

Coronavirus (COVID-19) Risk assessment – Autumn reopening

Establishment: Olive Tree study support	Assessment by: Tahera Akther Abdul Alim	Date: 10/09/2020
Review Date: 20/12/2020	We will create two “bubbles” as overall student numbers attending school is reasonably small. They are : Lower school: Reception, Class 1 and Class 2 & Upper school: Class 3, Class 4 and Class 5	

Details

Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
 2. Clean hands thoroughly more often than usual
 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
 5. Minimise contact between individuals and maintain social distancing wherever possible
 6. Where necessary, wear appropriate personal protective equipment (PPE)
 7. Engage with the NHS Test and Trace process
 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
 9. Contain any outbreak by following local health protection team advice
- Numbers 1 to 4 are in place in all the time.
 - Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
 - Number 6 applies only in specific circumstances.
 - Numbers 7 to 9 are followed in every case where they are relevant.

Hazard	Who is at risk	Details	Control measures currently in place	In place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure. This does not apply to staff who have an updated shielding letter. • Health screening of employees carried out weekly (are you unwell/is anyone in your household unwell/records of any staff awaiting test) with records held on employee file. <ul style="list-style-type: none"> • Any staff member with symptoms of COVID-19 is sent home to self-isolate and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. • All staff advised of the procedure in school if a member of staff becomes unwell. • Any staff member who displays signs of being unwell immediately refers themselves to management (whilst adhering to 2m distance) and is sent home <p>If the test is positive:</p> <ul style="list-style-type: none"> o The staff member remains off for the remainder of the 2-week period from the onset of symptoms and after that they can return. Staff may return if a cough or anosmia persist beyond this time. o The staff member must engage with the NHS Test and Trace programme. o The staff member must notify the school immediately. o The school contact their local Health Protection Team for advice on any further action required in school. 		

			<p>o The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure.</p> <p>o Management to contact any pupils or staff from the 'bubble' and advise that a COVID-19 test should be done. No pupil should return to school if the result comes back positive and should complete the 2 weeks isolation before returning again.</p> <ul style="list-style-type: none"> • If the test is returned negative the staff member can return to school when they feel well enough to do so. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms 		
		Pupils contracting COVID-19	<p>Any pupil with symptoms of Covid-19 should not attend school for 14 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained.</p> <ul style="list-style-type: none"> • If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. They will not be allowed to return to school until they have completed the isolation period, or proof of negative COVID-19 test result is shown to the school. • Management must inform Directors of any cases that has been tested positive for COVID-19. • Staff and children who were with the affected party should wash their hands but do not need to go home unless symptomatic. 		

			<ul style="list-style-type: none">• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation.• A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.• If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Out of use sign should be placed on the outside door until deep cleaning has taken place.• PPE, i.e. face masks, face shields, gloves, and apron and hygiene bags for waste disposal are available with branch manager and required for handling suspected cases. Use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell• All staff are informed of the procedure in school relating a pupil becoming unwell in school• Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required.• A negative result means the pupil can return to school. The family must provide evidence to the school of his via email• Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid- 19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the		
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			<p>pupil can return to school if they do not have any COVID-19 related symptoms.</p> <ul style="list-style-type: none"> • If a staff member's child is sent home from their school due to a pupil within their bubble having symptoms, that staff member must inform SLT and seek a test. They may return earlier than the self- isolation period if a test comes back negative. • Any pupil living in the same household as someone with symptoms of Covid-19 should not attend, in line with government guidance on self-isolation. • If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access) • Only children who are symptom free or have completed the required isolation period attend the setting. • Any child who has taken any form of paracetamol or ibuprofen will not be allowed into school for 48hours after symptoms have ended. • Any child who displays signs of a cold will not be allowed in school until 48hours after symptoms have ended and a negative test result. 		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> • Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the school unless essential and appointment based. • All site visitors carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. 		

			<ul style="list-style-type: none"> • Details of local procedures communicated to all visitors before they come to site. • Parents advised to drop children off alone, i.e. not to come with partners or family • Contractors attending have been notified that the school is operational and their access requirements reviewed on a case by case basis. • All contractors/visitors to sanitize hands on entry to the school site – directed by premises and front office staff 		
Suspected / confirmed case in school	Staff, Pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. • Pupil isolated in secure area in secondary medical room if awaiting collection, in line with government guidelines. • Parent to be called immediately by SLT for pupil collection • Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. • A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. • SLT to lock door and inform cleaning team as soon as pupil has been collected • Any waste from isolation room to be held for 72 hours and then disposed of • Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings 		
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol based hand sanitiser to be readily available 	Y	Y

- Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum)
- Hand sanitizer provided for those who need assistance in cleaning hands
- Practices built into school behaviour culture.
- Catch-it, bin-it, kill-it, promoted throughout school.
- School had provided tissues and sufficient bins to support disposal of waste.
- Face coverings in school not recommended but are required for those >11 yrs using public transport (parents dropping pupils off)

Grouping (key principles to be applied)

- Pupils to be in class bubbles indoors, year group bubbles outdoors
- Keep groups apart as much as possible.
- Older children encouraged to keep distance in their groups.
- No expectation that young children distance within their groups.
- Siblings can be in different groups.
- All staff can operate across multiple classes and year groups but should practise distancing, and 1m where possible.
- To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as,

o direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

o proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

o travelling in a small vehicle, like a car, with an infected person

PPA and interventions - Adults moving between bubbles

- Adults leading small group interventions (e.g. extra learning support) to maintain social distance from the guidance – children to bring own equipment (resource packs)
- In shared environments/equipment increase cleaning frequencies.
- PPA and intervention staff to practise distancing where feasible

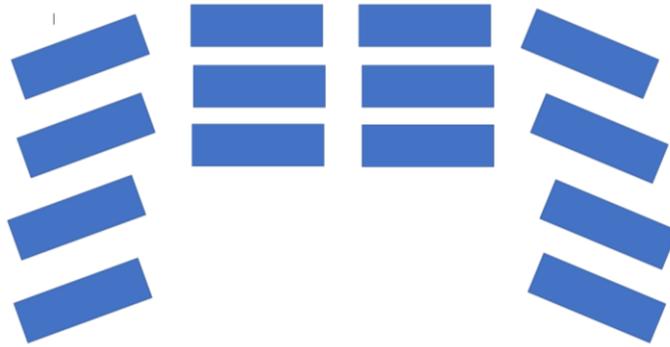
Measures within Classrooms – (key principles applied)

o Staff remain distanced from pupils, at the front of the class, away from colleagues, and 1m from all parties where possible.

o Classrooms to be set up in rows facing the front with a 1m square space at the door taped on the floor (ensuring that visitors to the class can maintain social distancing).

o Children to sit 2 to a table facing forwards

Classroom layout example:



- o Resource packs to be created for children with pencil, glue, rubber etc to limit shared resources. Children in upper school (Class 3, 4, 5 and 6) are recommended to come to school with a basic set of stationary.
- o Avoid face to face contact and limit time spent within 1m of anyone.
- o Education and care support for those with complex needs to be provided as normal.
- o Regular robust handwashing to be carried out. Signage advocating more frequent handwashing has been installed in various locations around the premises. CTs to regularly remind pupils of this including reminding to not touch their face.
- o Additional use of alcohol hand sanitiser to improve infection control. Hand sanitiser provided in all classroom and at key points throughout the school
- o Staff to follow c-19 risk assessment for use of team teach and contact with vulnerable pupils. Wash hands thoroughly after any contact between adult and pupil
 - o One-way system to minimise movement around the site as much as possible:

o Promote catch-it, kill-it, bin-it – lesson for all children saved on shared drive for first day

- Staffroom; max four adults at any one time.
- Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including:

o On arrival and before departure

- o Before break
- o When groups change areas
- o After using the bathroom

• Toilet breaks, one child at a time. Only to use bathrooms outside group class (signed). Pupils to be instructed to return to class if someone is in the toilet to reduce contact. Markings outside playground toilets.

Measures for Arrival and Departure (key principles applied)

All non-class based staff and Management to be in playground at these times to guide children to classrooms. Premises to monitor school entry points.

Signposting to be on outside fence, and on classroom doors and stairwells. Distancing markers outside gates/office.

- There will be staggered start and finish time to reduce congestion.

Lower school Start time: 9:45 am – 09:55 am
Lower school Pick up time: 01: 45 pm – 01:55 pm

Upper school Start time: 10:00 am – 10:10 am
Upper school Pick up time: 02:00 pm – 02:10 pm

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| | | | <ul style="list-style-type: none"> • If parents arrive after the allocated time, they will have to wait until the drop off and picks are finished and when a staff member brings out the children. • Families waiting to enter the school for drop off and collection must adhere to social distancing at all times. • Parents to drop and pick up the children in the playground. • Parents are to demonstrate social distancing at all times. • A couple of staff members will be in the school gate to ensure parents are adhering to social distancing. • Allow 10 parent's at a time to enter the playground during pick up and drop off. • Use/open both doors at the entrance to create larger space for foot flow. • One way foot flow system will be in place. • Children should stand 1 meter apart in line during arrival and dismissal in the playground. This should be maintained as children are walking into their classrooms, and each time they are moving around the school. • Only <u>1 adult per family</u> are allowed for drop off and pick up. • Consider allowing parents to enter the school for the purpose for only settling In sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. • During morning drop offs, parents are not allowed to enter the playground/premises unless the child is very unsettled. Children have to be dropped off at the entrance. • Parents to leave the site promptly after dropping off children. • Parents will not be allowed to engage to staff in lengthily conversation unless an agreed appointment time has been set. • On arrival at the school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a | | |
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			negative test result has been confirmed and agreed return with school or current isolation guidelines followed.		
Infection Control (premises)		Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • One way system implemented in corridors and on stairwells, signage on walls • Signage visible outside staff room and other areas where adult may congregate. • Printer to be used by one member of staff at a time, visible signage and hand sanitiser available • One person only per lift, signage visible • Windows opened where possible, where temperature allows it, and without creating undue risks. • Non-fire doors propped open to remove need for hand contact • Outdoor play equipment thoroughly cleaned between groups • Removal of soft furnishings and soft toys or toys that are hard to clean . • Where multiple staff have to occupy a single office and 1m separation is not possible: <ul style="list-style-type: none"> o Work back-to-back o Install screens between workstations o Developing a rota so that staff don't have to work together 	Y	Y
		Physical distancing/ grouping	<ul style="list-style-type: none"> • Playtime and Lunchtime will be staggered for each bubble. Upper school and lower school. Lower school will be going to playtime and Lunchtime 10 minutes earlier than usual. • During outdoor play, we will endeavour to keep each class apart from each other as much as deemed possible. • Care routines including provision of snacks should be within the space allocated to each "bubble" wherever possible. 	Y	Y

			<ul style="list-style-type: none"> The use of communal internal spaces should be restricted as much as possible. 		
		Children's Wellbeing and education	<ul style="list-style-type: none"> Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time. Provision will not be normal. Limited access to resources. Limited staff and children in each session. Limited learning due to limited resources. Play equipment to be minimalised and multiple groups are not to use it simultaneously. Removal of soft furnishings, soft toys and toys that are hard to clean. 	Y	Y
Cleaning		General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Clean AND disinfect frequently touched surfaces at the end of Saturday and Sunday. Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal 	Y	Y

			<p>procedures and cleaning risk assessment. No requirement for additional PPE to be worn.</p> <ul style="list-style-type: none"> • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. • Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non- healthcare settings • All other classrooms to have a deep clean of chairs, tables, carpets etc on Friday and Saturday, ready for weekend use. • All classrooms have access to running water and soap/ hand sanitiser • Each floor will have disinfectant spray and towels available, in the event of a child sneezing on furniture or equipment. 		
		Toilet use/ Changing and cleaning up of accidents.	<ul style="list-style-type: none"> • Children should be supported to do as much for themselves as possible. • Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom. • Limit number of children using sinks or classroom to allow for more space. • In an event of an accident relating to child wetting them self or soiling them, staff should wear apron and one pair of gloves. Dirty cloths should be double bagged and put into child's bag for parents to dispose of at home. Parents should be notified. • If an accident happens whilst it is dealt with no one else should use the bathroom. • Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • Children's own clothes to be used. 	Y	Y
	Staff	Work force/ Attendance	<ul style="list-style-type: none"> • Staff should only attend the school if they are symptom free, have completed the required isolation period or achieved a negative test result. 	•	

			<ul style="list-style-type: none"> • Risk assessing with regular health questionnaires for returning staff. • All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines. • Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves. • All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate. • Wherever possible, staff should remain with the small group of children, the “bubble” of children who they are allocated to and not come into contact with other groups. • Social distancing must be maintained during breaks. • Staff members should avoid physical contact with each other including handshakes, hugs etc. • Where possible, meetings and training sessions should be conducted through virtual conferencing. • Staff meeting and gatherings will be limited. • Staff room will be limited to branch manager and teaching manager. • Practitioners will be working in different groups. • Staff will be focused of children and cleaning as we go along • Socialisation and interaction will be different with a limit to contact with other adults and the children. 		
	Staff/pupils	Lunch time	<ul style="list-style-type: none"> • Children will be eating in their classroom to minimise unnecessary mixing/movement. • Staff and Children MUST wash hands before prep or eating. • Staff and children MUST wash hands after eating. • Adults to handle eaten food as little as possible. • Children and adults to be responsible for their own food rubbish. 		

	Parents, committee and Visitors	Communication	<ul style="list-style-type: none"> Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. Committee to clearly and promptly keep all staff informed of changes and details of wages, policies etc. Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable, should attend the setting at their own risk. Make COVID-19 risk assessment available on school website. 		
	Travel	Travel associated with setting operations	<ul style="list-style-type: none"> Wherever possible staff and parents should travel to the school using their own transport. <p>If public transport is necessary, current guidance on the use of public transport must be followed.</p>		
	PPE	Both Workforce and children	<ul style="list-style-type: none"> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 		
Failure to follow local rule	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness. Persons violate local rules	<p>Staff will be trained in the new/temporary arrangements upon the return to school in September</p> <ul style="list-style-type: none"> Pupils will be trained in the new/temporary arrangements first morning back and continually throughout each week <p>Pupil training video for first day back to be delivered by class teacher – resources to be saved on management drive</p>		

			<ul style="list-style-type: none"> •Compliance with this risk assessment and associated procedures will be monitored weekly by managers and premises team e.g. checklists, observations, interviews, audits etc. •Children failing to follow rules- first instance: consequence phone call made home to parent, second instance: consequence and meeting with parent, third instance: internal/fixed term exclusion •Staff failing to follow rules- verbal warning from line manager > meeting with Directors > formal warning, meet with HR 		
<p>The school lapses in following national/ group guidelines and advice</p>	<p>Staff, Pupil, Visitors</p>	<p>Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community</p>	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Headteacher to ensure that all relevant guidance is followed and communicated to all staff, parents and pupils • Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. • Parents/Pupils updated via classrooms/email/parent text as necessary. 		