the event a member of staff or student is confirmed to have Covid – a dynamic risk assessment will be completed and assess to what extent a deep clean is needed.</p> <p>Please note: All the same procedures will be in place at the college in light of a suspected case. However, students will be escorted to the student entrance and wait there for family to pick them up.</p>		
	<p>2) Clean hands thoroughly more often than usual. Build routines into the school culture and plan ways to promote handwashing with soap and water for at least 20 seconds across the school day, particularly:</p> <ul style="list-style-type: none"> • After coming into school – between 8.50am and 9am – and then regularly throughout the day. • After sneezing or coughing – encourage to complete this action into the crease of their arm. • Before and after handling or eating food • After going to the toilet <p>Increased hand sanitisers and hand cream around school. Students always supervised when moving around school.</p>	H	L
	<p>3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Promote the ‘catch it, bin it, kill it’ approach, e.g. by providing tissues, bins, posters</p>	H	L

	<ul style="list-style-type: none"> • Tissues and lidded bins provided in classrooms • Posters around school to encourage 'Catch it, Bin it, Kill it' 		
	<p>4) Enhanced cleaning introduced, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> • New cleaning regime implemented throughout main site and College • Cleaning log introduced to track procedures • Checks on PPE Levels and tracked • Resources cleaned regularly within classrooms • Specialist facilities (Hydro, Sports Hall, Dining Hall and Minibuses for example) that are shared will have a cleaning rota built into the timetable • All staff must clean the SP gym equipment/sensory integration room/college light room after using. • All classrooms have access to cleaning fluids and materials • Safe disposal of all rubbish implemented • Purchased more cleaning and PPE stock. • Computer, Keyboard, phone, mouse Must be wiped between each person's use with antibacterial Wipes 	H	L
	<p>5) Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Breaks and lunches will not be staggered – however – designated areas for eating and break out spaces allocated <ul style="list-style-type: none"> ○ KS3 eat within form rooms and break out to Back Car Park. ○ KS4 eat within form rooms and break out to BISTRO ○ Nurture eat within form rooms and break out to MUGA ○ Thrive eat within form rooms and break out to Sensory Garden ○ SP eat within form rooms and break out to SP Gym or Field ○ College eat in classrooms and break out to BISTRO or outside space. • All lunches will be pre-ordered during form time and delivered to students' classrooms • Assemblies will be virtual – with the introduction of KS assemblies. • Students allocated to a KS will have a designated entrance and exit: <ul style="list-style-type: none"> ○ KS3 parent drop offs and KS3 Independent Travellers – Reception ○ KS3 bus drop offs either back entrance or reception. ○ KS4 and Independent Travellers – ICT Entrance ○ Nurture -Hydro entrance 	H	L

	<ul style="list-style-type: none"> ○ Thrive – Student entrance ○ SP – Student entrance ○ College – Student entrance/Main entrance ● Staff to enter the building via: <ul style="list-style-type: none"> ○ Main school - reception ○ College – Main entrance ● Staff training will use a mixture of face to face and Microsoft Teams. Staff will remain in forms to access this via teams. ● Staff will eat in classrooms where possible. However, the following break out spaces are available for breaks and PPA: <ul style="list-style-type: none"> ○ Thrive – Dining Hall ○ SP – Dining Hall ○ Nurture – Staff room ○ College – Bistro ○ KS4 – meeting room 1 and gallery ○ KS3 – Staff room <p>Student and staff lunch orders to be ordered via SIMS</p>		
	<p>6) Where necessary, wear appropriate personal protective equipment (PPE) PPE is currently used in school in normal practice for example: gloves and aprons – used for personal care of a student/feeding a student. This will remain the same for most young people attending EB. However, where individuals need an individual risk assessment for additional procedures or PPE they will be undertaken. However, in addition to the above, the SLT and School Nurse have identified the following scenarios where PPE gloves, aprons, a face mask and a clear visor must be worn. These include:</p> <ul style="list-style-type: none"> ● when dealing with seizures ● vomiting ● anyone with Covid symptoms ● nose bleeds ● respiratory problems ● cleaning an area where a student/staff member with suspected Covid symptoms has been. <p>* We have a small number of students who have tracheostomies and need them changing or students need AGP (aerosol generated procedures). A separate risk assessment will be built around these students</p>	H	L

	as part of their individual risk assessment. Staff working with these students will be required to wear fully fitted FFP3 masks and full PPE gowns, gloves and goggles.		
	7) Minimise cross contamination between homes and school/ensuring that they follow guidance from Government when not in school/work <ul style="list-style-type: none"> • Students who can complete the test independently offered two tests before 6th September. • All staff to complete a LFT before attending school on 1st September. Results to be emailed into school by 31st August. • Staff and students to continue testing twice a week throughout September. • In the case of a positive LFT, a PCR test must be sought. 	H	L
The system of controls: RESPONSE TO INFECTION	8) Additional Measures: <ul style="list-style-type: none"> • School will support individuals wearing face masks or visors through personal choice. • All rooms to be ventilated with all open windows/doors. This includes times when it may be cold outside. Children and staff to wear extra layers if this is the case. • CO2 monitors to be installed as per Government guidelines • When involved in personal care – blankets or silver foil blankets to be used where necessary if bathrooms are cold. Close bathroom windows when in use. • All classes to get regular fresh air breaks throughout the day in order for all windows and doors to be properly opened every hour. • College classrooms to have air con on to produce fresh air circulation around the building. • Rooms when not in use to be propped open to allow air to circulate – including hygiene suite. • Breakfast Club – this will be provided by ‘Breakfast in a Bag’ and be delivered and eaten in form. • Staffing working with students who find it hard to socially distance ensure they are bare below the elbows to enable easy cleaning of hands and forearms. 	H	L
Fire Procedures	9) Fire Procedures <ul style="list-style-type: none"> • In the event of a fire a member of the admin team will close all outside gates. • A member of SLT will contact the emergency services. • Any emergency vehicles will be let in via the carpark exit. • Fire packs will be taken out by a member staff. • Any visitor will be escorted outside with the person they are visiting. On arrival to school visitors will be asked to familiarised themselves with the nearest fire exit in school. • Assembly points will remain the same. We will try to adhere to social distancing when escorting pupils from the building but their safety is paramount. 	H	L

	<ul style="list-style-type: none"> Doors to be closed on exit of rooms. Site to do a sweep of the building to ensure that no one is in the building. A roll call will be taken by a member of the admin team 		
Risk assessments	<p>Complete health and safety risk assessments</p> <ul style="list-style-type: none"> Staff consulted on risk assessment between – May and June 2021 – with additional feedback sought August 2021. Contributions reflected within document. Individual staff risk assessments completed who are BAME, and/or not had the vaccine. Individual risk assessments to be undertaken who are returning from shielding. Individual students to have an individual risk assessment undertaken by class/form teacher. This will cover personal care arrangements, levels of PPE to be worn when working with a student who may pose Covid complications, behaviour interventions, feeding plans and students requiring medical procedures e.g. tracheostomies/suctioning. 	H	L

Contingency planning for outbreaks			
Area for concern	Recommended Control	Risk Rating prior to action H/M/L	Risk Rating following action H/M/L
Process	<p>See section 1 for in school case</p> <p>In the event of a small outbreak or a local/national lockdown the school will follow LA/Government advice and in line with the OLP Policy.</p> <p>Staff and students may have to implement further health and safety measures in response to the advice.</p>	M	L
Remote education	See Blended Learning Policy for programme when an individual has to self-isolate.	M	L

Additional resources:

School Policies and Procedures: <https://www.elmsbank.co.uk/key-information/policies-and-guidance/>

NHS Testing and Track and Trace: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Local Health Protection Team: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams#greater-manchester-hpt>

DFE Guidance:

- **Safeguarding:** <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- **Remote learning:** <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- **Attendance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- **Premises:** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- **Prevention and control-** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **Advice:** <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- **Data protection:** <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
- **Educational provision guidance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- **Educational settings:** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **Guidance on school closures:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- **Reporting:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/educational-settings-self-reporting-online-form-frequently-asked-questions-faq>
- **NQT advice:** <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
- **Cluster and hubs:** <https://www.gov.uk/government/publications/using-clusters-and-hubs-to-maintain-educational-provision/cluster-and-hub-provision-coronavirus-covid-19>
- **Vulnerable:** <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- **Extremely vulnerable:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- **SEND -** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **Home learning support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- **Remote support:** <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- **Accountability measures:** <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>

- **Pupils' mental health support/pastoral care at home:** <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- **Parents:** <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- **Parents with pupils with SEND:** <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- **Supporting parents:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- **Local authority:** <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-term-dates-closures/school-closures>
- **Local authority:** <https://www.peterborough.gov.uk/residents/schools-and-education/school-closures>
- **Financial support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- **Exceptional costs:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- **Reducing burdens:** <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- **Social distancing:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **PPE:** <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- **Public health England** <https://www.gov.uk/government/organisations/public-health-england>
- **NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- **Government advice:** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- **DfE** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **A detailed checklist and key guidance for action for health and safety** is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- **Information re testing:** <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>