**Stony Dean School Risk Assessment Process for 1st September 2020 (Updated)**

**1) Overarching rational**

The school has assessed risk based around the physical features of the school and structure to maintain everyone safety. What the school cannot do, is remove all risk and it will be up to school users to make a decision based upon their circumstances and government guidance. The school will respect those decisions and seek to address those concerns raised to find a pragmatic way forward.

* **Test 1** to carefully track the numbers of Covid-19 cases in Buckinghamshire (South East).
* **Test 2** to be convinced that testing is available to any member of staff and pupils, where it is applicable. We also need to be assured that we have an appropriate number of suitability qualified and experienced staff members to support the young people. We will promote the initial roll out of the track and trace application for mobile phones.
* **Test 3** to ensure that all our staff and parents are clear on control measures. Our premises must be fit-for-purpose and we must be able to provide necessary services, school meals, effective cleaning etc.
* **Test 4** to audit all PPE and be assured of its present and future availability. Where appropriate, staff will have access to relevant training relating to the use of PPE. All staff, children and young people will have training and support on applicable health and hygiene techniques (i.e. hand washing, covering mouth when coughing etc.)
1. **Premise for increasing numbers in school**

The announcement on the 2nd July states very clearly that all schools should be open at the start of the summer term- for further details on special schools. There is some discretion around vulnerable pupils that might need a flexi schooling approach. The school will re-instate this policy for this group of learners. [Click here](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_campaign=1934719_New%20guidance%20on%20getting%20all%20pupils%20back%20to%20school%20in%20September&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=3OT7,15GU7,NWLIY,42QKO,1#annex-a) for the full guidance.

**3) Proposed Structure**

The school will need to form bubbles and these bubbles (Zones) will need to be kept separate from each other. School day shortened 9:00- 3:15 until Half-term and then reviewed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Bubble  | Foundation Groups | Vertical Groups  | KS3 | KS4 | 6th Form  | Hub Bubble | PTT Bubble |
| Location of Zone | Current Rooming | Old 6th Form | Long Corridor | New Block | 6th Form Block | RM1/2 | PTT1/2 |
| Outside Space  | F Garden  | Vertical Garden  | Front of School,  |  Sails and rear of  | 6th form Outside space |  |  |

**4) Education for Students of Stony Dean School**

* Primary model initially In bubbles
* Moving then to Introductions of lessons with teachers rotating around the school
* Then returning to normal timetable
* Blended learning will need to take place for flexi schooling students
1. **Staff Expectations**

Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend their setting. Staff we will actively encourage to discuss individual circumstances with members of SLT.

1. **Hygiene in School**

Education settings must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Settings should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

* a requirement that people who are *ill should stay at home*
* robust hand and respiratory hygiene
* enhanced cleaning arrangements
* active engagement with NHS Test and Trace
* formal consideration of how to reduce contacts and maximise distancing between those in school or college and wherever possible minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the setting’s circumstances and will (as much as possible) include:

* grouping children together
* avoiding contact between groups
* arranging classrooms with forward facing desks
* staff maintaining distance from pupils and other staff

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

 <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/>

**The symptoms of coronavirus are:**

* a cough
* a high temperature
* shortness of breath
* Anosmia- Loss of smell and taste
* Loss of appetite

But these symptoms do not necessarily mean anyone has the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu.

**Coronavirus is spread by:**

* It is a new illness so at present it is not know exactly how coronavirus spreads from person to person. Similar viruses are spread in cough droplets. It's very unlikely it can be spread through things like packages or food.
* There is the whole family self-isolation if one has symptoms. Continued emphasis is given to the hand hygiene side of things too.
* For those who are over 70, have an underlying health condition or are pregnant, they are told to stay in for 12 weeks.
* There may well be colleagues and volunteers in these categories. It appears there's a further risk assessment to adjust namely the one covering those who are pregnant on the staff.

**Self-isolate is:** If there's a chance someone has coronavirus, they need to be asked to stay away from other people (self-isolate).

This means:

* stay at home
* not to go to work, school or public places
* not to use public transport or taxis
* to ask friends, family members or delivery services to do errands for you
* try to avoid visitors to your home – it's OK for friends, family or delivery drivers to drop off food

*It may be necessary to do this for up to 14 days to help reduce the possible spread of infection*

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

 **COVID-19 RISK ASSESSMENT PROCESS FOR**



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This document outlines the process undertaken to enable all students to access school following the guidance from the government.

Actions are taken in an attempt to reduce the risk of infection being transmitted whilst providing a first class educational experience whilst working within the restrictions of observing the guidance. The success of this plan is reliant upon to the commitment of all stakeholders in observing safest practice including parents, staff and most definitely students.

**COVID-19 Risk Assessment for Stony Dean School**

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| **ASSESS****Decide appropriate control measures for leaders, managers and employees to implement under a ‘Plan’, ‘Do’, ‘Review’ cycle.**  |
| Whilst the preventative measures in this risk assessment are not mandatory they will be adopted in an attempt to reduce the risk of transmission. The setting of the school has been considered in constructing and implementing these measures.  |
| **Who may be at risk:** Employees, students, 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)’ and BAME. An individual risk assessment will be written for vulnerable employees and students |
| **PLAN** | **DO** | **REVIEW** |
| **Prepare Building** | **Prepare Employees and Parents and pupils** | **Control Access** | **Implementing Social Distancing**  | **Implement Infection Control Measures** | **Communicate and Review Arrangements** |
| * Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.)
* Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, assembly areas, etc.).
* COVID-19 posters/ signage displayed highlighting the zones.
* KS Groups will be split into zones with the exception of Hub/PTT
* Modify school reception to maintain social distancing – one person at a time
* Establish routes to and from zones Around not through the building.
* Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety
* Door signs mounted to identify that one person should be in a toilet at any one time
* Organise classrooms to give as much space between seats and desks as possible whilst recognising that 1m distancing is not possible in any area. Facing the Front.
* Inspect classrooms and remove unnecessary items, particularly items that are hard to clean.
* Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.
* Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this.
* Reorganise the cleaing arrangement in the day
* Organise PE lessons acitivities with minimal equipment
* Students wear PE kit to school on the days that they have PE to prevent having to change in small changing room areas.
* Organise the PE ciriculum to use outdoor space as much as possible
* One way system in school to be followed.
 | * All students and staff told to stay at home if showing symptoms.
* Involve employees in plans to return to school- consult
* Vulnerable employees and students (‘clinically vulnerable’ to coronavirus) identified and told not to attend school if shielding.
* Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity in processing individual risk assessments.
* Where necessary individual risk assessments for employees and students at special risk (take account of medical advice).
* Review individual EHCPs
* Review risk assessments for students that ‘spit’ or at risk of restraint
* Communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.
* Information shared about testing available for those with symptoms.
* Staff encouraged to get tested ASAP if they have symptoms to get tested. (New system implemented)
* Flexi schooling will continue for those unable to attend school.
* Assess how many employees – non teachers – who can continue to work from home and limit their time in school.
* Timetable composed to restrict the amount of movement around the school by each year group.
* Alternatively arrange the school day to reduce, tutor time break and lunch time.
* FSM packed lunch provided daily and offer to pupils still to pay.
* If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of the teacher
* Where there are appropriate sources of guidance, Heads of Departments should refer to curriculum specific guidance on reopening (e.g. CLEAPSS, afPE, CILIP, etc.).
* Lessons planned and risk assessed by staff responsible for them to avoid high risk activities (to reduce the likelihood of first aid being required).
* Identify and plan lessons that could take place outdoors in their allocated zones
* Planning break times (including lunch), so that all students remain in class or in a specified area of the school. Supervised.
* Communicate to parents on the preventative measures being taken
* Meetings with parents **will not be** face to face but either via telephone or Teams unless social distancing possible.
* Pupils expected to provide their own lunch, snacks and drinks at break. No breakfast club.
* All students to be told to provide personal equipment (pens, pencils, rulers calculators, computer device etc.) to ensure no shared use in class.
* Briefing to students on school rules and measures with reminders before leaving rooms.
* Review behaviour policies to consider how students not following distancing rules or behaving in an appropriate way will be managed.
* All staff fully briefed about the plans and protective measures identified in the risk assessment.
* Revised evacuation procedures to be communicated.
* Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys adjusted day. Disposal of masks
* Communication with others (e.g. extended school provision, lettings, regular visitors, etc.)
* Limit visitors by exception (e.g. for priority contractors, emergencies etc.)
* Staff not to order their parcels to school
 | * Entry points to school controlled (including deliveries).
* Building access rules clearly communicated through signage on entrances.
* Taxi entrance and exit staggered. Between 9:00 and 3:15.
* Registers to be taken at the start of the day of all students
* Hand sanitiser provided in all classrooms at all entrances.
* Visitors to clear inventory once signed in. in reception.
* Staff on duty at the start and end of the day to manage entrance and exit
* No students are on the school grounds without prior arrangement.
* Students arrive at the directed time and go straight to their designated classroom following the published route guidance. (F through the school, V around the front of school, KS3 in the normal door and KS4 around the back and 6th form around the front of the school)
 | * Teaching staff will remain as far as is possible from students
* Mixing between KS students kept to a minimum during, arrival and departure.
* No Student movement outside of their zones
* Groups will stay within a specific “zone” of the site to minimise mixing.
* Students do not play recreational sports or games together. They are in outside bubble groups.
* Limited number of pupils in the hall at one time
* Assemblies will be held via zoom.
* If essential gatherings of staff / pupils required, this will be undertaken where there is a physical layout supporting a minimum of 1 metres separation (preferably outside). Ideally zoom or teams.
* Students provide their own lunch or meals will be delivered from the kitchen.
* One child will be in any toilet at any one time.
* Groups use the same classroom or area of a setting throughout the day where possible.
* Seating plans to ensure pupils sit at the same desk each period in the day where possible.
* Desks will be spaced as far apart as possible facing the front
* Members of staff come to the classroom rather than groups of students circulate to different parts of the building/site.
* The occupancy of staff rooms and offices limited to ensure 2 metres social distancing. Staff will be expected to self regulate and observe this
* Staff in shared spaces (e.g. office) to avoid working facing each other.
* More radios provided and/or encouraging use of phones to communicate between different parts of school.
 | * Hand sanatisers made available in all classrooms.
* Frequent hand sanitising encouraged and supervised all students (following guidance on hand cleaning).
* Hands cleaned on arrival at school, on the arrival to each classroom, before and after eating, and after sneezing or coughing.
* Adults and students are encouraged not to touch their mouth, eyes and nose.
* Adults and students encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)
* Bins are emptied every day.
* Spaces well ventilated using natural ventilation (opening windows) or ventilation units.
* Doors propped open, where safe to do so to limit use of door handles. These are closed when premises unoccupied.
* Sanitising spray, wipes and paper towels to be provided in classrooms for use by members of staff.
* Thorough cleaning of rooms at the end of the day.
* Shared materials and surfaces cleaned and disinfected frequently (e.g. desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.).
* Equipment used in practical lessons cleaned thoroughly between groups.
* Avoid sharing books and other materials.
* No books or work handed in on paper. Use electronic submission or if paper put in quarantine (e.g. for 3 days).
* Procedures followed should someone become unwell whilst attending school. Guidance shared with familes.
* Guidance on cleaning in non-healthcare settings followed after someone with suspected COVID-19 has left.
* Staff providing close hands-on contact with students 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. Follow flow chart guidance
* In alignment with Government guidance, if two students within the same year group contract Covid 19 the associated year group will be in lockdown for 14 days and taugh via SeeSaw Support from P.H.F

NOTE:Wearing a face covering or face mask in schools or other education settings is not recommended but is optional for staff and recommended for close working.The choice to wear a mask will lie with the individual. *The schools preference is to use a face Visor*. The school has face visors that are available to use. The guidance around wearing one is, if you’re working closer than one metre with a child for longer than 15 minutes. Staff are also able to wear a face visor outside of these circumstances. If there is a risk of spitting in the child’s risk assessment then we also recommend wearing a face visor/mask.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 to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:* Students 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;
* if a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.

Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:* washing hands or using hand sanitiser, before and after treating injured person;
* wear gloves or cover hands when dealing with open wounds;
* if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;
* if CPR is required on a student, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.
* dispose of all waste safely.

Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. | * Risk assessment published
* SLT responsbile for implementing plan and employees responsbile for following the plan
* Employees encourage to report any non compliance.
* The effectiveness of prevention measures will be monitored by school leaders and middle managers.
* This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.
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